



# MARR COLLEGE



## Remote Learning Guide

January 2021

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## Note from the Head Teacher

Dear parent/carer and Marr young person,

Before Christmas 2020 the First Minister announced that most school pupils would learn remotely, rather than in school when the new term starts in January 2021. The First Minister confirmed on 19<sup>th</sup> January that the Scottish Government have decided to extend this period of remote learning and keep school buildings closed to the majority of pupils until mid-February 2021. This will be reviewed again in early February. This change applies to all pupils, except vulnerable children and children of key workers and includes nursery provision, as well as primary and secondary schools.

This guide has been developed to support parents/carers and young people in undertaking remote learning in the coming weeks.

The aim of this information guide is to:

- Provide information about the plans we have put in place to support remote learning
- Provide advice on accessing school resources, nationally available resources and help with IT
- Provide advice to support young people's wellbeing

Through Microsoft Teams (and any other supplementary and digital resources) we will seek to deliver consistently high-quality remote learning experiences which include:

- Meaningful and engaging tasks and assignments for pupils to complete in all of their subjects across the curriculum;
- A continuation of the curriculum to ensure ongoing knowledge and skills development and with clear learning instructions in each subject;
- Frequent and clear explanations of new content through high-quality resources including opportunities for live feedback, collaboration or peer interaction.

We appreciate the varying demands placed on families during this period of remote learning and the need for flexibility in the delivery of learning.

It remains our shared aim to return to face-to-face learning in school as soon as possible and when safe to do so. We greatly appreciate the task currently being undertaken by parents and carers across our school community and sincere thanks to you all for your continued support.

Take care.

George Docherty  
Head Teacher

## What is Remote Learning?

Remote learning is learning that is directed by class teachers and undertaken by young people who are not physically with the teacher while instruction is taking place.

Remote learning involves a combination of 'live' interactions between teacher and learners, and also learning which takes place away from the direct presence of the class teacher. It may involve a range of learning experiences which take place in a variety of learning spaces, including outdoors and includes active and physical learning.

Whilst remote learning is not a substitute for full time classroom-based learning and teaching, effective remote learning can mitigate some of the adverse impact of a reduction in face-to-face learning and can offer learners:

- Significant autonomy over their learning
- A degree of flexibility for learners in where and when they learn
- Potential for high quality consolidation of learning
- opportunities to develop and improve their skills in working independently
- increased opportunities for personalisation in learning
- opportunities for improved engagement
- enhanced parental engagement in their child's learning away from school.

Learners should not engage in online learning for the entirety of the school day. Learning may include activities such as research tasks, project work, practical opportunities, discussions and other activities that can be carried out away from a digital device.

Remote learning will not replicate face to face in school teaching – in style, approach or hours of delivery. Learning activities should ensure engagement for all, considering the age and stage of development of learners, and provide increasing opportunities for independent study. There should be provision of learning activities for learners who require additional support for learning and any learners who may be particularly vulnerable or disadvantaged.

(Education Scotland, Remote Learning 2021)

A copy of the Education Scotland Remote Learning Guidance can be found at the link below:

<https://education.gov.scot/improvement/supporting-remote-learning/supporting-remote-learning>



## Remote Learning at Marr

All learning will be provided via Microsoft Teams. All students have completed, at the very least, basic training in the use of Teams and the vast majority of students are proficient in the use of GLOW and Teams, making use this platform regularly in school.

A copy of the Marr College 'Digital Fire Drill' and a comprehensive video support guide can be accessed at [www.marr.sayr.sch.uk/digitaldrill](http://www.marr.sayr.sch.uk/digitaldrill).

**STUDENT DIGITAL FIRE DRILL**

**1. ACCESSING GLOW AND TEAMS**  
Students working from home should access class resources and tasks through Teams. It is important that you know how to log in to GLOW and know how to access Teams. Contact your class teacher if you need your GLOW password reset, or see Miss Wyllie or Mr Simpson.

**2. DOWNLOAD THE TEAMS APP**  
Download the Teams app for your mobile phone. This will send you alerts about your classes e.g. announcements and assignments. It would also be useful to download the OneNote app - many departments will use this as your digital jotter. You can download the full Office 365 suite for free from GLOW [click here to see how](#).

**3. MARR HOUSE STYLE**  
Your teachers will have specific channels in your class Teams:

- A **General** channel where your teachers will post learning outlines and other important announcements for the class.
- A **Questions** channel to allow you to contact your teacher with questions. **Please tag your teacher when you post a question e.g. @Miss Wyllie** this will alert them to your post.
- A **Meetings** channel where video lessons/supported study can take place.

