

Version no.	Date	Next review
1.0	May 2021	May 2025



RAF BENSON COMMUNITY PRIMARY SCHOOL
POLICY DOCUMENT
Blended Learning Policy

Signed: Signed on Original		Date: 17 May 2021	
Head Teacher			
Policy has been adopted/reviewed by Governing Body:			
Signed: Signed on Original		Date: 17 May 2021	
Chair of Governors			
Committee responsible for policy review	Curriculum Performance and Standards Committee	Linked Policies	Behaviour policy Child protection policy Data protection policy Home-school agreement ICT and Online Safety Policy

Introduction

Blended learning is an approach to education that combines online educational materials and opportunities for interaction online and remotely with traditional place-based classroom methods.

To supplement the more traditional classroom methods, remote learning (or online learning) is used in a variety of contexts at our school such as for homework, pre or post teaching support and for when school closures or absence means that children are not able to access the school building but are able to work from a different location, such as at home.

Aims and Objectives

This policy for staff aims to:

- ensure consistency in the approach to remote learning for pupils who aren't in school
- set out clear expectations for all members of the school community with regards to remote learning
- include continuous delivery of the school curriculum, as well as support of Motivation, Health and Well-being and Parent support
- support effective communication between the school and families and support attendance
- provide appropriate guidelines for data protection

Rationale

Rationale in the event of a school closure, the school is committed to providing continuity of education to its learners and will do so through a process of remote learning. Extensive remote learning would apply in situations such as:

- school is closed for an extended period of time with a high proportion of learners and teachers available to work as normal from home.
- school closure linked to snow or loss of facilities within the school building
- a prolonged period of agreed absence of a child who is able to work from home (e.g. recovering from an operation etc)
- suspension from school for any period of time
- following an infectious disease outbreak, learners are self-isolating at home but are not suffering with relevant symptoms.

There is no obligation for the school to provide continuity of education to learners where parents have chosen to take a holiday or where a child is physically ill and not well enough to learn in school.

Roles and responsibilities

Teachers

When providing remote learning, teachers must be available between 8.30-4.00 if they're 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 providing remote learning, teachers are responsible for:

- Weekly planning being uploaded to OneDrive each Monday Morning before 9am.
- Providing work for the whole year group. This can be assigned to different groups of learners for differentiation.

- Uploading work for the day on to Google Classroom by 9am, with videos being uploaded before 12pm. Work needs to be scheduled to appear on the day that it is set so it is clear what work is expected to be completed for that day.
- Providing feedback through Next Steps Comments Box on Evidence Me or individual feedback through Google Classroom comment box. Feedback for Maths and English remote work needs to be shared daily, all other subjects weekly in line with in-school marking policy
- Communicating remotely, if out of school, via email/phone call/video call to staff they are working with. Weekly virtual staff meetings/emails will take place to ensure all updates are communicated to all staff.
- Contacting families via a phone call, if a pupil is failing to complete the work set, to find out any underlying reasons. If this is not resolved they must pass it on to SLT.
- Forwarding any complaints from parents to SLT.
- Attending virtual meetings with staff, parents and pupils. The dress code should be appropriate work-wear that would be worn in school.
- Scheduling Google Meets to provide live online learning and to 'check-in' with pupils.
- The class board within the Google Classroom area will be used to allow parents the chance to ask about work set and how to support their child.
- Updating the class page on the school website weekly.

Teaching Assistants

When remote learning is being provided, teaching assistants must:

- Be available between their usual contracted hours.
- If they're 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.
- Attending virtual meetings with teachers, parents and pupils where and if necessary. The dress code should be appropriate work-wear that would be worn in school.

Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school and appointing a temporary post of Blended Learning Lead who will be responsible for implementing this policy and supporting the rollout and maintenance of any online learning platform.
- Monitoring the effectiveness of remote learning in the form of regular meetings with teachers, reviewing work set or reaching out for feedback from pupils and parents, joining some remote lessons.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations and feedback any concerns to governors.

Designated safeguarding lead

The DSL (or deputies) is responsible for:

- Ensuring safeguarding procedures are continued to be implemented during any remote learning period
- Support school staff should a safeguarding concern be raised from written comments on Google Classroom or raised/seen during an online zoom session

Parents

When remote learning is provided, staff can expect parents to:

- Ensure that their child
- upload photos of remote work to Google Classroom depending on the type of work set.
- Make any requests to speak to teacher 1:1 on the phone through the office email.
- Be contactable during the school day – although it is understood that they may not always be in front of a device the entire time.

Pupils

Staff can expect pupils learning remotely to:

- complete work to the deadline set by teachers.
- upload all remote work to Google Classroom in the form of photographs, screenshots or documents depending on the work type.
- seek help if they need it, from teachers or teaching assistants.
- alert teachers if they're not able to complete work.

Remote Teaching Situations

Pupil Absence

- Work will be set by the teacher as follows:
 - Reception/Year 1: A Phonics, Maths and Topic lesson to be uploaded daily to Google Classroom.
 - Year 2-Year 6 – An English, Maths and Topic lesson to be uploaded daily to Google Classroom.
- Location of teaching is in classroom as normal.
- Teaching assistants will be supporting in school as normal.

Teacher absent but available for work

- Where possible, teacher to still upload relevant daily work onto Google Classroom and provide a weekly timetable of the learning to be completed.
- Location of remote teaching is from home, the room from which they teach needs to be as quiet as possible with minimal distractions, a neutral background is best, there needs to be sufficient lighting.
- Teaching Assistants will remain in the classroom with the class, supporting running of the day whilst teacher teaches live remotely from home.

Small group/class absence - including teacher

- Teachers will teach from home and will revert to uploading daily tasks and activities onto Google Classroom. Where possible, supporting information will be in the form of pre-

recorded lessons to further explain and provide support for children at home. Children will be able to access our achievement assemblies via Zoom

- Location of remote teaching is from home, the room from which they teach needs to be as quiet as possible with minimal distractions, a neutral background is best, there needs to be sufficient lighting.
- Teaching Assistants will assist the teacher by supporting online learning from home. This might include but is not limited to; responding to comments to move learning forward, setting tasks and targets on Google Classroom, preparing for upcoming interventions, completing adhoc tasks provided by teachers, attending regular year group and staff meetings.

Localised/Nationalised lockdown

- If, during a pandemic lockdown, the school is required to be open for key worker children, Staff will be required in school supporting those children and post daily videos of their session on to Google classroom.
- If possible, location of remote teaching should be in classroom in school abiding by social distancing. If not possible, remote teaching to be from home.
- Teaching assistants will help assist the Teacher by supporting online learning. This might include but is not limited to; responding to comments to move learning forward, setting tasks and targets on Google Classroom, preparing for upcoming interventions, completing adhoc tasks provided by teachers, attending regular year group and staff meetings.

Data Protection

When accessing personal data for remote learning purposes, all staff members will: Access data using Google Drive/One Drive.

Staff are reminded to collect and/or share as little personal data as possible. Staff should send all emails through the office rather than emailing the family directly.

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

- Installing antivirus and anti-spyware software.
- Keeping a passcode on school iPads.
- Keeping school laptops password-protected.
- Not leaving a device open when unattended.
- Encrypting emails including personal information.
- Not sharing the device among family and friends.
- Keeping operating systems up to date – always install the latest updates.
- Saving all data to Google Drive/One Drive rather than on the hard drive.