

 <p><b>North Wootton Academy</b></p>	<p><b>North Wootton Academy Priory Lane North Wootton Kings Lynn Norfolk PE30 3PT</b></p>
<p><b>Name of policy:</b></p>	<p><b>Blended Learning Policy</b></p>
<p><b>Lead member of staff with responsibility for this policy:</b></p>	<p>James Grimsby</p>
<p><b>Date of governors meeting when policy agreed:</b></p>	<p>TBA at November 2021</p>
<p><b>Type of governors meeting:</b></p>	<p>Academy Council</p>
<p><b>Date of implementation:</b></p>	<p>September 27<sup>th</sup> 2021</p>
<p><b>Details of dissemination:</b></p>	<p>The policy is available for all staff, visitors, pupils and parents.</p>
<p><b>Frequency for review:</b></p>	<p>Annually</p>

### **Rationale**

The social restrictions of COVID-19 has fundamentally changed the manner in which we can educate our pupils requiring us to move fluidly from between class-based and online education. With these restrictions set for an undefined number of months, it is important that the school sets a structure for developing this approach, much as it would within daily school life, in order to ensure that we provide the highest level of education that we can, using the tools available to us, and in doing so mitigating the impact of COVID-19 upon the educational level of our pupils.

To this aim, this policy aims to outline a consistent structure and set of aspirations to provide as much clarity as possible around how staff can continue to progress all North Wootton pupils during this time in a blended way.

## **Remote Teaching**

Throughout lockdown, the teaching staff used Microsoft TEAMS to great effect. As we move into another new phase of blended learning, the school aims to continue to maximise this platform to stream live teaching in and out of the school dependent upon the situation. In the main, the school foresees three situations:

- Teacher Self-Isolation wherein the teacher is well enough to teach but cannot attend due to having to remain at home for a period of time
- Pupil Self-Isolation where pupils are sufficiently well to attend lessons but must still remain at home for a period of time
- Full closure where pupils and staff must self-isolate

### **Teacher Self-Isolation**

It is possible that a teacher may be able to continue to lead the class despite having to self-isolate or provide care for a member of their family who is required to do so.

In order to ensure that this is safe, teachers have also been asked to ensure:

- A second member of staff is present at all time during the call for safeguarding reasons.
- They have assessed the suitability of their streaming environment in respect to background and possibility of being disturb by others; preferably staff would use the blurred background setting and a headset if available.
- They are dressed appropriately as if teaching within the school setting.
- They must ensure that the microphone and camera is off or call has ended during non-teaching times.
- They adhere to normal staff code of conduct at all times.

This will only occur if a teacher is well enough to do so. If they are sick, as opposed to self-isolating, a live link will be established by a neighbouring teacher within school who will teach both classes simultaneously. If this is not possible, a member of the Senior Leadership Team will provide the streamed teaching.

### **Pupil Self-Isolation**

It has become apparent that pupils will be missing days of education whilst not actually being unwell. In such a situation, a slightly differentiated approach would be used dependent upon age:

- Reception pupils would have their daily challenges posted on Tapestry and we would ask if parents could support their children with these at home and post videos and images back for the teachers for assessment. However, the teachers would aim to

create a daily link to the classes' phonic lesson as this cannot be adequately covered through tapestry. Other live lessons will be organised where possible.

- Key Stage 1 and Key Stage 2 will receive TEAM meeting invites to enable them to participate in English, Reading, Mathematics and a Topic lesson. In addition, pupils would be asked to complete some independent tasks and directed to key online learning sites: tackling tables, Read Theory/Raz kids and Spelling Shed in order to fill the whole day. It is likely however, that parent support will be needed as the class teacher's priority will need to remain on the majority of the class still in school. In addition, there may be times such as during a test week or PE morning where it would not be possible to access from home.

In both of the above cases, pupils would be required to return the complete work in order for the teacher to assess progress.

All TEAM invites will be sent to the children's NSIX google account with the exception of Reception parents where a parent email will be used. These will be organized through the office.

This work will only be provided for those having to self-isolate and not for those who are actually unwell.

Parents must also understand that there may be some technical difficulties that mean a pupil cannot join and the teacher will only have a limited time to fix this before focusing on teaching the main class.

Whilst the compulsory nature of completing this work may be questioned, the school will keep attendance records for those who have attended from home.