**4. LEARNING OUTLINE POSTS**  
If learning from home it is your responsibility to access and complete tasks set by your teacher. Your teachers will post weekly/daily learning outlines in the **General Channel** for you to access. This will tell you what topic is being covered that day. It will also tell you where to access resources such as PowerPoints, notes, assignments and any tasks due to be completed. If working from home like 👍 the post to show you have accessed resources.

All staff and students should follow the 'Digital Fire Drill' which has been developed to support everyone in the event of a school closure.

Students should:

- Download MS Teams to their laptop/PC/Device or
- Access Teams via GLOW (this can also be done on an Xbox/PlayStation)
- Log in to MS Teams to access resources and tasks
- Check Show My Homework for any notifications
- Check learning outlines and complete tasks set
- Check for any scheduled meetings
- Complete and upload assignments, remember to tick 'hand in'
- View feedback and use this to inform next steps

We understand that not all students will have access to a tablet, laptop or desktop PC and work can also be completed on paper and a photo uploaded to Teams via a mobile phone.

Your teachers aim to create interesting, engaging lessons for you to access online and further your learning. You will get the most from this by engaging fully with the tasks and seeking help where needed.

Class teachers will generally set work for students at the start of the week, which will include a mix of tasks and activities and a balance of live learning and independent activity. Teachers may use a variety of approaches, for example, PowerPoints, recordings, videos, links to online resources, workbooks, apps etc. to support remote learning. Live lessons and check-ins will be scheduled by class teachers and a register taken. Pupils should check their calendar page on Teams for scheduled sessions.

We recommend that pupils follow their 'normal' school timetable to help structure their day and ensure the right amount of time for each subject. Materials will not be provided for S2 and S3 electives, which have been replaced by online health and wellbeing sessions, led by our school Librarian.

For senior students, teachers will be providing remote learning that is a continuation of current units of work and/or new learning. Young people can expect at least one live lesson/check-in over the course of the week for each subject area. Any live introductions, sessions or check-ins should take place during corresponding periods on the normal timetable to avoid the possibility of sessions clashing.

## Monitoring and Supporting Engagement

It is important that all students engage with and keep up to date with tasks set in each of their class subjects. Pupil engagement will be monitored through:

- Teams Insights – this record when a pupil last logged in to the Team and records their activity on the Team
- Assignment submissions
- Registers during live lessons or check-ins
- Monitoring Teams chat (e.g. Emoji check-in when a pupil reads the learning outline)
- Attendance at Virtual Assemblies
- Engagement with PSE Team and PT Guidance

### Non-engagement

Our expectation is that all young people engage with the work set by their class teachers and flexibility is built in to our remote learning offer to ensure young people can access resources at a time that suits their circumstances or access to IT.

If a young person is not engaging with remote learning, class teachers will record concerns on a whole school engagement tracker. Teachers will highlight if a young person is A) Showing no signs of digital activity or B) Not submitting assignments. The information will be analysed by Curricular PTs, who may contact parents/carers via text or email. If a young person is not engaging in a range of subject areas, PTs Guidance will contact parents/carers to identify and support any access issues. We appreciate that young people in S1 and S2 have a broader range of subjects, which will be taken into consideration when monitoring their engagement.

If your child is unable to complete their daily remote learning due to illness, please contact the school to inform us in the usual way.

## Feedback and Support

Ongoing dialogue, reflection and feedback from teachers is important in supporting young people in relation to their own learning. Assignments should be completed and submitted on time. Class teachers will provide feedback on assignments and share this with learners.

When completing remote learning activities, students are encouraged to ask questions or seek advice and support from their class teacher. This can be done in a number of ways, including:







- Posting a question in the Teams chat (remember to @teacher name)
- Asking questions during planned check-in
- Via GLOW email
- Joining check-in or live sessions

Teachers will respond to questions timeously to enable young people to continue their learning. Opportunities will also be provided for young people and staff to contribute to the ongoing evaluation and review of our remote learning provision





## The National E-Learning Offer

There are additional online learning resources provided by a range of providers, some of which are used regularly in school. The National E-Learning offer is provided by E-Sgoil. The information below provides an overview of remote learning resources available. A list of online resources for each subject area can be found on our website at [www.marr.sayr.sch.uk/studyskills](http://www.marr.sayr.sch.uk/studyskills).

