Broughton Hall Catholic High School

Blended Learning Policy 2020/21

Blended Learning Policy

Blended Learning

Introduction

'Blended Learning' refers to the provision of work, teacher support, assessment and feedback from teachers to pupils in the event that normal lessons are unable to be delivered. It may be delivered via on-line lessons or through the setting of meaningful learning tasks, or a combination of the two methods.

This plan has been written by the school, building on staff consultation, national best practice, Liverpool Education Authority guidance, Department of Education and UK Government policy. It builds on the school's experience of remote teaching during lockdown.

Rationale

As we begin our new school session, we will be adopting a new 'Blended Learning' model for teaching and learning. This involves providing both direct and remote teaching and learning opportunities; in the event that an individual child or wider group of children have to learn from home.

This document aims to clarify the implementation of Blended Learning at Broughton Hall, outlining Health and Safety guidelines, and directions to ensure your daughter's needs are met.

At Broughton Hall we are committed to providing both direct and remote teaching and learning opportunities to all our pupils. Staff are committed to giving pupils access to learning activities which will meet their needs and build upon prior learning.

Aims

- To provide a curriculum which ensures high levels of attainment
- A curriculum that balances the need to recover lost learning with a need to provide new learning which meets the needs and aspirations of pupils and their families
- To ensure regular opportunities for pupil achievement
- To ensure that the safety and well-being of our pupils is at the heart of our educational planning
- To take account and support the needs of individual pupils, in order to ensure equality of access and success for all
- To listen to feedback from pupils and parents, and respond as appropriate

The Role of Staff
- To provide on-going new learning, while recovering and consolidating prior learning
- To deliver a curriculum that has essential subject knowledge and skills at its heart
- To promote an ethos of inclusion, respect, fairness and equality
- To ensure that cyber resilience and internet safety is central to all digital technology

- To ensure on-going access to the curriculum for all in the event of pupil isolation or school lockdown
- To provide support and guidance for pupils who are learning remotely, including those who lack a digital device or who require SEND support
- To engage with and utilise effective on-line learning and teaching resources
- To communicate with parent/carers where appropriate
- To monitor pupil engagement and alert Pastoral Support as required
- To complete and submit a Teams register
- Alert Pastoral Support and HoD of any relevant pastoral or academic concerns
- To assess and provide feedback on work completed as per school policy
- To adhere to Government and PHE Health and Safety guidelines

The Role of Pupils

- To ensure everyone feels valued, respected and included - 'One Heart, One Mind'
- To contribute their views during direct and remote learning
- To attend and engage positively with work provided via Teams, Class Charts and year workbooks
- To use any school loan devices appropriately and with due care, returning them to school at the end of the loan period

The Role of Parents/carers

- To support the school's Mercy values
- To inform the school should your daughter be required to self-isolate or develop Covid 19 symptoms
- To communicate with the school where appropriate
- To support blended learning – ensuring their daughter engages with timetabled Microsoft Teams lessons and completes work set on Class Charts
- To ensure any school devices are used appropriately in line with school policy and with due care, returning them to school on the first day the school reopens

Situations where this policy may apply include, where a:

- Pupil is unable to attend school due to a period of self-isolation but is otherwise well
- Member of staff is unable to attend work due to a period of self-isolation but is otherwise well
- A form class, half or full year group bubble is unable to attend school due to a period of self –isolation but is otherwise well
- Pupil is absent from school for 3 or **more days** for a pre-agreed reason e.g. elective

surgery and post op re-cooperation

- Pupil exclusion

- Period of whole school closure due to a national lockdown, extreme poor weather or a major disruption to utilities

This policy does not apply in situations where a:

