



Blended Learning Policy and Guidance

Approved by Governors Sept 2024

To be reviewed every two years

Review Date Sept 2026

Governors print _____

Governors signed _____

Date _____

Blended Learning Policy

At Joseph Turner, we are committed to ensuring our children continue to learn. In the event of any form of school or year group closure, part-time attendance or pupil absence, staff at Joseph Turner will continue to provide education and support to our pupils, using in-school teaching, remote learning and/or a combination of both. Depending on the circumstances, learning will be conducted using online teaching and learning, educational packs of resources and the Microsoft Teams/Seesaw Class apps. This will ensure that the needs of all pupils are catered for and the Apps will allow staff to keep in daily contact and provide a two-way platform for learning and teaching, in a professional and confidential manner with each pupil in their class. Teachers will be able to schedule learning in a manner that does not overwhelm or concern our pupils. In all communications we will adhere to our commitment to maintaining pupil wellbeing.

1. Aims

This Blended learning policy aims to:

- Ensure consistency in the school's approach to remote learning for all pupils (Inc. SEND) who aren't in school through use of quality online and offline resources and teaching videos.
- Set out expectations for all members of the school community with regards to delivery of high quality remote learning.
- Provide appropriate guidelines for data protection.
- Keep the minds of our children active and happy, ready to return to school and engage with learning when the time comes. Include continuous delivery of the school curriculum, as well as support of Health and Well-Being and Parent support.
- Support effective communication between school and families and support with attendance.

2. Who is this policy applicable to?

- A child is absent because they have tested positive for Covid.
- A child's whole class is not permitted to attend school because of extreme weather, staffing or an outbreak of illness.
- Remote learning will be shared with families when they are absent for extended periods of time.

3. Contents and Tools to deliver this blended learning plan

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS KS1 KS2 (Microsoft Teams)
- Use of Recorded Video or Live Video for instructional videos and assemblies.
- Recorded Powerpoints
- Communications home
- Printed learning packs
- Tackling tables and Reading plus.

The school expects that parents have internet access at home to access remote learning resources, but will provide laptops/lpads on an individual basis where required to facilitate home learning. If parents do not have internet access, then printed work packs will be provided.

4. Home school partnership

Joseph Turner Primary School is committed to working in close partnership with families and recognises each family is unique and because of this blended learning will look different for different families in order to suit their individual needs. Joseph Turner Primary School will provide a video tutorial and written instructions for parents on how to use Microsoft Teams and where possible, provide personalised support. Where possible, it is beneficial for young people to maintain a regular and familiar routine. Joseph Turner Primary School would recommend that each 'school day' maintains a similar structure. We would encourage parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils with work encouraging them to work with good levels of concentration. Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on case-to-case basis. All children agree to our 'Home school agreement' which includes e-safety rules and this applies when children are working on computers at home.

5. Expectations of staff

- When providing blending learning staff must be available between 8.30am and 3.30pm. 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.
- Work should be made available to all children through SeeSaw and the school website. Work should also be uploaded on to central resources so that this can be accessed by staff still in school in order to make work packs for those who require them.
- Work completed should be marked and assessed by a staff member in order to provide feedback.
- Learning support are expected to join in on live sessions.
- Learning support will have the ability over Teams to provide additional intervention sessions for children, including those with an EHCP, in order to provide additional support. These may take place in a breakout session.
- Staff should be available to contact parents if needed, by email or phone. Unless there are extenuating circumstances, teachers will be expected to be contactable remotely by colleagues, pupils and parents.
- Visualisers will be taken home to assist in the teaching and delivery of lessons.
- Dojo points will be used in order to encourage positive behaviour.

6. Expectations of pupils

- Assuming that a pupil is healthy and well enough to work, pupils will be expected to participate as fully as possible in the blended learning process, attending relevant live sessions, completing independent work, and submitting assessed tasks promptly and to the best of their ability.
- In the event of an extended school closure, teachers will continue to deliver content in line with existing schemes of work once the school is reopened; if any pupil misses significant parts of the content, they will be able to view material posted online and the school will give consideration to the practicalities of helping pupils to catch up once the school reopens.
- If pupils or parents have any questions about the nature of specific tasks set, these should be communicated towards the relevant member of staff.
- All pupils will be expected to follow the home learning agreement. This is to ensure that children are kept safe online and there is a shared understanding of school expectations.
- Any pupils who are misbehaving during an online lesson will receive a phone call home to parents/carers.

7. Guidelines in the event of a year group / school closure

- Staff will provide log in details for online learning platforms for pupils along with guidance for parents.
- Staff will schedule Teams meetings (if appropriate) throughout the day for the entire duration the children will be absent.
- Parents and pupils will then be given/sent a code in order to join their class on Microsoft Teams.
- Staff will prepare a timetable for the duration of absence and this will be uploaded on to Teams, the class website and SeeSaw.
- Teachers and learning support will provide a live Teams session for Maths and English and foundation subjects for the afternoon session. (Where appropriate)
- A register will be taken for the duration of absence to mark children attending the live Teams sessions. Those who are absent will receive a text message from school.

