

Julian's Primary School Blended Learning Policy



Change Record

Date	Author	Version	Change Reference
121020	Becky Coburn	1	

Distribution

Reviewers	Approvers	Distribution
Achievement Committee	Achievement Committee	Staff, Governors, Parents/Carers

PREAMBLE

Following on from a successful transition to online learning in March 2020, this policy is to formalise and improve on the lessons learnt during the initial lockdown. Throughout the year 2020-2021, or until the threat of closure is no longer a real threat, all class teachers are expected to develop lessons with online learning in mind. While planning, think about the use of resources that can be easily transferred to online learning situations. These will continue to be shared and developed as the year goes on. J2e folders have been set up and are being used for homework from September 2020. As a school, we recognise the demands on families and school staff during lockdown – balancing the parent/carer work demands with school-age children’s learning demands, needs of younger children and the need to maintain a healthy lifestyle. The work set for children and expectations placed on school staff aim to help everyone balance these demands.

Julian’s Primary School will not be offering ‘live’ teaching online. Learning will be a combination of pre-recorded lessons, narrated lessons, written task instructions and other online resources. Direct contact will take place through J2E dialogue (marking comments and feedback) and in the event of closures that last longer than one week, weekly small group zoom sessions will be set up with the class teacher. If there is a second national lockdown and schools are closed for an indefinite period, this will be reconsidered.

In the longer term, the school is investigating the use of Google Classroom and is working with an educational consultant to ensure the quality of online learning is maintained and improved in a meaningful way. This policy will be updated once we move to using Google Classroom.

AIMS

The aims of this policy are to

- Ensure consistency in the approach to blended learning for children who aren’t in school
- Set out expectations for all members of the school community with regards to blended learning
- Provide appropriate guidelines for safeguarding and data protection

ROLES AND RESPONSIBILITIES

CLASS TEACHERS

In the event of a school closure or partial closure (ie class/year group/site)

The Working Day

- Class teachers must be available between the hours of 8:30am and 4pm. If you are unable to work for any reason (such as being unwell or caring for a dependent), please inform your Year Group Leader and Head of School by 7:30am.
- Planning meetings will take place weekly via zoom. Teachers need to be available and prepared for these.
- In the event of any closure, PPA will not run in the same way. Class teachers will be expected to manage their time to allow for planning, preparation (including filming lessons), assessment and direct contact with children and families.

Structure of the children's online day: minimum expectations

- PE/fitness, reading, writing, maths, wider curriculum sessions each day should equate to a full day's teaching for the children. This means that teachers should plan as if teaching was taking place in the classroom (approximately 4.5 hours). Children working at home will work at different paces and have different levels of support so may take a longer or shorter time to complete the work.
- 2x video lessons per day
- 1x narrated slides per day
- 1x video chapter of class book / picture book (ie 1 teacher from the year group each day)
- Remaining work by instruction, including video links, Oak Academy links, website links
- This should mean teachers are filming/narrating approximately 3-4 times a week and sharing resources across the year group – it will be the responsibility of Year Group Leaders to collate work and upload to j2e
- Upload work by 6pm the day before
- Teachers should monitor children's work daily and provide feedback where appropriate – this may be through the speech bubble comments or verbally during the weekly Zoom sessions. If there are specific concerns about a child's work (ie ongoing misconceptions) the teacher will need to contact the parent/carer directly to offer support.
- Teachers should contact parents/carers directly if children are not uploading work. There may be concerns that need to be addressed or it may be that the children are completing work offline. If in doubt, please speak to your Year Group Leader or Phase Leader.
- Where the closure is for longer than 1 week, weekly zoom sessions with small groups – the timetable for this will be released in the event of a school/year group closure. These will focus on wellbeing and be an opportunity for children to connect with each other and their classmates.
- When leading zoom sessions, recording videos, attending planning meetings or staff meeting, teachers must remember to dress professionally and to be aware of maintaining a professional distance through language, behaviours and the visible environment

For children with Access Passports or EHCPs

- Work will need to be differentiated appropriately to allow for continued work on specific targets as well as whole class work.
- Class teachers will liaise with the Inclusion Manager on their site to ensure that work set is appropriately challenging and supportive of the child's needs.

