



Blended Learning Procedure

Regardless of whether a student is in school and able to access face to face learning, or required to work remotely, Cranbrook School endeavours to continue to provide interactive learning and support for all students.

Key Notes

- The daily timetable for remote and in school learners is mirrored.
- Work set and delivered for remote and in-school learners is mirrored.
- Teams Assignments are set for students working remotely (to evidence their engagement and progress).
- Teams Assignments continue to be set for all home learning tasks (regardless of whether a student is working in-school or remotely)
- Students working remotely are provided with an interactive learning opportunity for each of their subjects (this might be through full 'live' connection and participation in the in-school lesson, a pre-recorded webinar, and/or opportunity to engage with the class teacher.)
- Students are expected to attend and engage with school community events and briefings (including tutor time, House time and wider assemblies and have access to wider co-curricular opportunities). *
- Wider pastoral and SEND support and intervention channels are open to all students and their parents, regardless of students working in-school or remotely.

*where circumstances allow

Parent and Student Guide to Blended Learning

Due to the ever-present changes and following government guidelines, this guide aims to simplify the expectations that are expected in different scenarios at Cranbrook School.

Scenario One: the class are in school, but the teacher is isolating and able to deliver the lesson remotely

Enter the lesson, sit in your usual seating plan and organise your books.

Either the teacher will have pre-recorded a lesson for you, specific work will have been set and the cover teacher will deliver. Or, where technology and circumstances allow, the usual class teacher will be on your screen delivering the lesson.

In such instances, the cover teacher will organise setting your teacher up on the screen.

When your teacher is on the screen you will be able to see your teacher but he/she will not be able to see you. Listen to the information your teacher gives. If you have a question, raise your hand and wait for the cover teacher to ensure the microphone can be heard.

The lesson expectations stay the same. The cover teacher will support your learning and liaise with your subject teacher to ensure you have all of the tools needed to succeed. The cover teacher is in charge of the classroom. Absolute focus is needed.

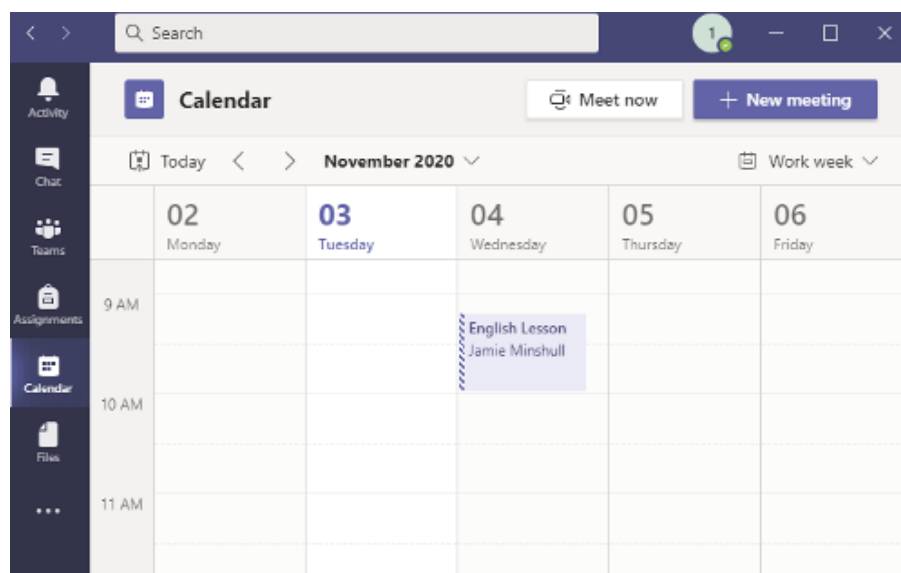
Scenario Two: The majority of the class and teacher are in school, but one or more pupils are isolating at home

If working remotely, students will need to access TEAMS via a smart phone, tablet or laptop at the usual lesson time. Where students are working remotely in time zones that make attendance too challenging, they will have flagged this to teachers and be able to access any recorded material following the session.

All work will be set via Teams Assignment in advance, at the beginning or as part of the scheduled lesson. Students are expected to arrive punctually to each remote classroom.

