



Audenshaw School

BLENDED LEARNING POLICY

This policy is reviewed every two years by the Standards Committee.
History of Document

Issue No	Author/Owner	Date Written	Approved by Standards	Received by Governors	Comments
Issue 1	Brad Cunningham	07/09/2020	15/9/2020	14/9/2020	
Issue 1.1	Brad Cunningham	11/12/2020	05/01/2021	05/01/2021	Updated in line with changes in DfE guidance
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Issue 1.3	Brad Cunningham	04/09/2022	23/11/2022	23/11/2022	Minor amendments

OUR MISSION

The school aims to provide a quality education in a caring community based on an ethos of respect and discipline and a relentless pursuit of excellence in all that we do.

OUR VISION

Audenshaw School will be recognised as a fully inclusive, aspirational, high achieving centre of excellence, firmly rooted in the local community.

We will create, develop and maintain a challenging and stimulating personalised learning environment where no student is overlooked or left behind and where teaching and learning is high quality, inspirational and innovative.

We will consistently have high academic standards and expectations for every individual and continue to place considerable value on sport and healthy living and developing strong links with the community.

All members of the school community will be valued and every success will be celebrated.

Audenshaw School will maintain a safe, secure and caring environment in which to work and learn.

AUDENSHAW SCHOOL SAFEGUARDING STATEMENT

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

CONTENTS

		Page Numbers
1.	Policy Rationale and the aims of Blended Learning	4
2.	Roles and responsibilities for Blended Learning	5
3	Self-isolation groups	7
4	The use of Technology	7
5	Rewards and Sanctions	8
6	Points of contact	8

1. THE AIMS AND RATIONALE OF BLENDED LEARNING

Rationale

In the event of a partial/local/School or complete Lock-down, plans have been put in place to ensure that 'Blended Learning' can take place. This can be in the form of uploading work onto Show My Homework and teaching normal lessons in school alongside using online platforms like Microsoft Teams to talk students through online resources from lessons that cannot take place on the school premises.

Use of Technology and the Role of Staff and Students

By using an online platform such as Microsoft Teams, staff will use the resource 'live' for whole year groups and classes (during a partial lockdown in the event of keeping whole year groups at home) and then let individual students access the resources from the lesson who are having to stay at home. Whole year groups can therefore access the online lesson and ask questions as/after the teacher is explaining information. A dialogue can therefore be opened up, like in a normal lesson. For individual students who are self-isolating, they will have access to all lesson resources and will then speak to the Blended Learning Officer regarding their academic progress overall. These phone calls between this designated member of staff and self-isolating students will happen at least once per week. We will ensure that:

- Students will have access to high quality remote resources, and to provide printed resources such as textbooks and workbooks to students without internet access. All disadvantaged students without computer access have been loaned a laptop to help with Blended Learning.
- The Blended Learning content is sequenced in a way that is linked to our school's curriculum expectations
- Content is given and covered that is part of a broad and balanced curriculum
- Teachers gauge how well students are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work
- All staff and students have received adequate training on how to access and use online platforms like Microsoft Teams.
- All students can access Microsoft Teams through their Audenshaw School email addresses on their calendars.
- All students have completed their ICT survey to determine who will access Show My Homework, Microsoft Teams (for whole year groups) or 'Working from Home' packs will be posted home.
- Students can also receive narrated powerpoints linked to their subject learning journeys, so that absent students are not disadvantaged.

The Blended Learning Officer will ring home to individual students to check on their emotional wellbeing at least once per week, or if this is a shorter period, at least once per self-isolation period. In addition, their attendance at Microsoft Teams lessons will be tracked and followed up as per our Whole School Behaviour Policy. The completion of work will also be monitored by staff and will be documented on SIMs if insufficient work has been completed.

Information for parents

In the event of a partial/full closure, parents will be notified of our Blended Learning plan and the expectations on students in regards to attendance for Microsoft Teams lessons, work completion, task setting and the particular learning journey that will be followed. Deadlines of work completion and the details of tasks will also be put on Show My Homework for parents and students to check on a daily basis. As usual, we would expect full support from parents in helping their sons adhere to our Blended Learning plan.

A letter will be sent home to all parents and students if a whole year group has to self-isolate. An information letter will be sent home via email to ensure that everybody is aware of expectations and a summary sheet (as a reminder) on using Microsoft Teams. On this letter will be email contacts if your son needs any guidance or help with passwords/usernames etc.