1. Pupil absents themselves from school without prior authorisation from the school, with or without parental permission, e.g. a family holiday taken in term time
2. Parent chooses to absent their daughter/s as a precaution against an outbreak of infectious disease but contrary to official medical advice from PHE, the UK Government or the WHO
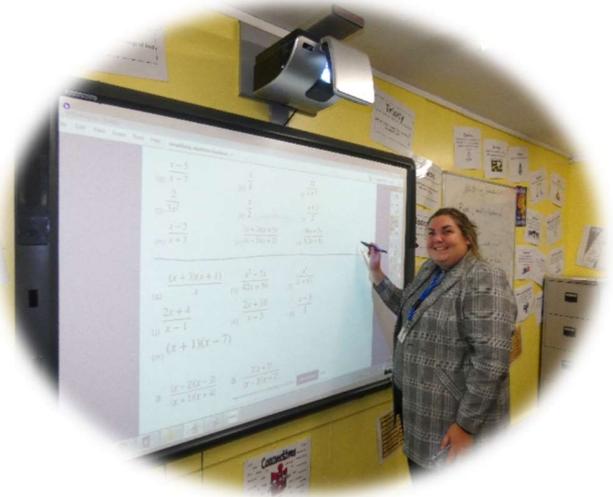
Individual Blended Learning

This section of this policy applies in situations where school remains open and working as normal, but an individual pupil is unable to attend lessons as normal for a period of **3 or more days** but is well and able to study, eg. a period of advised self-isolation or an absence that has been authorised by the school in advance.

Under these circumstances, the school will provide the following, coordinated in the first instance by the pupil's Head of Year/Pastoral Support:

- Pastoral Support will request that subject teachers provide a suitable task or tasks via Class Charts
- If an absence of this sort continues for more than one week, additional work should be requested and provided on a **weekly** basis until the pupil is able to return to school.

Period of Extended School Closure – Class, Half Year or Bubble

Broughton Hall is committed to providing continuity of education in the event of an extended school closure. While such situations are inevitably highly varied in their causes and ramifications, we will provide:

- Relevant, developmental work via Class Charts
- As appropriate regular, live instruction/drop in support session led by teaching staff using Microsoft Teams
- The opportunity for pupils to have their work assessed by their teachers electronically and receive feedback.

Microsoft Teams is a collaborative platform which allows for real-time communication and sharing of resources between teachers and their classes. Every member of the school community has been set up on Teams and pre-registered to each of their classes.

Work should be submitted to teachers via Class Charts. Teachers will assess the work and return it to pupils with feedback attached in a timely fashion.

KS3

In this event we will move to a model by
which year groups will be set work for classes via:

1.Day 1 -   pupil work book
2.Day 2/3 - Class Charts
3.Day 4+ - A mixed schedule of 'live' Microsoft Teams lessons, drop in support sessions (Audio only) and Class Charts work
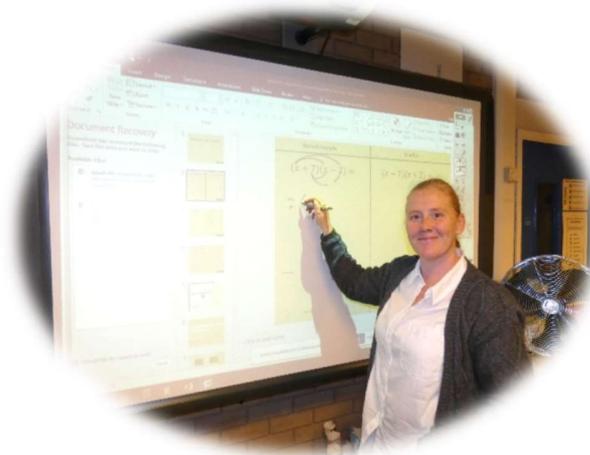
KS4/5
1.Day 1/2 – Class Charts
2.Day 2/3 – Microsoft Teams lessons in line with the school timetable (Audio. Video/blurred background, should colleagues wish to use it)

During this period of closure, the school will remain in regular contacted with parents through   Edulink and phone call as required.

The school reserves the right to vary the methods described above in the light of developing situations surrounding the reasons behind any closure.

