

BLENDED LEARNING POLICY

Reviewed: Autumn 2020

Next Review Date: Autumn 2021

Introduction

This policy is to ensure the ongoing education of Branston Community Academy's students under unusual circumstances. This policy will future-proof against closures that could happen at any time: due to illness, epidemic, extreme weather, power-loss etc. It also covers the ongoing education of students who cannot be in the Academy but are able to continue with their education when the Academy remains fully open.

This blended learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for students who are not in the Academy
- Set out expectations for all members of the Academy community with regards to remote learning
- Provide appropriate guidelines for data protection

It is expected that some of the steps below may already be in place for most staff within Branston Community Academy. We would expect that there will be future benefits to putting these plans into place. Branston Community Academy will be proactive in ensuring that:

- Staff have access to Google Classroom and Google Meet
- Students will receive Google Classroom and Google Meet refresher sessions during their ICT lessons
- Staff are familiar with the main functions of Google Classroom and Google Meet
- Staff have the ability to host a Google Meet session 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 possible we will attempt to replicate the timetable that students follow through the course of a normal Academy day. When providing remote learning, teachers must be available for the normal Academy day hours. This may occur whilst the teacher is in the Academy 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 dependant, 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 the Academy using Remote Access, e.g. on the Learning Web
- 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

Providing Feedback on Work

- Teachers can give feedback in a variety of methods that best suit the teacher and the student

- Feedback can be shared via email or using Google Classroom

Keeping in touch with pupils who are not in the Academy and their parents:

- 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 on Tuesday and Thursday morning
- Teachers will make contact with students in line with their teaching timetable via Google Classroom or Google Meet
- 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 Academy's behaviour policy

Attending virtual lessons and meetings with staff, parents and students:

- Teachers should be dressed appropriately
- The location should be quiet and nothing inappropriate is in the background
- The teacher is under no obligation to be seen by students or parents
- Students must make sure that their camera is turned off unless the teacher requires it to be on
- The lesson is to be recorded

Support Team and Teaching Assistants

When assisting with remote learning, the Support Team need to be available for the normal Academy day hours. If they are unable to work for any reason during this time, for example, due to sickness or caring for a dependant, they should report this using the normal absence procedure. When assisting with remote learning, support staff are responsible for supporting students who are not in the Academy with learning remotely. Support staff 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 Google Classroom lessons.

Attending virtual meetings with teachers, parents and students:

- Support staff should be dressed appropriately
- The location should be quiet and nothing inappropriate is in the background
- The support staff is under no obligation to be seen by students or parents
- Students must make sure that their camera is turned off unless the support staff requires it to be on
- The meeting is to be recorded

Heads of Department

Alongside their teaching responsibilities, subject heads and leaders are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching the subject remotely to make sure all work set is appropriate and consistent
- 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
- Alerting teachers to resources they can use to teach the subject remotely

Senior Leaders, including SENDCo and Head of Sixth Form

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the learning approach across the Academy

- Monitoring the effectiveness of remote learning, using staff meetings and giving professional development time
- Quality assurance of provision provided across subjects
- Ensuring staff have access to a suitable device in their classroom or, in the event of closure, that staff have a suitable device 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 Academy's safeguarding policy.

IT Staff

IT Staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they are experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches
- Assisting students and parents with accessing the internet or devices

Pupils and Parents

Staff can expect students learning remotely to:

- Read the Student Video Conferencing rules - <https://branstonca.lincs.sch.uk/video-conferencing-rules/>
- Be contactable during the Academy day, 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 the support team
- Alert teachers if they are not able to complete work

Staff can expect parents with children learning remotely to:

- Make the Academy aware if their child is sick or otherwise can't complete work
- Seek help from the Academy if they need it
- Be respectful when making any complaints or concerns known to staff

Governing Body

The Governing Board is responsible for:

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

Data Protection

Accessing Personal Data

When accessing personal data for remote learning purposes, all staff members will make sure they know how they can access the data remotely

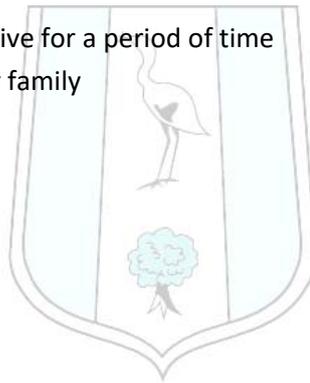
Processing Personal Data

Staff members may need to collect and/or share personal data such as parent email addresses as part of the remote learning system. As long as this processing is necessary for the Academy's official functions, individuals won't need to give permission for this to happen. However, staff are reminded to collect and/or share as little personal data as possible online.

Keeping Devices Secure

All staff members will take appropriate steps to ensure their devices remain secure, including:

- Keeping the device is password protected
- Ensuring the hard drive is encrypted
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among friends or family
- Installing antivirus software
- Keeping operating systems up to date



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