2. ROLES AND RESPONSIBILITIES FOR BLENDING LEARNING

2.1 TEACHERS

- For individual students or specific bubbles within a year group, teaching staff will set work on Show My Homework every day in accordance with the students' timetable
- Staff will follow their teaching timetable and set tasks which are linked to the learning journey and are challenging and accessible, to ensure that students are not majorly disadvantaged by having to complete work at home.
- Staff will provide feedback on their work in regards to the frequency that their departmental marking policy states.
- Staff will document lack of engagement with Blended Learning work through SIMs if they have not provided adequate work by the end of the school day at 2.40pm (under failure to complete self-isolation work).
- If students do not have access to a computer, the teaching member of staff/the Curriculum Leader should organise for paper resources to be posted home.
- If a complete year group is at home, staff will use Microsoft Teams in accordance to the students' timetable on a daily basis. Staff will invite their class to a Teams lesson and will attach the resources on Microsoft Teams. Students will subsequently upload their completed work on Microsoft Teams and feedback will be given, using this function. Feedback will be given as per the frequency set out in their departmental marking policy.
- Staff will document lack of work as 'Failure to complete Remote Learning work – Staff' on SIMs and this will be followed up by Year Leaders and SLT members.

2.2 STUDENTS

- Students will be expected to follow their school day as closely as possible as they would do in school. In this regard, they are to treat the school day, if self-isolating as a virtual school day and the same work ethic and expectations apply.
- Students are to check Show My Homework for the tasks set and complete work electronically, by uploading to Show My Homework.
- Students are expected to log on to the Virtual Desktop Image (VDI) by 8.30 am, ready for their school day. This will be monitored centrally, to ensure that all students are logging on the school system.
- Students are expected to follow their usual pattern of lessons per day and submit work for each lesson to their teacher on Show My Homework by the end of the school day at

2.40pm.

- Students will expect a phone call from the Blended Learning Officer or a form leader to check that there is no barrier to learning and that the welfare of the student is positive. If students have not accessed the work and this has been recorded by class teachers, a Year Leader or member of SLT will contact home to speak to the student/parent to address any potential issues.
- If students continue to not access Blended Learning, they will be sanctioned as per the school's Behaviour Policy and a Re-integration meeting with student-parent and a member of SLT/Year Leader will be needed on his return to school after his self-isolation period. This is to ensure that there are no gaps in learning, or so that students do not fall behind with any school work.
- If whole year groups/the whole school is sent home, then students are expected to follow their school day lessons at home through Microsoft Teams. Work will be set and submission is expected at least once per week, or with the frequency stated by individual teaching staff.

2.3 SENIOR LEADERSHIP TEAM

- The Assistant Principal responsible for Teaching and Learning will oversee the completion of work and the quality of Blended Learning set. The appropriate Senior Leader will liaise with Curriculum Leaders and members of staff to ensure that appropriately challenging work is being set and that the frequency is appropriate.
- Senior Leaders and Year Leaders will be put on a rota to call students and parents in the event that students do not engage with Blended Learning.
- The Inclusion Manager and Pastoral and Attendance Officer may also have to complete Home visits, if certain students/parents are becoming difficult to contact, to check on their academic and emotional wellbeing.
- Senior Leaders and Year Leaders will be put on to a rota to hold Re-integration meetings with those students who have not engaged with Blended Learning at home, to ascertain what learning gaps have developed and to agree on subsequent next steps.

2.4 ROLE OF ADMIN SUPPORT AND THE DESIGNATED BLENDED LEARNING OFFICER

- The Blended Learning Officer will be the first point of contact for students who are self-isolating, whether they are individual students or in part of a bubble.
- The member of staff will contact all students to check on their emotional wellbeing and to initially see if there are any potential barriers to Blended Learning
- The Blended Learning Officer will contact the student/parent if the teaching member of staff records on SIMS that they have not completed adequate work in that subject.
- This process will be accelerated to a Year Leader or member of SLT if repeated work is not completed. This will then be documented under 'Initiatives' on SIMs.

2.5 ROLE OF PARENTS

- As ever, parents are a fundamental part of our success at Audenshaw School in supporting our commitment in helping their son to fulfil his potential.
- It is vital that parents support their son in following the routine of a school day as much as possible when at home in self-isolation.
- It is vital that your son completes all the relevant work set by the class teacher, so that he does not fall behind with any work in all subjects.