### S1-S3 Resources

 <p>Microsoft Teams</p>	<p>All students have access to Teams via GLOW. We recommend you download the app to your desktop or device.</p> <p><a href="https://glow.rmunify.com/">https://glow.rmunify.com/</a></p>
 <p>Satchel One (previously SMH)</p>	<p>Access via the school homepage or by downloading the app.</p> <p><a href="http://www.marr.sayr.sch.uk/smh.html">http://www.marr.sayr.sch.uk/smh.html</a></p>
 <p>BBC Bitesize</p>	<p>Bitesize is the BBC's free online study support resource.</p> <p><a href="https://www.bbc.co.uk/bitesize/levels/zy4qn39">https://www.bbc.co.uk/bitesize/levels/zy4qn39</a></p>
<p>BBC Live – Lockdown Learning</p> 	<p>BBC Scotland learning resources to support learners, teachers and parents during lockdown.</p> <p><a href="https://www.bbc.co.uk/programmes/p0934ly5">https://www.bbc.co.uk/programmes/p0934ly5</a></p>
 <p>E-Sgoil</p>	<p>e-Sgoil Lockdown Live. Daily learning experiences to complement schools' own remote learning plans for this lockdown period.</p> <p><a href="http://www.e-sgoil.com/">http://www.e-sgoil.com/</a>      <a href="http://e-sgoil.com/lockdown-live-s1-s3/">http://e-sgoil.com/lockdown-live-s1-s3/</a></p>
 <p>West OS WEST PARTNERSHIP ONLINE SCHOOL</p>	<p>COMING SOON. As part of Scotland's National e-Learning Offer, West OS provides recorded learning experiences for children and young people. This will be available soon as a GLOW app tile that can be saved to your launchpad.</p>

### Additional S4-S6 Resources

 <p>E-Sgoil</p>	<p>Weekly live webinars for various subjects to help consolidate your school-based learning.</p> <p><a href="http://www.e-sgoil.com/seniorphase20/">http://www.e-sgoil.com/seniorphase20/</a></p>
 <p>SCHOLAR</p>	<p>Offering <a href="#">37 online courses</a> for Scottish schools and colleges aligned to the SQA curriculum at National 5, Higher and Advanced Higher level.</p> <p><a href="https://scholar.hw.ac.uk/">https://scholar.hw.ac.uk/</a></p>
 <p>Subject Specific Resources</p>	<p>Subject specific study information and links to online resources. Choose your subject from the drop-down menu.</p> <p><a href="http://www.marr.sayr.sch.uk/studyskills">www.marr.sayr.sch.uk/studyskills</a></p>
 <p>SQA Website</p>	<p>Access to past papers and marking schemes in addition to SQA updates</p> <p><a href="https://www.sqa.org.uk/pastpapers/findpastpaper.htm">https://www.sqa.org.uk/pastpapers/findpastpaper.htm</a></p>

## IT Support

If your child is experiencing any issues with accessing remote learning or using Teams or any associated app, please visit [www.marr.sayr.sch.uk](http://www.marr.sayr.sch.uk) in the first instance to view a range of help and support videos. These can be found in the Online Learning tab.

Young people can also contact their class teacher to help resolve any issues in accessing work from Teams.

For any technical IT issues, please contact [marr.mail@south-ayrshire.gov.uk](mailto:marr.mail@south-ayrshire.gov.uk) and a member of staff will be in touch as soon as possible to help rectify the problem.

## Wellbeing

During this period of remote learning, it is important to prioritise support for our mental health and emotional wellbeing as well as physical wellbeing. We all need to be aware that adults and young people alike will be dealing with a range of issues that many of us will find challenging:

- Anxiety over becoming ill (self and others)
- Impact of job losses
- Getting used to a different kind of school experience
- Getting used to a new set of routines and guidelines
- Working and learning in unfamiliar ways
- Potentially dealing with bereavement

We have a range of in school and out of school supports available and a group of staff have developed health and wellbeing resources in addition to collating helpful links and updating our school website pages. These can be accessed via the links below.

<http://www.marr.sayr.sch.uk/marr-made-resources.html>

<http://www.marr.sayr.sch.uk/mental-health.html>

As we know, positive and supportive relationships are key and in these difficult times, it is even more important that we continue to keep looking out for and looking after one another.

Our PT Guidance and Support for Learners Team remain on hand to provide support and assistance to young people and families. Each Guidance teacher has an active PSE Team and will provide opportunities for young people to check in with them on at least a weekly basis.

