

Blended Learning – Parental Guide

The purpose of this guide is to establish a shared understanding of blended learning and the various formats that may take place with your child's education. All learners have been using the Office 365 platform and Teams to communicate with staff.

Your child has access to the following:

| | | | | | |
|-----------------------------|--|---|------------------|---|---|
| Microsoft Office 365 |  | | Sway | Digital storytelling app that helps express ideas using an interactive, web-based canvas. |  |
| One Drive | Cloud storage. |  | MS Forms | Allows you to quickly and easily create custom quizzes, surveys, questionnaires, registrations and more. |  |
| Teams | Main area for subject class pages, contact with teachers. Assignments will be set as well as live lessons to take place. |  | Pear Deck | Live sessions delivered through an interactive power point, which can be accessed by learners live or after the live lesson. |  |
| Onenote | Designed to function as an electronic version of a paper notebook – manage, share and organize information. |  | GCSE Pod | Contains expertly written and exam board specific content for GCSE subjects. Learners will be able to build knowledge in sequence through unique pods that supports retention and recall. |  |
| MS Word | Word processor – Web based. |  | EdPuzzle | Allows learners to watch teacher selected videos with questions and activities embedded for the teacher to provide feedback. |  |
| MS Powerpoint | Presentation software – Web based. |  | ThingLink | Learners can access created thing links for projects and tasks to be completed. |  |
| MS Excel | Spreadsheet and data analysis – Web based. |  | Flipgrid | Learners can respond to questions or videos set by the teacher. This provides opportunities to develop oracy skills. |  |

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All homework and work to be completed outside of the lesson will be set via teams, using the assignment function on teams. If your child does not have access to teams outside of school, they should speak with their form tutor for alternative arrangements to be made.

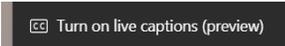
If a member of staff needs to isolate the teacher will be available online during that lesson. This may be delivered remotely through a live lesson or support given online. If your child needs to isolate, work will be set remotely. They will be able to access the materials for the lesson and upload work to their teams account.

How to support learning when an individual needs to isolate:

| Learners | Staff |
|---|--|
| <p>If a learner needs to isolate:</p> <p>Staff will be notified and where possible work will be uploaded to the relevant team ready for the lesson that day. Learners should complete the work and upload any completed work as requested. If work has not been uploaded, your child will be set new submission deadlines.</p> <p>Using the chat function, learners can ask questions during the lesson directly to the teacher. Please be mindful that the teacher may not be able to respond immediately.</p> <p>Staff will do their utmost to ensure that learning is effective and your child is supported.</p>   | <p>If a member of staff needs to isolate:</p> <p><u>Key stage 3 and 4 lessons:</u></p> <p>Where possible live lessons will be delivered by the isolating member of staff. Another member of staff will be supervising in the classroom to support. When this isn't possible, lessons will be covered using the learning materials set by the teacher. High behaviour expectations still apply and learners are expected to participate in the lesson as normal.</p> <p><u>Sixth Form lessons:</u></p> <p>Work will be set via teams. Where possible learners will be able to access pre-recorded sessions. Work will be uploaded for submission using the assignment function on teams.</p> <p>In the event that a live lesson needs to take place, learners will be notified and the appropriate measures will be put in place.</p>  |

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In the event that staff and learners need to isolate you can support these live lessons by:

| Information | Preparation | Accessing Live Lessons |
|--|---|---|
| <ul style="list-style-type: none"> Live lessons will take place via Teams. Learners will be notified in advance that a live lesson will be taking place. All lessons will be recorded and stored securely. At the start of any live lesson, learners will be reminded of this and given the following options: <ol style="list-style-type: none"> Leave the lesson Turn off their Camera Mute their microphone  Turn off their camera and mute their microphone.  | <ul style="list-style-type: none"> Learners should find a quiet and appropriate place where they are less likely to be interrupted. Check what's behind them in the live lesson e.g. try to find a plain background and remove personal photos. Learners should avoid using their bedrooms for Teams meetings / lessons. If this is the only option, please ensure that the camera is turned off for the entire lesson. It is best to use headphones or earphones (with a microphone where possible) during the lesson. Make sure all equipment is ready just like a lesson e.g. pen and paper. Ensure that your child is dressed appropriately e.g. what they would wear for a non-uniform day in school. Sleepwear or beachwear is not permitted. | <ul style="list-style-type: none"> Access teams the usual way. If using a phone or tablet it would be easier to download the app prior to the live lesson.  The calendar function will have a meeting invite. Learners should click this to join the lesson.  If a 'do now' activity or prior presentation is required, learners should complete this before the lesson start time (where possible). When the lesson begins the teacher will explain rules and protocol for asking questions. This may include raising hands function, unmuting and/or use of the text chat facility.   If your child has trouble hearing everyone, they can turn 'Live Captions' on order to help. Hover over the screen. Click on the 3 dots and then click turn on live captions.  The chat window is viewable to everyone in the class. If there is an inappropriate post, the teacher may delete the message, stop chat ability and/ or remove the pupil from the lesson. At the end of the lesson make sure your child leaves the meeting and close any associated tabs/windows they still have open. |

Remember:

- ✓ No one expects parents to be full-time teachers or to be educational and content matter experts.
- ✓ Avoid being in the back of the room during the lesson. This can put undue pressure on your child, teacher and the rest of the class.
- ✓ Help your child to find a quiet work space where they will have minimal interruptions.
- ✓ Encourage your child to follow our high expectations of behaviour and respect at all times.
- ✓ Ensure your child has paper and pens to make notes with.

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- ✓ Provide support and encouragement, and expect your child to do their part.
- ✓ Struggling is allowed and encouraged! Don't help too much. Becoming independent takes lots of practice and teachers will be there to support.
- ✓ It is an expectation that all learners should participate in sessions and complete tasks in the time given, to the best of their ability.

Checking in:

In the morning you might ask:

- What classes/subject do you have today? -Do you have any assessments?
- How will you spend your time? -What resources do you need?
- What can I do to help?

At the end of the day you might ask:

- How far did you get in your learning tasks today? -What did you discover?
- What was hard? -What could we do to make tomorrow better?

To ensure that your child continues to use skills throughout these blended learning opportunities teachers will ensure that there are opportunities for:

| LITERACY | NUMERACY |
|---|--|
| <ul style="list-style-type: none"> ✓ Quality reading materials as part of the set work. As well as opportunities to show understanding of these texts. ✓ Modelling of written responses. ✓ Time for your child to proofread and edit their work before submission. | <ul style="list-style-type: none"> ✓ Numeracy tasks included where relevant to the topics being delivered that address quantitative skills. |

Staff at Chepstow School are committed to ensure that our learners are engaged and has access to high quality teaching and learning opportunities through our blended approach.