- Students are expected to log on to the Virtual Desktop Image (VDI) by 8.30 am, ready for their school day. This will be monitored centrally, to ensure that all students are logging on the school system. We need parental support to ensure that their son logs on every morning by 8.30am.
- Parents should look at Show My Homework to check what work is being set for that day. In addition, we would like parents to help us ensure that your son completes this work to the best of his ability and uploads it to Show My Homework at the end of every school day, by 2.40 pm.
- If all students are working from home, parents should also check their son's calendars on Microsoft Teams to check his timetable for the day and to ensure that he attends all online lessons.

3. SELF ISOLATION GROUPS

3.1 INDIVIDUAL STUDENTS OR PARTS OF YEAR GROUP BUBBLES

- Work will be set every morning for these students in accordance with your son's school timetable. This work is expected to be completed and emailed by the end of every day, as long as students are well enough to do so.

3.2 WHOLE YEAR GROUP BUBBLES/THE WHOLE SCHOOL

- If whole year group bubbles are sent home, then staff will move to learning online, through Microsoft Teams. Your son is to follow his school timetable and he will receive an invite for every lesson on a daily basis.
- Teachers can talk through their resources, give instructions and ask questions and students can respond and can ask any questions at the appropriate time. Staff will be conducting these lessons in the same slot that your son would be having his lesson in school. It is therefore vital that your son attends each one of these online lessons, so that he does not fall behind with any curriculum content. He should check his timetable as to when these online lessons will be happening. In addition, your son will get an email with a reminder from his class teacher (via his school email address) and it will then appear on his calendar as a scheduled event to join on Microsoft Teams.
- In the unfortunate event that your son does not submit the work to the class teacher on Microsoft Teams, this will be logged, just like in school as 'failure to complete Remote Learning work' and subsequently a senior member of staff will contact home. This is to ensure that all work is caught up and that no learning is lost. The expectation is that your son will submit work on a weekly basis, or as frequently as the class teacher states, in accordance with the respective department's marking and feedback policy. This is so that teaching staff can offer feedback, address misconceptions and set next steps in a timely manner.

3.3 STAFF MEMBER SELF-ISOLATING

- If a staff member is unwell, the Curriculum Leader will ensure that the appropriate work is set for students in school
- For those students at home, the Curriculum Leader will ensure that appropriate work is uploaded on to Show My Homework or that students will be included in another class teacher's team.

- If a staff member is well but is self-isolating, they will ensure that appropriate work is uploaded on to Show My Homework for self-isolating students.
- They will also either use Microsoft Teams to teach the lesson 'live' from home or where this is not possible, they will send in a recorded PowerPoint, where they talk through the tasks and explain the purpose of the lesson that day.

4. THE USE OF TECHNOLOGY

The following will be used during Blended Learning:

- Work will be uploaded on to Show My Homework. Students are expected to check this and upload work back to the staff member by the end of the day.
- Staff may choose to use subject specific resources to support learning, such as: Seneca, MyMaths, Oak Academy Resources, GCSE Pod and Bedrock.
- Microsoft Teams will be used if whole year groups are sent home, so that live lessons can take place. Work should be submitted on Microsoft Teams to the class teacher if all students are learning from home.
- Your son can complete specific tasks on Microsoft Word, Microsoft Powerpoint and attach these responses to Show My Homework.

5. REWARDS AND SANCTIONS

- Students that have completed all Blended Learning work will gain positive behaviour points that they and their form can collect
- Forms will therefore be rewarded on a half termly basis for those students who have engaged positively with Blended Learning.
- For those students who are struggling to access Blended Learning, the Blended Learning Officer will be in touch within the first full day to see what the barriers to learning are. The member of staff will then liaise with subject teachers or Curriculum Leaders to rectify this issue.
- If students choose to still not engage with Blended Learning work, a Year Leader or member of the Senior Leadership Team will contact home to speak to the parent and student to address the appropriate concerns.
- Members of teaching staff will record on SIMs who do not engage with Blended Learning work, by using the facility of SIMs to document this lack of work.
- If a student still fails to engage with Blended Learning work, they will have to have a Re-integration meeting with a Year Leader or member of SLT to ascertain what learning gaps have developed and to agree on subsequent next steps on their return into school.
- All rewards, sanctions and correspondence home will be documented under 'initiatives' on SIMS.

6. POINTS OF CONTACT

- Students should message their teachers on Microsoft Teams or Show My Homework in the first instance if there is an issue or misunderstanding with any of the work set.
- Students could also email their class teacher, using their school email address in the unexpected event that they cannot access Show My Homework

- Students can also access the Blended Learning Officer: pimlotta@audenshawschool.org.uk who is responsible for the communication home or the Senior Leadership member with overall responsibility: cunninghamb@audenshawschool.org.uk