



# A' Stiùireadh Ionnsachadh Bho Astar



## **Managing Distance Learning Guideline**

**November 2020**

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The Coronavirus outbreak in March 2020 has forced schools and teaching staff to adapt their ways of working. In Condorrat Primary School we recognise the importance of providing high quality distance learning and we are committed to maintaining our pupils learning well through distance learning. To achieve this we have clear guidelines in place to help our teaching staff manage distance learning in a manner which does not have a detrimental effect on their health and wellbeing.

### Distance Learning

In Condorrat Primary school distance learning consists of home learning during an emergency closure, self-isolation learning for those pupils who are self-isolating and weekly homework tasks. Distance learning is provided to our families through Microsoft Teams.

### Home Learning

Home learning is provided during times of emergency closure. Please see the home learning policy. In the event of an emergency closure staff can organise their home learning Microsoft Team as best suits their class. Some may choose to add a home learning channel and others may prefer to upload the home learning tasks directly to the general class team.

### Self-isolation Learning

Self-isolation learning is provided for our pupils when they are self-isolating at home. Usually for a period of two weeks at a time. Pupils and their families access these tasks through the self-isolation channel in their class Microsoft team. These tasks should be completed during the school day by pupils and teaching staff are expected to monitor self-isolation learning tasks during their normal working hours.

There may be long periods of time when classes have no pupils self-isolating and other times when individual pupils or large numbers of pupils within a class need to self-isolate. When a pupil has had to self-isolate their class self-isolation grids will need updated. The grids have been created in a manner which means only some sections will need to be continually updated. Cover for staff to update self-isolation grids will be arranged to ensure a continuity of learning for every pupil.

### Homework

Homework tasks are issued on a weekly basis through Microsoft Teams. Please see the homework guidance policy.

These tasks will be completed by pupils out-with school hours at a time which best suits them and their families. Evidence of these tasks may be uploaded on to the class 'team' for feedback and families may also make enquiries to their child's teacher through their class 'team'. There is no expectation on teaching staff to respond to messages

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from our families out-with their usual working hours. Time and flexibility has been built in to the working time agreement to allow for the management of homework tasks. We strongly recommend that teaching staff respond to homework enquiries whilst they are in the school building and not during their own personal time. Staff are free to choose their own working pattern where some opt to come early in the morning and leave early in the afternoon. Others choose to come in later and leave later. Time should be incorporated within every teacher's working day to monitor homework. If staff choose to monitor homework from their own home they need to ensure they set themselves clear task and time limits to ensure they are not using large amounts of their own personal time to manage homework tasks. Our families have been made aware that they should not expect a response from their child's teacher out-with their working hours. This may mean that teaching staff respond to a query the following day after it has been sent so it is important that teaching staff monitor their homework channel on Microsoft Teams every day so that messages don't get missed.

### Health and Wellbeing

The effective management of distance learning is vital to ensuring our staff maintain their health and wellbeing. Staff need to take time to rest and refresh themselves after each working day so that they are more able to meet the needs of our pupils when they are in the school.

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