8. Guidelines in the event of a short term absence for individual pupils

- Work will be uploaded on to child's drive and laptops can be provided for children to use to be able to access online learning. Feedback will be provided and Insight will be updated where necessary.

9. Assessment

Providing timely and helpful feedback is a foundation of good teaching and learning and is essential to ensuring blended learning is effective and impacting on pupils' progress. Teachers will provide regular feedback both verbal during live lessons and written on pieces of work that they are required to submit. Microsoft Forms will be used to create quizzes and summative assessments. Staff will use Insight to plan lessons and will be kept up to date with ongoing formative and summative assessments following the session/s.

10. Data protection

- All staff have access to CPOMS to record any parent contact or concerns about children, this is accessed via a secure password. Staff must ensure that they log out after use. Staff must not allow access to the site to any third party.
- All staff who elevate their access are able to access parent contact details via CPOMS and SIMS using a secure password. Staff must not share any details with third parties and ensure they are logged off.
- Only school laptops and school iPads should be used when accessing any personal information about the pupils.
- Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions. These are to be shredded securely when staff return to school.

11. Safeguarding

- a) MS Teams- All live lessons will need to have at least two members of staff present.
- b) During a school closure

In the event of a school closure, pupils, parents and teachers are reminded that the school's Child Protection and Safeguarding Policy still applies to all interactions between pupils and teachers. In that policy, there are specific reporting obligations to which teachers must adhere, whether they are at home, in the community or at school. Wellbeing calls will be made throughout the week in order to maintain contact with our families.

Appendix 1- Risk Assessment Form

Completion of this Risk Assessment form is mandatory. Use of this form is to be used to reduce the risk of any given hazard, process or activity that relates to self or others being affected by the stated hazard, process or activity. If a hazard, process or activity cannot be managed to an acceptable level then the hazard, process or activity cannot continue.

| Risk Assessment for using TEAMS to deliver online lessons | | | |
|--|--|--|--|
| Risk Heading: Staff / Pupil / Site <i>Please Circle</i> | Individual or Group affected: All users of TEAMS | | Location: Joseph Turner Primary School |
| Completed by: Laura Collins | Assisted by: N/A | Date of assessment: 01/09/2024 | Date of review: 01/09/2025 |

| Assessing the Risk, What are the hazards? | Control Measures (Reducing the Risk) | Severity X likelihood = Risk Rating(*) (Use risk matrix) | Persons Responsible |
|---|---|---|---|
| Information not kept secure | <p>Details of the conference/meeting should only be shared via secure school email. The link sent by the host should not be shared by anyone not affiliated to Joseph Turner Primary School.</p> <p>Any conference/meeting will only be scheduled by a school user account created with the permission from the head teacher.</p> | <p>2x2=4 Low risk</p> | <p>Head teacher SLT Class teacher</p> |

| | | | |
|---|---|-------------------|---|
| Allowing anyone to access the meeting | <p>The host will ensure that the generated link for the scheduled meeting is only delivered to members of the class team. Only members of the organisation (Joseph Turner) with the secure link will be able to access meetings being delivered through Teams.</p> <p>Administrators will:</p> <ul style="list-style-type: none"> • Ensure privacy and security settings are checked and updated regularly • Disable guest/anonymous users from entering a meeting/chat without approval from the team owner/host <p>The host will:</p> <ul style="list-style-type: none"> • Ensure all meetings are only shared with team members through sending out codes • Ensure students are listed as 'members' of the team to restrict their control options within the team settings • Disable screen sharing for members of the team, only owners will have this setting enabled • That the conference/meeting is not recorded under any circumstance, by anyone other than the class teacher | 2x2=4 Low risk | Head teacher SLT Class teacher LSA |
| Staff might not have the latest software updates on phones or other devices. This is not good practice. | School used laptops/iPads are the only equipment that should be used to host or stream video conferencing sessions. | 2x2=4 Low risk | Head teacher SLT Class teacher LSA |
| TEAMS calls not secure | Meetings are secured using Microsoft's built-in security and encryption services. To ensure security within the meeting further, class teachers will only share scheduled meetings with registered members of the team. | 2x2=4 Low risk | Head teacher SLT Class teacher LSA |
| Pupil shares inappropriate information during the Teams meeting | <p>Staff may record the Teams videos in order to safeguard themselves. Any disclosures or safeguarding concerns will be reported to the DSL via CPOMs.</p> <p>All pupils will receive rules and protocols before participating in a Teams meeting.</p> | 2x2=4 Low risk | Head teacher SLT Class teacher LSA |

Alternative Plans ("Plan B"/"Plan C")

Recorded lessons will be used if there are technical issues.

Completed by: L.Collins

Date: 01/09/2024

I confirm that this risk assessment has been shared with all accompanying adults and, where possible and in an appropriate manner, with participants or individual or groups affected by this assessment.

This risk assessment is available for all staff to view via central resources.

Signed:

Head Teachers' signature:

A handwritten signature in black ink, appearing to read 'L. Collins', written over a horizontal line.