Where a pupil is joining a class from home, we would ask the following steps are taken to ensure that this exceptional arrangement is safe:

- **A parent is within ear-shot of the child at all times for safeguarding reasons and will be asked to support their child if they cannot work independently.**
- **The absent child is working in a suitable room in respect to background and the possibility of being disturbed by others. A headset is advised if available.**
- **They are dressed appropriately as if in a public setting and so are any other members of the household who may stray into camera shot.**
- **A register will be taken at 9:10 and at approximately 10:30. The teacher will ask for cameras and microphones to be switched on at this point, but then will ask these to remain on mute or turned off unless there is a need for them to be on.**

## **Full closure where pupils and staff must self-isolate**

It is unlikely that a whole class, phase or even the entire school have to close once again. In such a situation, the school would return to an online platform as before. Run through the children's google email account, our aim would be to cover all curricular subjects through four lessons a day:

- one writing/grammar
- one reading/phonics
- one mathematics
- one other topic area

The first three lessons will be taught through a live lesson from 9:10-12:10 (slightly shorter for KS1). Invites will be in place for the start of each week: one invite for each day via the child's NSIX account. An afternoon, prerecorded lesson will also be sent each day to this account. This will not be live and allow some flexibility in the afternoon.

It is our aim to also send copies of any powerpoint and possible resources ahead of time at some point in case the sharing of these via TEAMS does not work on your device.

## **Learning Tools**

The main platform for all learning will be Microsoft TEAMS, Tapestry and G-suite provided by Norfolk County Council. We would ask that you use the NSIX emails for the main communication between the home and teacher, leaving TEAMS only for direct teaching, as the NSIX accounts are fully-monitored which will help protect both pupils and staff. This is important as the unique nature of this situation and the adaptations that have been needed mean that staff are interacting far more online than would normally be permissible within the limits of the school's Online Safety Policy.

## **Online Behaviour**

For the successful learning of all, online behaviour will be dealt with as if the children was in a normal lesson:

**Step 1** – The class as a whole will be advised of the undesirable behaviour and instructed as to what is expected.

**Step 2** – The teacher will directly address this with the child. We would appreciate parental support before this point as we are aware that other parents will hear this.

**Step 3** – The child's name will be passed to the Principal and they will phone the parent directly.

Should a child continue to be disruptive, they will be removed from online lessons and an alternative will be provided.

Cameras and microphones must also be switched off when a breaktime is taking place as this will be unmonitored by the class teacher. They should only be turned on again once asked. The teacher will take a second register at this time as well to ensure all are present before starting once again.

## **Teaching and Learning**

### **Curriculum**

Through the online tools that we have access to, it is expected that the school can teach the planned curriculum. As such, we would aim to send out a half-termly curriculum overviews for parents in line with normal practice within school in order to show that learning is continuing as 'normal'.

The only impact will occur will be if the school is limited to four lessons a day as per the government requirements and parental request to follow this. This will result in some prioritization of non-core subjects throughout the week, but will only occur in a full school closure.

### **Additional Learning**

In addition to the main taught lessons, we are trying to ensure that all pupils have some dedicated online sites for independent skill practice including the following:

- Raz-kids/Read Theory
- Tackling Tables Online/Mathfactspro
- Spelling Shed
- Edshed

### **Technical Support**

Any technical issues such as passwords or lack of access to the teaching should be directed to the [office@nwt.eastern-mat.co.uk](mailto:office@nwt.eastern-mat.co.uk) email as this will be manned throughout or please phone the office. However, all children should have been provided with a sheet of logins already. Please refer to these first before contacting the school.

### **Non-attending Pupils/Child Missing in Education**

Teachers will be asked to take a register of those attending lessons in the same way as they would within the school and this will be recorded on the school systems. The Principal will be responsible for asking for a list of these pupils each day with the office following up with parents in the normal manner to ensure that all is well within the home for those not attending. The school needs to ensure that pupils are attending their remote learning although we appreciate that there may be some absence for COVID testing and family commitment. Parents should inform the school office of any known absence and there is a safeguarding responsibility to ensure that children are not missing from education.

## **Differentiation & SEND**

Differentiation proved one of the greatest challenge within remote learning. The school will endeavor to provide some differentiation in the task but may require the support of parents at home to ensure access to the lesson.

This will particularly be the case where the majority of the class remain at school and must be seen as the priority for the class teacher. However, where the class is closed and support staff can attend school, some additional paper-based learning will be created for those who have a high level of support within the school normally.

## **Planning, Preparation and Assessment**

Staff will still need to prepare lessons and their content and therefore where an entire class, bubble or school is in lockdown. Either the school day may be shortened to enable this or Friday afternoons will again be used for teachers to have their PPA. This will depend upon staffing.

## **In-school Education for key workers and vulnerable children**

As outlined within the school's Outbreak Management Plan, a prioritization of school places for those with key worker parents or vulnerable backgrounds.

## **Data Protection/Privacy**

Please be aware, that it is unacceptable to photograph or record any aspect of the live lessons as you do not have the permission of the teachers or for the children who are present. It is for this reason, that camera and microphones are used only when necessary.

Updates 27/09/21