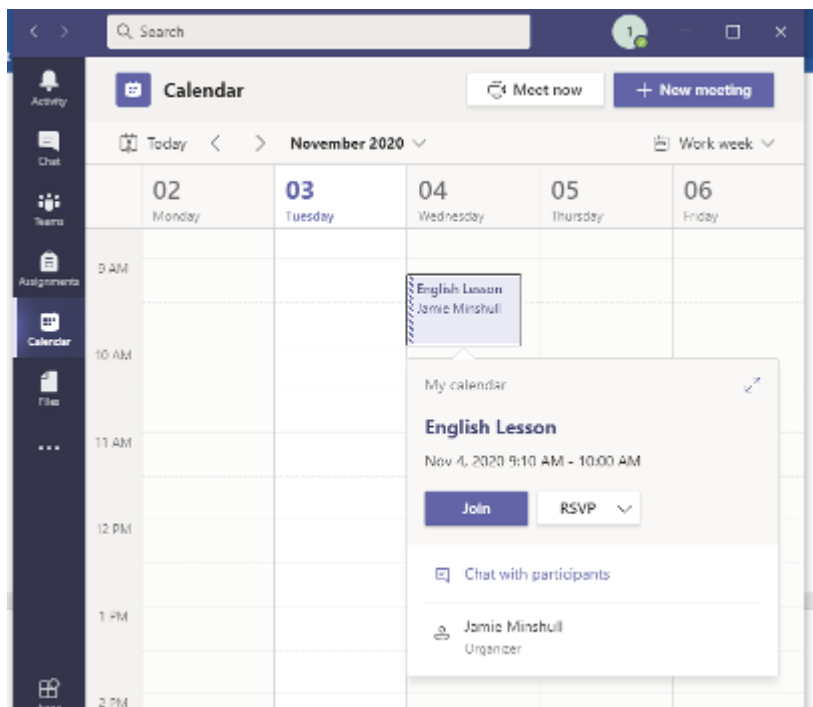
Either:

- a. The teacher will share with students a pre-written or recorded set of instructions, sign post materials and expected learning outcomes. They will also provide opportunity for discussion or to ask questions. This might be in the Teams 'chat' function during or after the scheduled lesson (at a convenient time that neither disturbs the students' other lessons or teacher's other lessons/wider commitments).
- b. The teacher will deliver a real time 'live' delivery simultaneously to both those in school and those working remotely. In such instance, the teacher's computer will be presenting to the classroom display whilst at the same time running a Teams call with the isolating pupils in attendance.



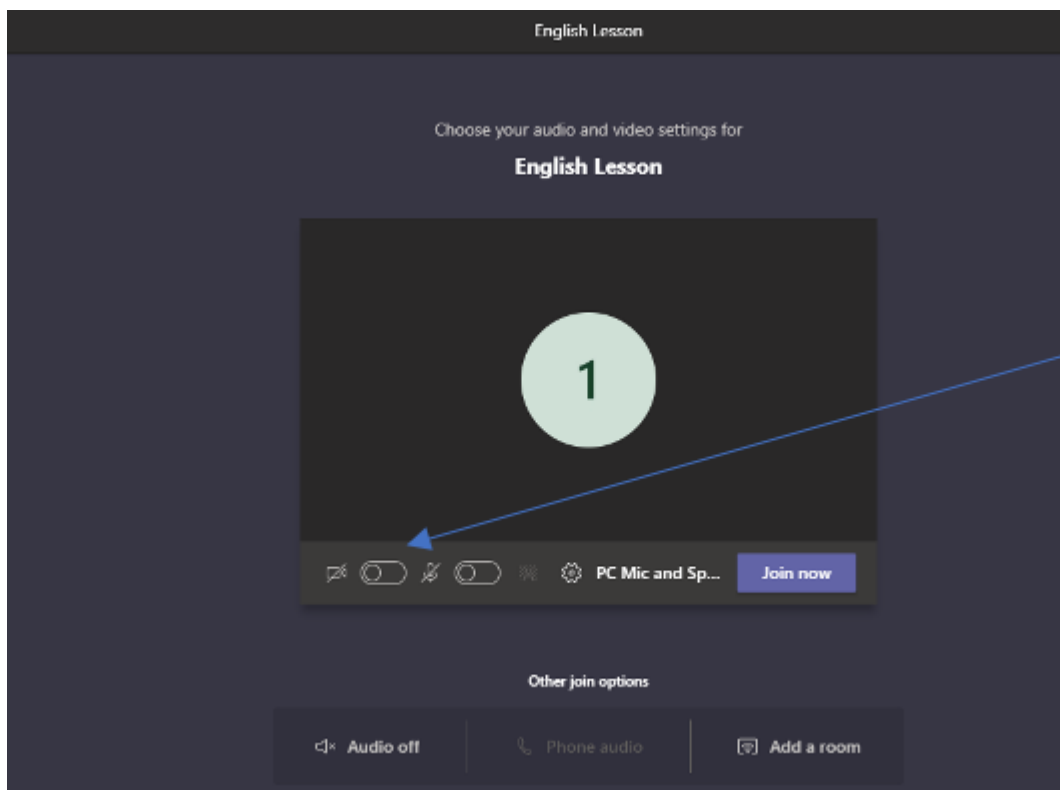
You will follow your normal timetable. Your teacher will invite you to join the lesson. You can access the lesson by clicking on your calendar.

The lesson will appear in your calendar



When you click on your lesson a box will appear and ask you to JOIN.

