**Govan High School**

**Remote Learning Policy**

**(Parents/Carers Version)**



***November 2020***

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**Headteacher**

**Welcome to our remote learning guide for parents and carers.**

**This document outlines the expectations we have of our young people should they find themselves having to work at home, either due to having to isolate or in the very unlikely event of future school closures. The guide also contains ways in which you can support your young person to learn online. This sits alongside the ‘Learning at Home’ section on our school website where you will find useful video links to help support young people to both access and use online learning.**

**This document then goes on to give what we hope, are some useful scenarios to illustrate what home learning will look like in different contexts, so if a young person is self-isolating in comparison to a young person being at home as a result of school closures.**

**We hope that you find this document useful and should you have any further questions please do not hesitate to contact the school.**

**Kind regards**

**Nancy Belford**

**Remote Learning Strategy – Parents Version**



**Introduction**

The school has developed this remote learning strategy to ensure that we can continue to deliver excellent education and young people can continue to engage in learning, even if they are unable to attend school in-person. If a pupil is unable to attend school due to illness, related to COVID-19 or otherwise, or has to self-isolate, they will have access to online teaching and materials to support their on-going learning and achievement. This document also outlines our strategy in the unlikely event of facing temporary closure due to government and/or public health guidelines related to COVID 19.

**The aims of this strategy:**

To outline guidelines and expectations for young people who for whatever reason find themselves having to learn and home and also how parents and carers can support young people to do this.

**Student expectations:**

* Pupils should **where possible** retain structure to their working day starting with logging in to MS Teams by 9.00am
* Check Teams to access the posts/resources for each lesson and work through tasks in a timely fashion.
* Complete all set work and hand in work to the subject teachers in the way you have agreed with teachers
* Use ‘Team Pages’ to communicate with their teachers and ask questions if they do not understand/need help within normal school time hours. They can email the teacher if they are having difficulties and need support.
* Pupils may need to photograph work and use the Teams app to submit this to teachers.
* Deadlines should be met where possible; Pastoral Care teachers will be informed if they are not and will be in contact with home to see if additional support is needed.
* Teams is for classwork only and discussion about learning. Young people should use their own social media to catch up with and speak to their friends.

**Helpful ways that Parents can support:**

* To ensure their young person has their iPAD fully charged and connected to the Wi-FI. Parents should contact the school if they have any IT or Wi-Fi issues.
* Encourage and support their young person’s work including: finding an appropriate place to work, checking that set work is completed and submitted by the end of each day.
* Contact the school if there are any concerns. Please see ***‘useful contacts’*** at the end of this document.
* Support students in having a quiet space for Team video calls.

Pupil expectations are discussed further on the following pages. Due to the unpredictable nature of this pandemic several scenarios may occur that may require young people to access their learning remotely or through a blended learning approach depending on the circumstances *(blended learning - attending school on a part-time basis and working remotely from home the rest of the time).*

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**Scenario 1** – A young person has been advised following government guidelines that they must self-isolate for 14 days.

Govan High School **Self-Isolation** Guidelines



**\*If you are self-isolating with symptoms then you are not expected to complete home learning\***

If you are self-isolating without symptoms then you should follow the guidelines below:

* Have a routine each day. You should be up, dressed and have breakfast so that you are ready to log on to Microsoft Teams and start your day for 9am.
* Check each of your virtual classes on Teams each school day for new notifications and newly uploaded tasks from your teachers.
* Follow your timetable! For example, if you have English period 1 and then Maths period 2 then you should complete the work set for these subjects at these times.
* Keep in contact with your teachers, send them completed work and read/respond to any feedback given. All work should be submitted through Microsoft Teams and **not** by GLOW email.
* Make sure that you are taking breaks, in particular make sure you have screen time breaks. Where possible try to get some fresh air.
* If you have any questions or worries then please get in touch with your teacher or pastoral care teacher. We are here to help!

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**Scenario 2** – National or localised lockdown in place, schools have to remain open and implement a ‘blended learning’ approach.

Govan High School Blended Learning Guidelines **(BGE S1-3)**



**\*If you are unwell with symptoms then you are not expected to complete home learning\***

As part of the blended learning model being adopted by Govan High, you will spend some of your time **in school** and some of it **at home**.

**Blended learning (AT SCHOOL):**

* Arrive in class prepared – this includes your bag, jotters, pen/pencil, ipad and PE kit (if needed).
* Follow your blended learning timetable! This may mean you only see your teacher once per week.
* Your lessons in school will be active – eg: discussions, debates, questions, practicals, detailed explanations.
* Your teacher will **ALSO** set your work for the rest of the week at home and will explain this to you during school time.

**Blended learning (AT HOME):**

* Get yourself up, showered, breakfast and logged onto Microsoft Teams for 9am if you are not in school that day.
* Follow your newly created **at home** timetable you made for yourself.
* Complete the tasks set by your teachers during your timetabled class time. **E.g. – Science 11-11.30am – complete science tasks.**
* **Your teacher could be teaching when you are completing your work, therefore, if you are stuck, please email your teacher and they will get back to you ASAP.**
* Make sure that you are taking breaks, in particular make sure you have screen time breaks. Where possible try to get some fresh air.
* If you have any questions or worries then please get in touch with your teacher or pastoral care teacher. We are here to help!

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Govan High School Blended Learning Guidelines **(Senior Phase S4-6)**



**\*If you are unwell with symptoms then you are not expected to complete home learning\***

As part of the blended learning model being adopted by Govan High, you will spend some of your time **in school** and some of it **at home**.

