

St Mungo's High School

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Rector: Mr Stephen Phee



Falkirk Council
Children's Services

Dear Parent / Carer,

You will be aware that pupils do not return to school till the end of January at the earliest. This means we will move to online learning. Below I have outlined our approach to online learning.

Online Learning

Staff will:

- Upload teaching materials / resources to the files section of their TEAM.
 - All pupils should know what this means.
 - If you need paper copies of work please contact the school (<tel:01324614614> / email address at the top of this letter.
- Set work for pupils in the "assignment" section of the TEAM and notify pupils it is available.
 - All pupils should know where to access the assignment section and upload their work.
 - If pupils are working on paper they can take a photo of it and upload it to the TEAM or email it to their teacher.
- Lead learning to support pupils.

This could be by:

 - Offering live lessons that pupils can join. This could be a video feed or sound only.
 - Recorded lesson (audio or video).
 - Uploading PowerPoint with voice over.
 - Conversation on the TEAM.
 - Being available to pupils at specific times to talk to pupils and/or answer questions.
- Mark pupil work and re-direct pupils.
- Please note that for practical subjects the work that can be provided on line is limited as they are heavily reliant on specialist/specific resources.

Pupils should check their TEAMS on a Monday morning for the work for the week. Getting your child into a routine is essential. I am suggesting that pupils follow their normal timetable as much as possible – any live lessons will be scheduled to mirror pupil timetables so there should be no clashes. I recognise that following their timetable may not always be possible based on your home circumstances. You should set the routine for school work that suits your family/home circumstances. If your child is working at home out with school hours and needs some help, the teacher will respond during normal school hours.

It is essential that all pupils engage with school work. All courses are moving forward through online learning. For those in the senior phase, work completed online may be used towards evidence for their national qualifications. The mid-term/assessment window that was planned for January will be reviewed and we will be in touch with new arrangements following advice from the Scottish Government.

This is a worrying and stressful time for everyone and the wellbeing of pupils is just as important as school work. Please check out our website which has a section on pupil wellbeing and it also signposts you to support within and out with the school. On the website you will find contact details of key staff - please do not hesitate to contact the school with any issues or concerns.

Yours sincerely
Stephen Phee, Head Teacher

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