

Model for Remote Delivery of Advanced Higher Courses (Session 2025/2026)

This document outlines the operational model for the remote delivery of Advanced Higher courses within Stirling Council for the academic year 2025/2026. This model aims to provide high-quality, equitable learning experiences for all participating **learners**, leveraging technology to enhance pedagogical practices and broaden access to Advanced Higher qualifications.

1. Staffing and Time Allocation:

- **Lead Teacher Allocation:** Each Lead Teacher responsible for the online delivery of an Advanced Higher course will be allocated **4 protected teaching periods per week**.
- **Initial Implementation Support:** Recognising the initial demands of online course development and delivery, it is recommended that, within the first two academic years of offering an Advanced Higher course online, the designated Lead Teacher receives a minimum allocation of **6 protected teaching periods per week**.

2. Learning and Teaching Methodology:

- **Remote Delivery:** All learning and teaching will be conducted remotely. **Physical attendance of learners at a central location is not required.**
- **Pedagogical Flexibility:** While specific lesson delivery methodologies are at the discretion of the Lead Teacher, they **must be appropriate and effective for the online learning environment**, promoting active engagement, independent learning, and robust understanding of the subject matter.

3. Synchronous Learning and Communication:

- **Weekly Google Meet Sessions:** A **compulsory synchronous Google Meet session** will be scheduled weekly for each online Advanced Higher class.
- **Scheduling Responsibility:** The Lead Teacher will be responsible for organising and scheduling these Google Meet sessions, ensuring they take place on either a Tuesday or Thursday.

4. Assessment Procedures:

- **In-School Assessment:** Arrangements will be made to facilitate the completion of assessments and preliminary examinations (**prelims**) within the **learner's** own school establishment.
- **Council-Wide Prelim Schedule:** To ensure consistency and fairness, all preliminary examinations for a specific Advanced Higher subject will be conducted simultaneously across all participating schools. The Lead Teacher will be responsible for liaising with the designated main contact in each school to coordinate specific logistical arrangements.

- **Marking Responsibility:** The Lead Teacher will be responsible for the marking of all preliminary examinations.
- **Assessment Format:** Preliminary examinations may be administered through:
 - **Google Forms:** Utilising the platform's features for online assessment.
 - **Paper-Based Submission:** Where paper-based assessments are used, designated invigilators within the **learner's** school will be responsible for scanning completed scripts and securely emailing them to the Lead Teacher.
- **SQA Presentation: Learners** will be presented for final SQA examinations by the Lead Teacher's school of employment.
- **"Sit At" Forms:** The standard SQA "Sit At" form will be completed for all candidates undertaking final examinations.

5. Class Capacity and Contingency Planning:

- **Maximum Class Size:** The standard maximum class size for online Advanced Higher courses will be **20 learners**.
- **Exceeding Capacity:** Should enrolment for a course exceed the maximum class size, the following alternative options will be explored:
 - **Additional Support Staff:** Allocating additional protected time to member(s) of staff from other schools to provide support to the Lead Teacher.

6. In-Person Engagement:

- **Termly In-Person Meetings:** **One compulsory in-person meeting per term** will be organised for each online Advanced Higher class. The purpose and logistical arrangements for these meetings will be communicated by the Lead Teacher.

7. Tracking and Monitoring of Learner Progress:

- **Centralised Data System:** A central digital system will be implemented to capture and manage **learner** progress data across all online Advanced Higher courses.
- **Standardised Data Collection:** Data will be collected on pre-determined, consistent dates across all participating schools to ensure uniformity.
- **Parental Reporting:** Progress reports will be disseminated to parents/carers via the central data system.
- **Simplified Attendance Tracking:** A new, streamlined attendance tracking mechanism will be employed for online learning.
- **Engagement Notification System:** An "Engagement Notification System" will be utilised to proactively inform the Depute Head Teacher (DHT) in the **learner's** base school, the **learner**, and their parents/carers when the Lead Teacher identifies any concerns regarding engagement or progress.

8. School-Level Coordination:

- **Main School Contact:** Each participating school will designate a **main point of contact** to facilitate communication and address any issues arising with their enrolled learners.
- **Designated Role:** The designated main contact in each school will be the **Depute Head Teacher with SQA responsibilities within their remit**.

- **Subject Network Engagement:** Lead Teachers are encouraged to actively engage with their subject-specific professional networks to enhance communication and share best practices across schools.
- **School-Based Learner Support:** Schools are encouraged to allocate a weekly "touch-base" period for all **learners** participating in online Advanced Higher courses. This session can be facilitated by a member of staff who does not necessarily need to be a subject specialist and aims to provide general support and address any non-subject-specific queries.

9. Training and Professional Learning:

- **Timely Training Provision:** Comprehensive training and support will be provided to relevant staff members as soon as the allocation of Advanced Higher courses is confirmed.
- **Training Content:** Training will encompass key aspects of effective online delivery, including:
 - Strategies for optimising technology to deliver high-quality and equitable learning experiences for all **learners**.
 - Effective utilisation of Google Forms for gathering data to support the Tracking and Monitoring system.
 - Comprehensive guidance on using the central Tracking and Monitoring system to ensure all schools have access to relevant data for their **learners**.

CLPL Opportunities (Session 2025-2026):

- **Online Learning Event:** An Online Learning event is scheduled for **May 25th at Winchburgh Academy** (programme details to be confirmed).
- **Effective Online Pedagogy Sessions:** Two dedicated professional learning sessions focusing on effective online pedagogy will be delivered by **CoLAB**. Further details regarding dates and registration will be communicated separately.

This model provides a framework for the successful remote delivery of Advanced Higher courses within Stirling Council. Regular review and adaptation will ensure its continued effectiveness in meeting the needs of our **learners** and staff.