Inspiring Learners for their future

Teaching and Learning Blended Learning Annex

In response to Covid-19

October 2020

The Ridgeway School & Sixth Form College

Blended Learning Annex to T & L policy in response to Covid-19

The Ridgeway School & Sixth Form College believes that:

- Blended learning reinforces and further develops students' learning and enables them to make connections between lessons and when not in school, outside of the classroom.

- Blended Learning develops the skills, confidence and motivation needed to succeed as an independent learner and to prepare for summative assessments.

- Blended Learning develops student's independence, communication and organisational skills which relate to further study, the work place and employment.

SCHOOL ETHOS AND VALUES

Our School values are at the heart of the ethos of the school.
- Respect
- Honesty
- Endeavour
- Creativity
- Community

These core values underpin our policies, procedures and the way we treat one another in our community.

COVID-19 RESPONSE

During the period of time that schools are operating in a way that is different to preCOVID-19 we will make certain adjustments to policies and procedures. Any adjustments made will have these key principles:-
- Reduce the risk posed to all members of the school community due to COVID-19
- Focus on staff and students well-being.
- Maintain a strong focus on consistently high teaching and learning inside and outside of the classroom
- Students are not disadvantaged by experience, opportunity or resource
- Commitment to embedding the core values of the school
This annex has been reviewed and aligned to the whole school response to COVID-19

1. INTRODUCTION

This annex to the teaching and learning policy is to ensure the ongoing education of The Ridgeway school students under unusual circumstances. This annex will future-proof against closures that could happen at any time: due to school closure from illness, epidemic, extreme weather, power-loss, etc. It also covers the ongoing education of students who cannot be in school but are able to continue with their education when the school remains fully open.

This remote learning annex for staff aims to:
- Ensure consistency in the approach to remote learning for students who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

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.

- For any partial closure of year groups, teachers will be still delivering lessons to students in school and covering for staff so may not be able to respond straight away to any communication or deliver any live lessons.

VLE Platform for Home Learning Resources

The Ridgeway School will be predominately using Microsoft Onenote platform for the basis of remote learning for all year groups. These lesson resources will be available if students are absent for any reason or as a result of partial/full closure of school as directed by the government or Public Health England.

Students can access via the Home learning page (for KS3) or through the student portal page on the website (KS3/4/5).

KS3 lessons (Years 7,8,9) will be set using a year group notebook for each term with subjects specific work under each tab and pages.

KS4 lessons will be set using class specific notebooks and may include some live lessons via Teams on occasions where possible.

KS5 lessons will be set using class specific notebooks and supported with live lessons where possible via Teams.

We would expect that many of the steps below should already be in place for most staff within the Ridgeway School. We would expect that there will be future benefits to putting these plans into place.

Ridgeway school will be proactive in ensuring that:
- Staff have access to Microsoft Teams and One note books for year groups/classes, and that these are set up and continually adapted throughout the year.
- Staff are familiar with the main functions of Microsoft Teams and the Onenote platform.
- Staff have the ability to host a Teams Meeting (video and/or audio) with their classes either from their classrooms or from home (if staff choose to and are able to)
- Students within classes have access to the relevant Microsoft One note yearbooks or class notebooks.
- Students will receive notebooks refresher sessions (and specific Teams Meetings instructions)
- Parents and Students are made aware in advance of the arrangements in place for the continuity of education

2. ROLES AND RESPONSIBILITIES

2.1 Teachers

In as far as is possible we will attempt to replicate the timetable that students follow through the course of a normal school day. When providing remote learning, teachers must be available between 08:30 and 1600. This may occur whilst the teacher is in school or at home in self-isolation, unless unable to provide learning.

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.

2.2 Staff should ensure that they:
- Have received appropriate training.
- That their computer-based teaching resources are available outside of school (on G-Drive, Microsoft Teams, OneDrive or OneNote).
- 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 via Microsoft Onenote platform which is the basis for our VLE. Work should be set for the classes they teach.
- The amount of work set should be equivalent to learning time.

- The work should be available for students to access within the set lesson.
- All work needs to be uploaded to Microsoft OneNote year notebook or class notebook. This can be duplicated via email to classes if needed.
- Adequate training will be given to all teachers, but the Curriculum Leader and Faculty Leader are responsible for setting work if teachers are unable to.
- The Faculty Leader is responsible for coordinating with department leads and teachers in making sure work set is following schools learning policy and supporting students who are unable to access remote learning.

Providing feedback on work
- Teachers can give feedback in variety of methods that best suit the teacher and the student and should be in-line with the schools marking policy.
- Feedback can be shared via progress checks, notebook, e-mail, Microsoft forms, or Microsoft assignments.

2.3 Keeping in touch with Students who aren't in school and their parents
- Teachers should aim to respond to emails from students within 24hours and from parents within 48 hours. Teachers are not required to answer emails outside of working hours.
- Teachers will try to make contact with students in-line with their teaching timetable via setting work on onenote or via TEAMS for some online lessons if provided by the teacher (volunteered).
- 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 schools behaviour policy.