For Key Worker and Vulnerable (KWV) children attending school

- The same work will be completed, supervised and assisted by a member of staff (this is unlikely to be the class teacher)
- Daily PE session
- Daily music or mindfulness session (subject to staff availability)
- Free reading time
- Art activities throughout the week

In the event of children self isolating (but not unwell) or quarantining

- Admin staff will alert Year Group Leaders to children isolating in their year group. Year Group Leader will liaise with the class teacher to upload appropriate work by the following working day.
- Teacher will upload the work being completed in class to the child's j2e file.
- For absence of longer than a week, the teacher will ensure a weekly check in (zoom or phone) with the child and their parent/carer in addition to responding to uploaded work and email queries about the work.
- The teacher will signpost families to resources provided by Oak Academy which are relevant and useful

FAMILIES

Guidance for parents/carers

- Report sickness or other reasons for being unable to complete work
- Contact the class teacher or school for support where needed
- Try to help your child find a quiet place to work.
- Offer encouragement and praise when they complete tasks.
- Remember to give children regular breaks for water, fresh air where possible, and snacks. If they are struggling with an activity then try giving them a break and then returning to it.
- Don't forget to allow time for exercise - take a walk, play outside or use the PE task
- Read every day. Read to your child, with your child, listen to them read. Read comics and picture books and that book you loved when you were a child. When you need some time to yourself, turn on an audiobook - those count too.
- Play. Play board games and card games. Play hide and seek. Have LEGO competitions.
- Limit screen time beyond set work and use of consoles where possible

Guidance for children

- Stay focused on your learning – try to work as hard as you would in the classroom
- Remember our 4 R's
 - be resilient (don't give up)
 - be resourceful (make links in your learning and use the resources around you)
 - be respectful (to yourself, your friends and teachers online, your family)
 - be reciprocal (help people around you and learn together as well as keep your home tidy and happy together)
- Stay hydrated and active

SUPPORT STAFF

One-to-one support staff

- When not working at school supporting KWV children, you will need to be available to work during your working hours. Please report any absence or inability to work to your Inclusion Manager and Head of School.
- You may be requested to video or make resources for the child you support. This will be led by the class teacher and/or Inclusion Manager.
- If required to work in school, you will need to support the children with their j2e work that is set by class teachers.

Learning Mentors

- When not working at school supporting KWV children, you will need to be available to work during your working hours. Please report any absence or inability to work to your Inclusion Manager and Head of School.
- You may be required to make contact with specific families as directed by your Inclusion Manager or SLT.
- If required to work in school, you will need to support the children with their j2e work that is set by class teachers.

YEAR GROUP LEADERS

In addition to their class teacher duties, Year Group Leaders will

- Ensure all members of the year group team are working cooperatively and productively to ensure the continued education of the children
- Lead planning meetings, ensuring that the curriculum is covered as planned and ensuring workload is evenly distributed among the team
- Monitor the well-being of the team members and discuss any concerns with the Phase Leader or with a member of SLT
- Attend a weekly zoom meeting with SLT representatives

PHASE LEADERS

- Liaise directly with YGLS and class teachers in your phase to ensure consistency of planning and delivery of the curriculum
- Monitor the quality of remote learning through sampling planning and random sampling of children's work
- Raise any concerns and/or successes with SLT promptly as they arise
- Attend a weekly zoom meeting with SLT representatives

INCLUSION MANAGERS

- Specifically monitor and support the learning for children with an EHCP
- Provide support and advice for class teachers and support staff in developing learning opportunities for children with an Access Passport
- Offer support for class teachers with differentiation for a variety of different needs
- Attend a weekly zoom meeting with SLT representatives

RESPECT

INTEGRITY

CREATIVITY

EXCELLENCE

RESILIENCE

SENIOR LEADERSHIP TEAM

- Develop and maintain on site rotas to support KW/V children
- Monitor effectiveness of remote learning through weekly feedback from YGL/IM/PL teams and DHoS direct monitoring of English, Maths and Wider Curriculum provision
- Maintain communication channels between school staff to provide updates, recognition and support
- Monitor the security of remote learning systems, including safeguarding and data protection

GOVERNING BODY

- Develop oversight and understanding of the policy and related practices
- Ensure SLT are monitoring effectively and that the children's learning is not compromised

SAFEGUARDING

All school safeguarding procedures apply, whether adults and/or children are working in school or from home. If you have any safeguarding concerns, refer to the safeguarding policy and record the concerns on CPOMS. Staff should not share personal email addresses or telephone numbers with parents/carers or children.

DATA PROTECTION

Staff members may need to collect and/or share personal data such as telephone numbers and email addresses as part of the remote learning system. If you need to make a telephone call to a family and cannot do so from school, you must agree a time with parent/carer and withhold your number to make the call. You will need to agree the telephone call with a member of SLT and delete the parent/carer number when the call is completed.

KEEPING DEVICES SECURE

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates