SEXEY'S SCHOOL

Blended Learning Policy

SEPTEMBER 2022

Date of Policy	September 2022
Review Date	September 2023
SLT Lead	Ross Dalzell
Policy last reviewed by	Ross Dalzell
Policy level	School

We believe that all children and young people should have the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity. We are committed to anti-discriminatory practice and recognise the additional needs of children from minority ethnic groups and disabled children and the barriers they may face, especially around communication.

Signed:

Helen Cullen
Headteacher

SCHOOL ETHOS AND VALUES

Our Christian values are at the heart of the ethos of the school and through these, we grow individually and as a community. The Story of the Good Samaritan underpins our 7 core values of:

- Honesty
- Forgiveness
- Empathy
- Courage
- Resilience
- Kindness
- Respect

These core values underpin our policies, procedures and the way we treat one another in our community.

INTRODUCTION

This policy is to ensure the ongoing education o
circumstances. This policy will future-proof against closures that could happen at any time: due to school closure from illness, epidemic, extreme weather, power-loss, etc. It also covers the ongoing education of pupils who cannot be in school but are able to continue with their education when the school remains fully open.

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

We would expect that many of the steps below should already be in place for most staff within Sexeyôs School. We would expect that ther
plans into place. Sexeyôs school will be proactive in ens

- Staff have access to Microsoft Teams for Classes, and that these are set up
- Students within classes have access to the relevant Microsoft Team
- Students will receive Teams refresher sessions (and specific Teams Meetings instruction) in Computer Science lessons.
- Staff are familiar with the main functions of Microsoft Teams
- Staff have the ability to host a Teams Meeting (video and/or audio) with their classes either from their classrooms or from home
- Parents and pupils are made aware in advance of the arrangements in place for the continuity of education

ROLES AND RESPONSIBILITIES

Teachers

In as far as is possible we will attempt to replicate the timetable that students follow through the course of a normal school day.

When providing remote learning, teachers must be available between 08:20 and 1600. This may occur whilst the teacher is in school or at home in self-isolation, unless unable to provide learning.

If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

We are mindful of the challenges of operating in an unfamiliar environment in that:

- Online learning operates on a very different dynamic.
- Some subjects and activities do not lend themselves well to remote learning.

Staff should ensure that they:

- Have received appropriate training.
- That their computer-based teaching resources are available outside of school (on Microsoft Teams, OneDrive or OneNote).
- That they have access to key resources not available online at home e.g. key textbooks.
- That they have access to a suitable device for home use and if this is not the case then staff should alert their line manager or IT manager.

When providing remote learning, teachers are responsible for:

Setting work

- Work should be set for the classes they teach.
- The amount of work set should be equivalent to learning time.
- The work should be available as of 8am on the Monday of each week.
- The work is to be due in for no later than Sunday at 12pm.
- All work needs to be uploaded to ClassCharts. This can be duplicated in Microsoft TEAMS if required. Adequate training will be given to all teachers, but in the Head of Faculty is responsible for setting work if teachers are unable to.
- The Head of Faculty is responsible for coordinating with department leads and teachers in making sure work set is following schools learning policy and supporting students who are unable to access remote learning.
- The Head of Faculty is responsible for setting cover work if the teacher is unable to set work remotely.

Providing feedback on work

- Teachers can give feedback in a variety of methods that best suit the teacher and the student and should be in-line with the schools marking policy.
- Feedback can be shared via ClassCharts, TEAMS or e-mail.

Keeping in touch with pupils who arenôt in sch

- Teachers should aim to respond to emails from students within 24 hours and from parents within 48 hours. Teachers are not required to answer emails outside of working hours.
- Tutors should make contact with their tutor group everyday via TEAMS.
- Teachers will make contact with students in line with their teaching timetable via TEAMS.
- Any complaints or concerns shared by students or parents should be handled in the appropriate manner and passed to line managers if further concerns are raised. For any safeguarding concerns, refer teachers to the section below.
- Any behavioural issues should be dealt with following the schools behaviour policy.

Attending virtual lessons and meetings with staff, parents and pupils

- The schools policy on dress code should be followed.
- Locations must be considered for teaching with nothing inappropriate to be in the background if possible locations should be quiet but the school understands that this can be difficult at this time.
- The teacher is under no obligation to be seen by students or parents.
- Students must make sure that their camera is turned off.
- The lesson is to be recorded to allow students to watch the lesson again.

Teaching assistants

When assisting with remote learning, teaching assistants must be available between 08:20 and 16:00. When providing remote learning, teachers must be available between 08:20 and 16:00. This may occur whilst the teaching assistant is in school or at home in self-isolation, unless unable to provide learning.

If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure

When assisting with remote learning, teaching assistants are responsible for;

- Supporting pupils with learning remotely in school with their learning remotely in
- Teaching Assistants will be allocated students to support by the SENDCo.
- Support can be given in a variety of formats, which could include telephone calls, emails and supporting in TEAMS lessons just the TA and the student.

Attending virtual meetings with teachers, parents and pupils:

- The schools policy on dress code must be followed.
- Make sure the location is quite and nothing inappropriate is in the background.
- The teaching assistant is under no obligation to be seen by students or parents.
- Students must make sure that their camera is turned off.
- The lesson is to be recorded to allow students to watch the lesson again.

Heads of Faculty and Heads of Department

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning.
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent.
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other.
- Quality assurance of work set for independent learning tasks.
- Quality assurance of quality of online teaching in live lessons.
- Monitoring the remote work set by teachers in their subject ï explain how they do this, such as through regular meetings with teachers or by reviewing work set.
- Alerting teachers to resources, they can use to teach their subject remotely.

Senior leaders, including SENDCo and Head of 6th Form

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning; using staff meetings and giving professional development time.
- Quality assurance of provision provided across faculties, subjects.
- Quality assure the quality of teaching and learning.
- Ensuring staff have access to a suitable device in their classroom or, in the event of closure, that staff have suitable at home and if not, supply them with a device during the closure period.
- Ensuring students have access to a suitable device in the event of closure, and if not look to supply them with one especially if disadvantaged student during the closure period.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

Designated Safeguarding Lead

Please refer to the schools safeguarding policy

IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work.
- Ensuring all students have signed the Acceptable User Policy (AUP).
- Helping staff and parents with any technical issues, they are experiencing.
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer.
- Assisting pupils and parents with accessing the internet or devices.

Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day ï although consider they may not always be in front of a device the entire time.
- Complete work to the deadline set by teachers.
- Seek help if they need it, from teachers or teaching assistants.
- Alert teachers if they are not able to complete work.

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise cannot complete work.
- Seek help from the school if they need it.
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