



19 March 2020

Dear Parent,

### **REMOTE LEARNING TIMETABLE FROM MONDAY 23 MARCH**

As you will be aware the Scottish Government have given instructions for all schools in Scotland to close with effect from Monday. As a School, we have been working very hard in the preceding weeks to ensure all resources are in place to allow for the continuation of learning to take place whilst the School is closed. At present we have no indication how long this enforced closure will last.

To assist with support to all year groups we have constructed a daily Remote Learning Timetable (RLT) for pupils. This RLT does not replicate their current timetable and reference over the coming weeks should be made to this timetable. All pupils will be sent a copy of their RLT via Microsoft Teams. These will also be placed on the Parent Portal to assist parents in supporting your child.

#### **DELIVERY OF THE REMOTE LEARNING TIMETABLE**

The majority of lessons will be delivered via Outlook Email, Microsoft Teams and Sharepoint sites, some departments will also be using Showbie, OneNote and Moodle. All pupils, however, will receive a notification of the work to be covered during the lesson and any work to be submitted electronically for the next lesson via Outlook and Teams. Pupils can access all materials on their iPad or BYOD.

If they haven't already done so we highly recommend that they download the Outlook and Microsoft Teams App onto their device from their Office 365 account. All pupils will receive a reminder email over the weekend with simple instructions on how to access and use Microsoft Teams. We highly recommend they view these before Monday morning. If for any reason your child is unwell, the resources will still be present but we would encourage all pupils to follow the timetable as issued.

#### **REMOTE LEARNING TIMETABLE: TRANSITUS – SECOND YEAR**

Remote Lessons are scheduled to follow the subjects that pupils have over the course of the week and mirror as best as possible the normal school day timings including a break and lunch. There are one or two study periods as well to allow them to continue with work issued and complete homework tasks. Pupils also have a dedicated period of PE (the department have been designing tasks to keep them active) and PSE.

Pupils are encouraged to work through the lesson activities and complete the tasks using the resources provided. Any assignments issued can then be submitted electronically for marking by following the guidance provided.

Some of the assignments will give instant feedback to pupils on how they performed, others will require them to be submitted to teachers for marking who will then return them with comments and next steps should these be required.

During the allocated lesson slot there will be a member of the relevant department's teaching staff online to either lead the lesson or to answer questions – this may not necessarily be their usual teacher.

Normal School protocols will be followed during this time of closure with regards to failure to submit coursework or homework tasks and you may be contacted by a member of House Staff or SLT should we have concerns about progress. We do not expect teachers, initially, to deliver lessons by video conference or webinar but this may develop over the course of the closure.

### **REMOTE LEARNING TIMETABLE: THIRD YEAR – SIXTH YEAR**

Remote Lessons are scheduled to follow the subjects that pupils have over the course of the week. It should be noted that there will be times during the day, due to the nature of subject choice, when pupils in S3 – S6 will not have a virtual lesson on the online timetable but this will provide them with study time to do work set in subjects and revise material. S3 also have a period of PSE timetabled. PE will also be providing information for Senior pupils to keep themselves fit whilst not able to participate in sporting activity.

**Given the announcement of the cancellation of the 2020 SQA Exam diet the focus for our S4 – S6 pupils over the next few weeks will be the completion of outstanding coursework for submission to SQA and gathering of additional evidence for certain candidates. This may be done online or in School and will be advised next week.**

Pupils are encouraged to work through the lesson activities and complete the tasks using the resources provided. Any assignments issued can then be submitted electronically for marking by following the guidance provided. Some of the assignments will give instant feedback to pupils on how they performed, others will require them to be submitted to teachers for marking who will then return them with comments and next steps should these be required.

During the allocated lesson slot there will be a member of the relevant department's teaching staff online to either lead the lesson or to answer questions – this may not necessarily be their usual teacher.

Normal School protocols will be followed during this time of closure with regards to failure to submit coursework or homework tasks and you may be contacted by a member of House Staff or SLT should we have concerns about progress. We do not expect teachers, initially, to deliver lessons by video conference or webinar but this may develop over the course of the closure.

## **FUTURE PLANS (S4 AND S5)**

Following the submission of all evidence to the SQA after Easter, we propose that from Monday 27 April Fourth Year will move to follow a timetable based on their course choices for Fifth Year. Fifth Year pupils will do the same for the courses they have chosen for Sixth Year. This will give them a head start on their new courses.

## **COMMUNICATIONS WITH STAFF**

Staff are **only** being asked to respond to emails between **0830 – 1700** (Monday – Friday) with an expectation that all emails will be answered within 24 hours, although you will appreciate that, in the first few weeks, there may be a high volume of email traffic as everyone adapts to the new learning environment. **Also, as you will appreciate given the announcement of the cancellation of the SQA Exams, priority will be given to addressing issues of those pupils in S4 – S6 initially who have mandatory coursework to complete.**

Pupils emailing staff **must** do so via their school email address. Parents wishing to contact staff should do so via the normal channel of [admin@hsog.co.uk](mailto:admin@hsog.co.uk)

Please bear with us for the first week or so as there are bound to be some teething problems as well as the unknown consequences of most Scotland trying to work from home so broadband services will be under pressure across the country.

Yours sincerely,

Kenneth J A Robertson  
Senior Deputy Rector