If you are concerned about your child's wellbeing, please contact your child's Guidance teacher via the school office on 01292 690022 or [marr.mail@south-ayrshire.gov.uk](mailto:marr.mail@south-ayrshire.gov.uk)

## Blended Learning

There may be in the future a requirement for schools to implement part-time blended learning. This section has been retained in the guide for your information.

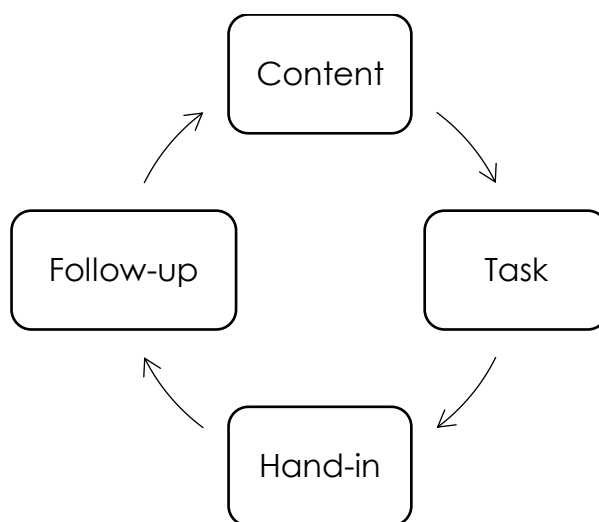
### What is Blended Learning?

**Blended Learning** is a form of learning where in school teaching (face-to-face) is combined with learning at home using course notes and online resources. Working remotely means that students have some control over time, place and pace of learning which will require them to self-manage, however they have teachers and parents/ carers to support them with this. We are **not** expecting students to work online for 8 hours a day as this is not feasible or healthy.



### What will this look like at Marr College?

It is really important that routines are maintained during Blended Learning and the structure of blended learning at Marr College will follow a routine of:



### Our Blended Learning Routine

**Content** and **Task** is work covered during classroom lessons or as part of home-learning.  
**Hand-in** is pupil work, either brought to class or submitted online, whichever is appropriate.  
**Follow-up** is where feedback is provided. This is provided during class time as part of the lesson.

Work that is set will be achievable and will be accessible for working at home. Some tasks will be directed by the teacher, for example: completing set tasks, projects or quizzes. Tasks could also involve watching a programme, researching or making links between lessons and personal experiences.

### **Flipped Learning** (the idea of flipped learning can be seen [here](#))

A lot of students and parents/carers will have heard of **Flipped Learning** but they might be unsure of what this is. Flipped learning is essential for face to face teaching and will be a big part of the classroom routine. Flipped learning is when students become familiar with material or ideas *before* class and classroom time is used to discuss these ideas and understand them further. It is common in Further Education.



This will require students to take responsibility for their learning, to manage their time and be prepared for the next lesson. These are important skills for later in life too.



## Supports to help



1. Understand potential online risks and challenges at the following [link to CEOP](#)
2. Develop online skills and learn about the features of **Teams** through this [link to digital support](#) created by Miss Wyllie
3. Work together to plan and have conversations about how blended learning works for your family.



## Expectations

- Students and parents/ carers should **not** try to re-create a school day. However, routines are important and should try to balance school work with breaks and offline tasks.
- **Teams** will be the main resource used for delivering remote teaching and learning alongside existing resources such as workbooks, study guides, homework books and texts and students should work on set tasks on the days they are not in school.
- Students must take **responsibility** for their own learning at home and can receive support by asking for help when it is required. Reduced class time means that senior students will not just be consolidating their class work but will need to continue their learning and prepare for the next lesson. Help can be provided remotely by GLOW email, through asking friends or by using the chat function on Teams.
- Students will be responsible for their own resources and will require to bring these to class on their allocated days. Being **organised** from the start will be really important and students must bring in work so that appropriate feedback can be provided to support further progress.
- If students miss work or there is a cause for concern over the completion of work, then teachers will follow this up through discussion with the pupil and checking for any issues, text home in line with current homework policy or contact home, either initially through subject PT or PTG if appropriate



Please remember that during any period of blended learning, staff will continue to be teaching face-to-face when other students are learning at home. Staff will set work to allow blended learning to continue at home.



## Useful Links

Education Scotland: <https://education.gov.scot>

South Ayrshire Council: <https://beta.south-ayrshire.gov.uk/coronavirus>

Scottish Government: <https://www.gov.scot/coronavirus-covid-19/>

NHS Ayrshire and Arran: <https://www.nhsaa.net/coronavirus-covid-19/>