

# **Blended Learning Policy 2020-2021**

## **St John Payne Catholic School**



This policy is aimed at supporting students who are isolating due to significant exposure to someone with a confirmed COVID test diagnosis. The arrangements that we are putting in place are designed to ensure that no student is disadvantaged through no fault of their own when they are acting selflessly to help the national fight against the COVID pandemic.

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**Blended Learning Policy Policy Owner:** AFA/DKY

**Last Review Date:** October 2020

**Next Review Date:** January 2021

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## **Blended Learning circumstances- St John Payne catholic School context**

There are three separate circumstances that students may be required to self-isolate:

- Whole class or year group isolation for up to 14 days
- Partial class or individual students self-isolation for up to 14 days
- Students are off for one or two days whilst waiting for a test that proves negative

'Remote Learning' refers to the provision of work, teacher support, assessment and feedback in the event that normal lessons are unable to be delivered 'face-to-face' as normal. Situations where this policy may apply include:

- A pupil who is absent from school for 3 or more days for a pre-agreed reasons e.g. taking part in a sporting tournament
- Pupil exclusion
- Pupils unable to attend school due to a period of advised self-isolation but who otherwise remain well
- An extended period of school closure

This policy **does not apply** in situations such as:

- A student who absents themselves from school without prior authorisation from the school, with or without parental permission, e.g. a family holiday taken in term time
- A parental decision to absent their child as a precaution against an outbreak of infectious disease but contrary to official medical advice from Public Health England, the UK Government or the World Health Organisation.

## **Blended Learning Programme**

This Blended Learning Programme is designed to provide all students with the opportunity to access learning across the curriculum in the event of having to self-isolate. This will be achieved by facilitating learning opportunities through a variety of different experiences, each of which are intended to support their different learning styles and needs.

The Blended Learning Programme experience for our students involves students having the opportunity to access:

- Guided Home Learning opportunities, through the use of Show My Homework and Microsoft Teams.
- Streamed online lessons for those that are not able to come into school.
- Individual work and feedback emailed directly to them by their class teacher.

## **Partial Class or Individual Students Self-Isolation**

This section of this policy applies in situations where school remains open and working as normal, but an individual student is unable to attend lessons as normal for a period of 3 or more days but is otherwise well and able to work, e.g. a period of advised self-isolation or an absence that has been authorised by the school in advance.

Where we have partial classes or individual students isolating, the teacher will still need to deliver the lessons to the students who remain in school. Students who are isolating will therefore be supported in either or both of the following ways:

- Students **will have** access to resources and work and can liaise with teachers via Show My Homework and email. Some resources may also be uploaded onto Microsoft Teams.
- For KS4/5, students **may be** able to access a livestream of the lessons through Microsoft Team and participate in the lesson. We encourage staff to turn on their webcams and invite the students who are isolating to the lesson. This will be on a share screen and on an audio only basis. Please ensure that when sharing your screen all confidential information is closed to prevent students at home viewing this content. (For example SIMS, staff email etc)

Students will be expected to follow their normal school timetable at home and either access the live streamed lessons or be working on the resources provided via Show My Homework. To do this, students will need access to an internet enabled device. Mobile phones are sufficient to access Show My Homework and Microsoft Teams.

Webcams **are not** permitted for students in these circumstances. Students must turn off their webcam prior to the lesson. It is not necessary to record the lesson however you may if you so wish. Screen sharing is permitted at teachers' discretion, but please be mindful of any documents or programs open in the background that could inadvertently be seen by others. These should be closed prior to you sharing your screen.

The expectation for students in with regards to language, gestures and behaviour in general are the same as in a classroom. Students who fail to adhere to these expectations will be given one warning; any further unsatisfactory behaviour will result in being removed from the lesson.

### **Whole Class or Year group isolation**

In circumstances where it is necessary for a whole class or year group to isolate they will be supported in their classes by a combination of the following measures\*:

- Classwork and Homework tasks recorded on Show My Homework and often supported through Microsoft Teams and PowerPoint resources
- Online Microsoft Teams Lessons at the time of the lesson on the students timetable
- Lessons must be recorded

(\*for certain subjects at KS3 which have a low number of lessons it may be that only one of the above is possible)

The balance between these three elements will vary between each key stage and the different year groups.

Webcams **are** permitted for students in these circumstances. Students must turn off their webcam prior to the lesson. **All lessons will be recorded** to ensure that if any student is not able to attend the lesson, they can access the lesson at another time. Screen sharing is permitted at teachers discretion, but please be mindful of any documents or programs open in the background that could inadvertently be seen by others. These should be closed prior to you sharing your screen.

The expectation for students with regards to language, gestures and behaviour in general are the same as in a classroom. Students who fail to adhere to these expectations will be given one warning; any further unsatisfactory behaviour will result in being removed from the lesson.

## **Students absent whilst waiting for a test that proves negative**

In these circumstances it is not essential to set up a livestream for a lesson. However, uploading work is encouraged via Show My Homework. It is acceptable for students to catch up on their return. It is essential students know how to access Show My Homework and Microsoft Teams in case they are required to stay at home. A guide on how to access and use Microsoft Teams will be shared via email. You can access your child's timetable via EduLink One.

## **A Period of School Closure**

St John Payne is committed to providing continuity of education for its students in the event of an extended school closure. While such situations are inevitably highly varied in their causes and ramifications, we will endeavour to provide continued learning for our students during any period of closure in the following ways:

- The provision of relevant, developmental written work for each subject area and Year group which enables students to make continued progress.
- Regular live teacher instruction, with the ability for students to ask questions in real time.
- The opportunity for students to have work assessed by teachers and receive feedback.
- We cannot assume everyone has access to printing facilities, so any work set and submitted for assessment will be electronically set and distributed. Microsoft Teams is a collaborative platform which allows for real-time communication and sharing of resources between teachers and their. Every member of the school community has been set up on Teams and pre-registered to each of their classes.

**Staff Illness:** When staff are unwell during a period of school closure, they should notify the school by emailing [cover@sjp.essex.sch.uk](mailto:cover@sjp.essex.sch.uk) as usual whilst also copying in their line manager who will notify their SLT link. If they are able to set work for any lessons that require it then they should do so, otherwise responsibility for work falls to the Head of Department or designated delegated colleague. Live streams of lessons may not be possible however, suitable work will be provided.

## **Safeguarding**

During any period of closure, the **Safeguarding and Child Protection Policy & Staff Code of Conduct continue to apply. Any live contact between students and staff must only take place through official school channels. This includes emails from students to teachers, which should only be sent from students' [xxx@sjp.essex.sch.uk](mailto:xxx@sjp.essex.sch.uk) email address.**

## **Pastoral Care**

St John Payne Catholic School is committed to providing exemplary pastoral care, and this will continue during any period of school closure or remote learning. During such periods the normal channels of communication regarding pastoral care remain open; students can contact their Form Tutor, Pastoral Mentor, Head of Year, or any preferred member of staff via email.