2.4 Attending virtual/live lessons and meetings with staff, parents and students
Any 'live-streaming' should only be conducted on a voluntary basis. No staff member will be expected to deliver learning in this way. Similarly, the school will not direct any preferred approach nor encourage a preferred model of learning as a result of requests from students and/or families;

For all students attending live lessons remotely eg 'year group bubble closure'

- The schools policy on dress code should be followed.
- Make sure the locations is quiet and nothing inappropriate is in the background.
- The teacher is under no obligation to be seen by students or parents.
- Students and parents for years 7 and 8 must have signed the acceptable use Microsoft form to enable them to access the online lesson/meeting. Without this consent students will not be allowed to join.
- Students in years 9 and above must have signed the acceptable use Microsoft form to enable them to access the online lesson/meeting. Without this consent students will not be allowed to join.
- The students can turn their camera off if desired.
- Lessons are to be recorded and saved on TEAMS for safeguarding purposes.
- Under no circumstances should a student or parent record the lesson/meeting.

For students attending in class lessons remotely if isolating due to coronavirus.
The class is being taught in school with teacher arranging Teams call for student to join the lesson. Additional points to note from above:

- Will only be available for 6th form lessons unless otherwise stated.
- Staff laptops will not face students in the class.
- Students can listen into the class discussion and view the presentation where possible although at times this may not be possible within the classroom environment.

- Expected that students follow and are prepared with learning resources needed for the lesson (eg accessed the VLE platform).

2.5 Learning Supports Assistants (LSA's)
When assisting with remote learning, LSA's must be available between 0850 and 1515. This may occur whilst the LSA's are in school or at home in self- isolation, unless unable to provide learning.
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 assisting with remote learning, LSA's are responsible for:
- Supporting Students who aren't in school with learning remotely
- LSA's will be allocated students to support by the SENCO.
- Support can be given in a variety of formats, which could include telephone calls, emails and supporting in TEAMS lessons if required.

Attending virtual meetings with teachers, parents and Students (Voluntary):
- The schools policy on dress code should be followed.
- Make sure the locations is quiet and nothing inappropriate is in the background.
- The LSA is under no obligation to be seen by students or parents.
- Students and parents can turn their camera off if desired.

2.6 Students
Staff can expect students learning remotely to:
- Be contactable during the school day – although consider they may not always be in front of a device the entire time.
- Complete work from the school VLE (Onenote platform) to the deadline set by teachers.
- Seek help if they need it, from teachers or LSA's.
- Alert teachers if they're not able to complete work.

Additionally for joining any live lessons offered by staff:
- To follow the set guidelines and behaviour policy.
- Show respect for everyone in the online classroom. This includes muting audio when not speaking and using the 'raised hand' feature to seek attention;
- Dress appropriately for all classes, thinking about respect for others;
- Ensure the location they log in from is appropriate, ie. give consideration to background, camera angle, privacy, etc;
- Seek to contribute to the class in a positive manner and not be disruptive at any time.
- Not to record or share images of the lesson/class.

2.6 Parents
Staff can expect parents with children learning remotely to:
- Support the school to ensure students are learning and completing work set.
- Make the school and teachers aware if their child is sick or otherwise can't complete work.
- Seek help from the school if they need it eg accessing IT equipment.
- Be respectful when making any complaints or concerns known to staff.

- Agree to their child being part of a 'live-stream' lesson which will be recorded. The purpose of this is to safeguard those taking part in the lesson and/or share for effective practice only;
- Ensure their child conducts themselves in an appropriate and positive manner;
- Ensuring their child or the parent does not record or share videos/images of the class.

2.7 Faculty and Curriculum leaders

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning.
- Working with teachers teaching their subject remotely to make sure all work is consistently set and appropriate.
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other.
- 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 – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set.
- Alerting teachers to resources they can use to teach their subject remotely.

2.8 Senior leaders, including SENCO

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning; using staff meetings and giving professional development time.
- Quality assurance of provision provided across faculties, subjects.
- Quality assure the quality of teaching and learning.
- Ensuring staff have access to a suitable device in their classroom or, in the event of closure, that staff have suitable access 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 during the closure period.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

2.9 Designated Safeguarding Lead

Please refer to the schools safeguarding policy

2.10 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work.
- Ensuring all students have signed the Acceptable User Policy (AUP).
- Helping staff and parents with any technical issues they're experiencing.
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer.
- Assisting staff, students and parents with accessing the internet or devices.

2.11 Governing board

The governing board is responsible for:

- Monitoring the schools 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.

2.12 Who to contact
If staff have any questions or concerns about remote learning, they should contact the following individuals:
- Issues in setting work – talk to the relevant subject lead or SENCO.
- Issues with behaviour – talk to the relevant Head of Year.
- Issues with IT – talk to IT staff.
- Issues with their own workload or wellbeing – talk to their line manager or HR.
- Concerns about data protection – talk to SLT and the data protection officer .
- Concerns about safeguarding – talk to the DSL.

3. 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, such as on a secure cloud service or a server in your IT network.
- Know which devices they should use to access the data e.g. school provided laptop or iPad. Staff should not be using their personal devices

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 school'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. This includes, but is not limited to:
- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol).
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device.
- Making sure the device locks if left inactive for a period of time.
- Not sharing the device among family or friends.
- Installing antivirus and anti-spyware software.
- Keeping operating systems up to date – always install the latest updates.

3.1 SAFEGUARDING
Please refer to all safeguarding policies.

3.2 LINKS WITH OTHER POLICIES
This policy is linked to our:
- Behaviour for Learning policy
- Curriculum policy
- Feedback and Marking policy
- Teaching and Learning policy
- Safeguarding policies
- Data protection policies

POLICY REVIEW
This policy should be reviewed annually initially to incorporate the development of systems and procedures.