Expectations of Pupils

If they are well enough to study, pupils are expected to:

- Attend scheduled Microsoft Teams lessons
- Complete all work set for them and submitting work which is requested for feedback
- Check emails/Class Charts regularly and read and respond to communication from the school
- Be prepared with book, paper and pens to hand
- Ensure that the laptop they are using is fully charged at the start of each day

Where pupils experience problems with school IT systems they should proactively inform ICT support by emailing ictsupport@broughtonhall.com

Pupils are expected to uphold the same standards of conduct and behaviour during live online lessons as they would be expected to in school. This includes but is not limited to ensuring:

1. Appropriate language is used in Teams comments or emails, and that any comment is on-topic and relevant to the task in hand
2. Full engagement with the tasks in hand, including submission of any required work by the deadline that has been set
3. That clothing is appropriate, and that they are seated in an appropriate room in the house eg. kitchen, living room, dining room

Expectations of Staff

If they are well enough to teach, staff are expected to:

- Ensure that work is set, assessed as appropriate and made available on Class Charts at the start of each week to cover the calendar week ahead or stated period if different

- Ensure sufficient resources are made available to pupils via electronic means to allow them to carry out this work at home
- Alert promptly Pupil Support to pupils causing concern through a lack of attendance, engagement with live lessons or assignments requiring submission
- HoDs are required to maintain oversight of the sufficiency, appropriateness and quality of the work set across their Department

Staff Illness

Where staff are unwell during either a period of either self-isolation or school closure, they should notify the school using the normal absence process and contacting the absence line by 7.45am.

If they are unable to set work, they must notify their Head of Department who will make alternate arrangements.
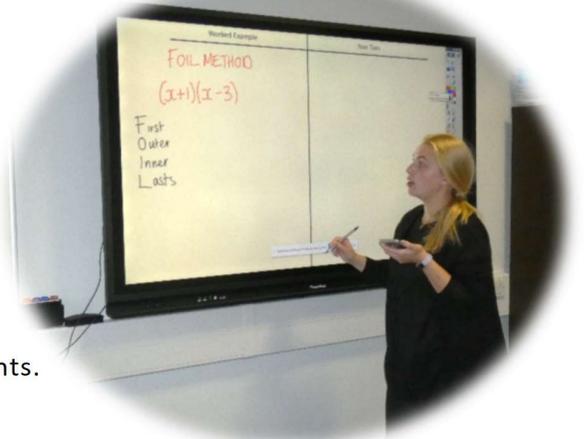
SEND

The school recognises that pupils with SEs N needs may find blended learning challenging. To ensure success for all, the school:

- Will ensure KS3 work books are accessible to all pupils
- Amend work books to meet the needs of dyslexics or those requiring a larger font size
- Will prioritise the needs of SEND pupils without home access to a laptop
- Timetable LSAs to attend Microsoft Teams lessons/support sessions to work alongside pupils who are entitled to one to one support
- Will ensure the SEND dept is contactable by parents by phone/email

Digital Access

The school's blended learning plan assumes that pupils have access to the internet at home. WE recognize that this is not always the case, and will seek to make access to a school laptop/dongle available through the school's Digital Loan Scheme.

Pupils eligible for this scheme have been identified through the school's annual Digital Access Survey (updated Sept 2020). Priority will be given in the first instance to meeting the needs of pupils who have a:

- SEND learning support plan
- Are designated as disadvantaged
- Are being prepared for public examination in 2021 and 2022

Pupils who are given access to a school laptop/dongle are required to:

- Treat all school property with due care and consideration
- Comply with the school's IT Acceptable Use Agreement
- Return equipment in good order to the school on the first day of reopening

Parents will be contacted by phone to agree the terms of the loan, a copy of which will be sent to them via Edulink. Parents collecting school equipment in person will be required to sign and date a copy of the agreement.

The school reserves the right to withdraw this offer in the event that the above conditions are not met.

Pastoral Care

Broughton Hall is committed to providing caring, supportive pastoral care, and this will continue during any period of blended learning.

During such periods the normal channels of communication regarding pastoral care remain open; pupils can contact their Form Tutor, Head of Year, Pastoral Support by email in the first instance and parents by email or the school phone line.

The school counsellor will also be available for consultations.

Safeguarding

During any period of school closure, the "Safeguarding and Child Protection" Policy still applies, as does the Staff Code of Conduct and the IT Acceptable Use Agreement (Pupils and Staff).

Any online contact between pupils and staff must only take place through official school channels, which are:

1. Broughton Hall email addresses only

2. School Microsoft Teams chat or video conference (as outlined above)
3. Class Charts
4. Edulink

Contact between pupils and staff through personal telephones or personal email accounts, or any other third-party messaging software or video conferencing software (e.g. WhatsApp, Skype etc.), is strictly prohibit