



Fleet Wood Lane School



## Blended Learning Policy

### Aims

This Blended Learning Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (including those with SEND or other inclusion needs) who aren't in-school through use of quality online and offline resources and teaching videos.
- To ensure the continued mental well-being; physical, social, moral and spiritual development of any children who are not able to access in-school learning.
- Provide clear expectations to all members of the school community with regards to delivering high quality remote learning.
- Ensure regular contact with all children and families

### Who is this policy applicable to?

- A child who is well, but must be absent from school when the rest of their bubble is in school due to:
  - Quarantining following travel abroad to a country, territory or region not on the current government travel corridor list.
  - Isolating at home because they are awaiting test results following Covid-19 symptoms.
  - Isolating at home due to someone they have had close contact with having tested positive for Covid-19.
- A child whose whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.
- Children learning at home due to schools closing for most pupils during a local lockdown

### How will we work with parents to support off-site learning?

The Government guidance "Help primary children continue their education during coronavirus" (updated 16 July 2020) states that the best way to help children aged 4 to 7 learn is to:

- sit with them as they work
- do active and practical things, rather than trying to make them sit and listen for long periods
- try to break down the work into shorter periods, based on how long they can concentrate
- take frequent breaks
- praise or reward them when they do well

We recognise that due to the age of our pupils, many activities, including those we provide for in-school learning are of a practical and play based nature and that children often need adult support to complete their tasks.

We know that each child's needs and each family's circumstances will be unique. Therefore the tasks we provide for at-home learning are a suggestion for parents to use. Class teachers will be available to discuss each child's specific learning priorities, and offer other help and support if parents request this.

### **A child who is self-isolating but the rest of their class is being taught as normal**

If a child is isolating or quarantining we will send copies of the class work which the rest of the class are completing in school to the child.

This will be by shared files on Microsoft Teams using the child's login details; or if access to this is not possible email or post. A list of useful online learning games will be supplied. We recommend parents use National Oak Academy to access video lessons if they feel this is appropriate for the needs of their child.

### **A whole bubble closing or a local lockdown**

If a whole class is isolating or if we enter a local lockdown where school is asked to close to most pupils then we will provide a mixture of live online sessions and work set to complete at home. This will be by live video meeting held using Teams and shared files. Both can be accessed on Microsoft Teams using the child's login details. If access to this is not possible we will use email or post to send copies of work set.

### **Content and Tools to Deliver This Remote Education Plan**

- Online tools for EYFS and KS1 will include Seesaw and Teams
- Use of recorded and/or live video for lesson introductions, story time and assemblies.
- Phone calls/emails home.

- Paper based learning packs (either downloadable by parent or posted).
- Physical materials such as story books and writing tools.
- Use of sites including: BBC Bitesize, Oak Academy, Purple Mash, TTRS, SPAG.com etc

### Home and School Partnership

Fleet Wood Lane School is committed to working in close partnership with families and recognises each family is unique and because of this remote learning will look different for different families in order to suit their individual needs.

Fleet Wood Lane School has provided log in details for accessing Microsoft Teams

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 and alternative solutions may be available. These will be discussed on case-to-case basis.

### E-safety

We recognise that with increased uses of digital devices, children may be more at risk from dangers online including viewing inappropriate **content**, having **contact** with inappropriate people and be at risk from experiencing or acting themselves with poor **conduct**.

We recommend parents ask their child regularly:

- Where they are going and what they see? - this will help talk about content risk.
- What they do online? - this will help understand any conduct risks and see whether children are chatting on anonymous sites or posting comments about themselves.
- Who they are talking to? - this will help cover the contact risks, particularly if children's online friends are people they do not know offline.

Guidance on keeping children safe online is available at

<https://www.netaware.org.uk/news/8-tips-for-keeping-your-kids-safe-online-during-lockdown/>

Children of an infant school age should be supervised by an adult when accessing the internet.

## Live online session etiquette

- Online teaching will take place via Microsoft Teams. Each child has been provided with an individual username and password. Parents should ensure this is kept secure and not shared.
- Online teaching will always take place in groups. There will be no 1:1 sessions.
- Please make sure an adult is present in the room while the session takes place. They do not need to be in view of the screen.
- Staff and children must wear suitable clothing. School uniform is not expected but no pyjamas please.
- Any computers used should be in appropriate areas, for example not bedrooms, and care should be taken to ensure that what is visible in the background is appropriate for all to see.
- Language must be professional and appropriate, including of family members in the background.
- When the children log on they may have a few minutes to say hello to their friends, but must stay on mute when asked so that the session can begin.
- Staff may share their screen with children, they may ask the children to answer a question by using the chat function or the virtual 'hands up' facility.
- All teams meetings will be recorded by school for safeguarding reasons and the head teacher will have access to all sessions.
- Taking photographs, screenshots or recording of the live sessions is not permitted.

## Teachers

All staff will take appropriate steps to ensure their devices remain secure. This includes

- keeping the device password protected
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among friends and family
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date
- If there is a concern around the level of engagement of a pupil/s parents should be contacted via phone to assess whether school intervention can assist engagement.
- All parent/carer emails should come through the school enquiry account [enquiries@fleetwoodlane.lincs.sch.uk](mailto:enquiries@fleetwoodlane.lincs.sch.uk) or by emailing the teacher at the class account eg. [owls@fleetwoodlane.lincs.sch.uk](mailto:owls@fleetwoodlane.lincs.sch.uk)

- Any complaints or concerns shared by parents or pupils should be reported to a member of SLT- for any safeguarding concerns, refer immediately to the DSL
- If a teacher is 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.

### Teaching Assistants

- Teaching assistants must be available between during their normal working hours
- 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.
- During the school day, teaching assistant must complete tasks as directed by a member of the SLT.

### Senior Leaders

Are responsible for:

- Monitoring the effectiveness of remote learning - explain how they'll do this, such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

### Designated safeguarding lead

Is responsible for:

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

### The SENCO

Is responsible for:

- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the Headteacher and other organisations to make any alternate arrangements for pupils with EHC plans.

### Parents

Are responsible for:

- Supporting their child to access their learning, including downloading packs sent by school and helping their child log-in to Teams where appropriate.
- Making the school aware if their child is sick or otherwise can't complete work.

- Seeking help from the school if they need it.
- Being respectful when making any concerns known to staff.

### Governing Board

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

September 2020