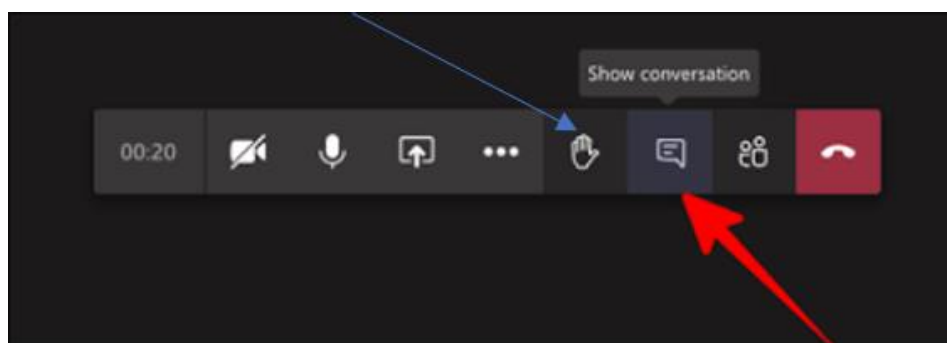
Click JOIN



When you join, you may wish for your camera to be on or off.

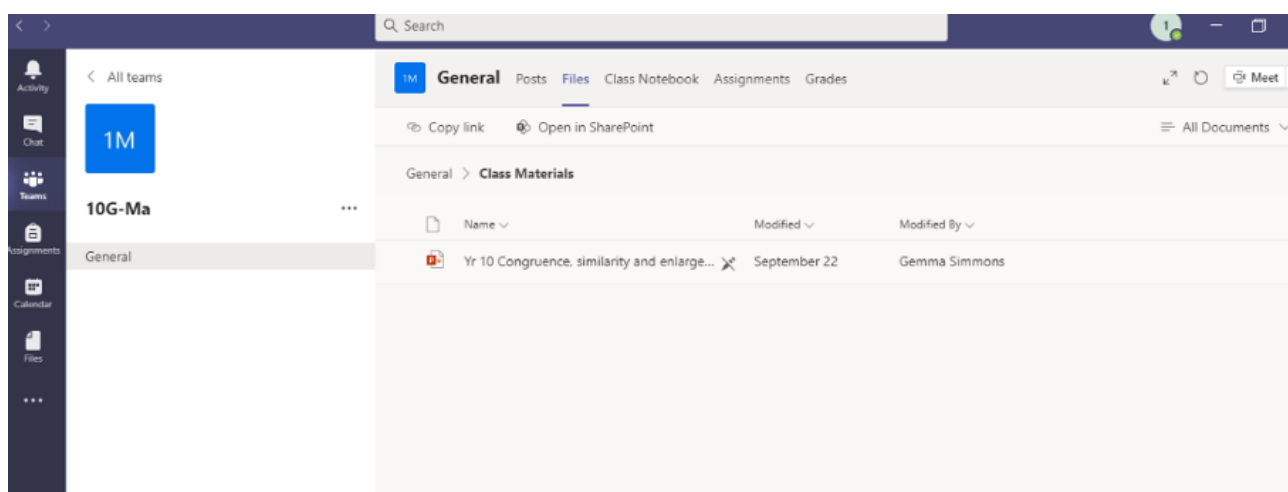
Make sure you are muted. Your teacher will ask to you to unmute when he asks a question. It will be best to wear headphones as this will stop any noise

Your teacher will share their screen with you. You will be able to see their PowerPoint and hear their instructions. In order to get your teachers attention, you can use the raise hand icon. This shows your teacher you have a question.



Alternatively, you can ask all questions in the chat screen. This means that when your teacher has finished speaking to the class, they can communicate with you.

All work should be completed in your exercise book or electronically (as determined by the teacher). Your work will be submitted via Assignment, to evidence your engagement and progress.



To access the resources, from the lesson, your teacher will have set an Assignment and attach all of the required stimulus material.

Your teacher may also upload resources before the lesson so you can prepare for the lesson. These will be cleared identified to you – either in the 'chat' feed of the Team or in 'Files'.

Scenario Three: Bubble lockdown. Your year group or a substantial section of your year group, is at home, but your teacher is in school

You will access virtual lessons via Microsoft Teams.

Your remote schooling timetable is identical to your in-school timetable. Your teacher will arrange a meeting on your calendar at the normal time of your lesson. Your teacher will be a live presence, as appropriate, in the session. They will remain an active presence throughout, addressing any questions you may have.

Follow the steps in the previous scenario to connect to the lesson.

All work will need to be completed in books (or as determined in the lesson instructions) and evidence submitted via Assignment.

Scenario Four: Full Lockdown. Both pupils and staff are working from home for an extended period of time

You will access virtual lessons via Microsoft Teams.

Your remote schooling timetable is identical to your in-school timetable.

An Assignment will be set for all scheduled lessons.

Scenario Five: I don't have any technology

Please contact the school who will organise a work pack. These work packs will be for every lesson. Heads of House will complete wellbeing checks for pupils. All work must be completed and handed in on return. Work packs will be read by your teacher and you will receive feedback.

A link to the school' Remote Learning Procedure can be found [here](#).

CJ 3rd March 2021