**FAQs for contracted teaching staff - school closures Tuesday 24th March 2020**

The information below is for contracted teaching staff to provide guidance and reassurance regarding expectations at this difficult time.  A decision has been made nationally that schools are closed with effect from Monday 23rd March 2020. Further consideration is being given as to how support can be provided to the children of key workers and it is possible that some locations will open in the future.  The information below relates to the immediate closure of schools and will be updated when required.

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| **Q.** | **Am I expected to attend at school even though they are closed to pupils** |
| **A.** | No, Teachers are not expected to attend school during the closure period and should not be in school buildings until further notice. |

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| **Q.** | **Will I continue to receive my salary as normal during a school closure?** |
| **A.** | Teaching staff who have a contract will continue to receive their salaries in the normal way during the period that schools are closed. |

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| **Q.** | **Will I be required to do other work when the schools are closed?** |
| **A.** | In-line with Scottish Government expectations, Highland Council will be seeking the co-operation of teaching staff, who remain fit to work, to fulfil their contracts by delivering teaching to pupils using alternative methods during this period of closure.  Also considering recent government communication regarding humanitarian assistance centres, Highland Council is seeking volunteers from our workforce to provide work in this area and I would draw your attention to the guidance that was issued by SNCT last week regarding teachers.  <http://www.snct.org.uk/library/2711/SNCT%2020-74.pdf> |

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| **Q.** | **How will this work?** |
| **A.** | Highland Council is in the fortunate position that all pupils from p6 have been issued with Chrome books and many teachers have established ways of working using this platform.   Advice and guidance are being prepared for pupils who do not have access to a Chrome Book or indeed the internet as to how they can access the curriculum. You will be aware from communication issued via your Head Teacher that to ensure education provision is delivered to pupils, we will be asking teachers to make more use of this platform during the school closure period. The Digital Hub (<https://sites.google.com/millburnacademy.org.uk/highlanddigitalschoolshub/home>) provides curriculum advice and support for pupils, parents and staff as well as the existing Google classrooms which many pupils are already accessing. |

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| **Q.** | **I have not delivered the curriculum in this way before and am not sure what to do?** |
| **A.** | Detailed guidance and support on how to access and use on-line resources is be provided for teaching staff on the Digital Hub and professional decisions in terms of work that you provide can be discussed with your SMT/HT/PT. |

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| **Q.** | **How much time am I expected to be on-line delivering to pupils?** |
| **A.** | There is no expectation that teachers reman on-line for their full class contact time and further guidance and good practice will be shared in terms of expectations going forward. |

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| **Q.** | **What about staff meetings and collegiate activities?** |
| **A.** | To support staff wellbeing and connectedness with school, wellbeing checks are planned through virtual meetings via google hangouts so that they can support each other and link-in with Head Teachers during this period. |

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| **Q.** | **What other work will I be expected to do during this time?** |
| **A.** | As professional teachers it would be expected that you would continue to work on any curriculum development that you had been involved in, it is may be possible that you can link in with colleagues virtually to do this.  If it is your Professional Update year it would also be a good opportunity to undertake any on-line training that you had planned to complete, please note that the deadline for this year has been extended please see GTCs website for further information. Online professional learning options will also be made available to teachers. |

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| **Q.** | **What if I fall sick during this period?** |
| **A.** | If you become unwell, we would ask that your report this to your Head Teacher. |

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| **Q.** | **Who do I contact if I am having difficulties with IT access?** |
| **A.** | If you are having difficulty with ICT, then visit the new website (link below), which has a support tab and instructions on who to contact and how.  https://sites.google.com/millburnacademy.org.uk/highlanddigitalschoolshub/home |