

Stiùireadh Teagasg agus  
Ionnsachadh Aig  
Àm Èiginn

Emergency Closure Teaching  
and Learning Guidance



Reviewed Jan 2021

The Coronavirus pandemic has led to the emergency closure of schools. In a situation when there is an emergency closure of our school and we are unable to carry out our teaching and learning activities as normal we will provide learning for our pupils and their families who cannot attend school as well as those who are entitled to attend in the school building. To ensure equity for all our pupils the pupils who are attending in school will complete the same tasks as their peers who are not attending in school.

### Delivering Teaching and Learning

Teaching and learning will be delivered primarily through Microsoft Teams. Pupils have their own log-in details to access learning activities if they wish. Support with accessing Microsoft Teams can be accessed directly from the school.

Each class has their own designated class 'Team' in which they can access learning files or contact their friends and/or teacher. Staff are online regularly between **9am and 3pm Monday-Friday** to monitor their class team, speak to pupils, offer support or feedback on pupil work. Staff may also e-mail tasks directly to families to encourage more families to take part in home learning and foster more communication.

Staff may also introduce additional programmes to support and promote learning further but this should be done in a manner that doesn't overwhelm families or put pupils who cannot access these additional programmes at a disadvantage to their peers.

At least once a week staff should arrange a fun activity with their class through Microsoft Teams. These meetings support the wellbeing of our pupils and staff and in the Gaelic stream of the school this allows the children to use their Gaelic whilst they are not at school. It is important we maintain positive relationships during a closure period when many pupils are not at school and able to see their friends and teacher.

Files within class teams need to be kept organised and clutter free so that families can access activities easily. It is also helpful if learning files are uploaded the day before they are needed as some families like to print activities off for their child/children.

### Learning Tasks

Staff should plan learning for their own class pupils across a two-week block (suggested format attached) and share this planning with their 'bubble' partner and the Head teacher. During an emergency closure period staff will be working with a 'bubble' partner and they are expected to supervise and assist their

colleague's pupils as well as their own pupils. Learning tasks should consist of one literacy, one numeracy and one other task per day.

A suggested timetable would be-

<u>Day</u>	<u>Curricular Areas</u>
Monday	Literacy, Numeracy, HWB
Tuesday	Literacy, Numeracy, IDL
Wednesday	Literacy, Numeracy, Expressive Arts
Thursday	Literacy, Numeracy, RME
Friday	Literacy, Numeracy, STEM

\* Mr Collin has also arranged an outdoor challenge for all classes with 50 different activities to complete.

Learning tasks should be-

- short and achievable to promote pupil independence.
- sustainable, so that families are not having to print out activities at a personal cost to themselves.
- fun and interesting so that the children are motivated by them and want to complete home learning tasks.
- manageable, so they can fit in around family life.

The first week of learning following a closure of schools should be revision based but from there on in staff should plan for progressive learning tasks. Staff need to include at least one literacy and one numeracy video per week to promote the learning of their pupils. Staff may wish to set up a class Youtube channel to facilitate this securely. ICT hardware will be timetabled across all classes to ensure all pupils get access to digital learning whilst they are in the school building.

### Feedback

Teaching staff must provide feedback to their own class pupils during **working hours 9am-3pm**. This may involve pupils taking a photo and uploading it to their class teacher to look at it.

Teaching staff can arrange how they feed back to pupils about their learning as they feel appropriate for their class. Feedback to pupils should be positive and constructive so that pupils are not discouraged to take part in learning activities. Where teaching staff choose to publish feedback in their class 'Team' they should ensure the feedback is fair and consistent.

Staff should not post pictures of the tasks the pupils who are in the school building are doing on Social Media such as Twitter as this could make the children who are not at school feel disadvantaged and perhaps resentful.

Teaching staff will use praise and other incentives to reward hard work and quality pieces of work. They may also have to identify next steps in learning.

Where there is an issue with learning we ask that families contact their child's teacher as soon as possible for support. Good communication is vital to make home learning a success.

### Health and wellbeing

During a period of school closure when increased online learning is necessary we need to ensure we are carrying out teaching and learning in a manner which meets the needs of our families and our teaching staff. Support guidance about learning has been issued to families and staff. For a variety of reasons there are times when some of our families are unable to take part in home learning, but they know that the option is there if they are in a position to try some activities in the future.