**Blended learning (AT SCHOOL):**

* Arrive in class prepared – this includes your bag, jotters, pen/pencil, ipad and PE kit (if needed).
* Follow your blended learning timetable! This will be limited compared to your usual 4/6 periods.
* Your lessons in school will be active – eg: discussions, debates, questions, practicals, detailed explanations.
* Your teacher will **ALSO** set your work for the rest of the week at home and will explain this to you during school time.

**Blended learning (AT HOME):**

* Get yourself up, showered, breakfast and logged onto Microsoft Teams for 9am if you are not in school that day.
* Follow your newly created **at home** timetable you made for yourself.
* Complete the tasks set by your teachers during your timetabled class time. **E.g. – Biology 11-12pm – complete Biology tasks. History 12-1pm – complete History tasks.**
* **Your teacher could be teaching when you are completing your work, therefore, if you are stuck, please email your teacher and they will get back to you ASAP.**
* Make sure that you are taking breaks, in particular make sure you have screen time breaks. Where possible try to get some fresh air.
* If you have any questions or worries, then please get in touch with your teacher or pastoral care teacher. We are here to help!

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**Scenario 3** – National or localised lockdown resulting in school closures. All young people and staff are not allowed in the school until further notice.

Govan High School, School Closure Guidelines **(BGE S1-3)**



**\*If you are unwell with symptoms then you are not expected to complete home learning\***

* Get yourself up, showered, breakfast and logged onto Microsoft Teams for 9am.
* Plan each day, have a clear set of goals. Know which subjects you want to focus on each day. You should plan your learning the day before. A blank timetable template will be emailed to you by your year head through teams e.g. if you are in S3 you will be able to locate this timetable in the ‘S3 Team’ under the ‘file’ tab once you have opened the Team
* Complete the tasks set by your teachers during your timetabled class time. **E.g. – Biology 11-12pm – complete Biology tasks. History 12-1pm – complete History tasks.**
* Make sure that you are taking breaks, in particular make sure you have screen time breaks. Where possible try to get some fresh air.
* If you have any questions or worries, then please get in touch with your teacher or pastoral care teacher. We are here to help!

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Govan High School Blended Learning Guidelines **(Senior Phase S4-6)**



**\*If you are unwell with symptoms then you are not expected to complete home learning\***

* Get yourself up, showered, breakfast and logged onto Microsoft Teams for 9am if you are not in school that day.
* Follow your newly created **at home** timetable you made for yourself.
* Senior phase pupils will be expected to follow their normal timetable during school closures. Therefore, you should complete the tasks set by your teachers during your normal timetabled class time. **E.g. – Biology 9.40-10.30am – complete Biology tasks. History 10.45 -11.35am – complete History tasks.**
* **Where possible your teachers will try to follow this timetable and will try to be available at these times if help or assistance is required. Sometimes though your teacher may not be available due to various circumstances that can’t be helped. However, you can still communicate with your teacher through Teams and they will get back to you ASAP.**
* **In some cases, your teacher may be running a ‘live’ session. You will be notified about this in advance.**
* Make sure that you are taking breaks, in particular make sure you have screen time breaks. Where possible try to get some fresh air.
* If you have any questions or worries, then please get in touch with your teacher or pastoral care teacher. We are here to help!

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**Additional Information**

**Useful Contacts:**

|  |  |
| --- | --- |
| **Senior Leadership Team** | |
| **Headteacher:** | [**gw10belfordnancy@glow.sch.uk**](mailto:gw10belfordnancy@glow.sch.uk) |
| **Depute Head (S1):** | [**gw10wlosinskipaula@glow.sch.uk**](mailto:gw10wlosinskipaula@glow.sch.uk) |
| **Depute Head (S2 + S3):** | [**gw10mccarronmichael@glow.sch.uk**](mailto:gw10mccarronmichael@glow.sch.uk) |
| **Depute Head (S4-S6):** | [**gw10grantalexis@glow.sch.uk**](mailto:gw10grantalexis@glow.sch.uk) |
| **Depute Head (LCR/Inclusion Base):** | [**gw10mcmahonvince@glow.sch.uk**](mailto:gw10mcmahonvince@glow.sch.uk) |
| **Pastoral Care Team** | |
| **Bruce House:** | [**gw10mcnaughtlucy@glow.sch.uk**](mailto:gw10mcnaughtlucy@glow.sch.uk) |
| **Ogilvy House:** | [**gw10templemanbernadi@glow.sch.uk**](mailto:gw10templemanbernadi@glow.sch.uk) |
| **Ferguson House:** | [**gw15mcmillanjennifer@glow.sch.uk**](mailto:gw15mcmillanjennifer@glow.sch.uk) |
| **PT Pupil Support:** | [**gw12ainsliejulie@glow.sch.uk**](mailto:gw12ainsliejulie@glow.sch.uk) |
| **Digital Information** |  |
| **School Website:** | [**http://www.govanhigh.glasgow.sch.uk/**](http://www.govanhigh.glasgow.sch.uk/) |
| **School Landline:** | **0141 582 0090** |
| **GHS Twitter:** | **@GhsLearning** |

**Useful Websites:**

* + [www.bbc.co.uk/bitesize/levels/zkdqxnb](http://www.bbc.co.uk/bitesize/levels/zkdqxnb) (Higher subjects)
  + [www.bbc.co.uk/bitesize/levels/z6gw2hv](http://www.bbc.co.uk/bitesize/levels/z6gw2hv) (Nat 5 subjects)
  + [www.sqa.org.uk/pastpapers/findpastpaper.htm](http://www.sqa.org.uk/pastpapers/findpastpaper.htm) (SQA Past Papers)
  + <https://scholar.hw.ac.uk> (Nat 5 and Higher Revision and Tests)