

 Mayfield	Policy Name: Blended and Remote Learning Policy
	Owner: Director of Studies
	Review Date: Sept 2021 Next Review: Sept 2022
	Policy reviewed annually or as regulations or review demands

This policy seeks to describe the processes around our provision of teaching and learning when a pupil or teacher is unable to be in the classroom and are thus participating in their timetabled lessons away from the school site (or for boarding pupils from their boarding house): so-called ‘blended learning’. This document is also intended to provide clarity and transparency to pupils and parents or guardians about what to expect from a remote education where national or local restrictions require groups of pupils to remain at home or in the event of a whole school closure.

Mayfield School expects all girls to have a personal laptop or tablet that they can use for lessons in school, or in the advent of Blended or Remote Learning. The choice of laptop or tablet is a personal one, but experience has shown us that a 2 in 1 laptop with key board and a touchscreen/digital pen is the best type of device to use in lessons, as it gives versatility for typing long answers as well as annotating figures, drawing diagrams etc. For more information about devices please consult the Mayfield School ‘Computer Specification Information Sheet for New Students’ (see Annex A).

For clarity the following terminology will be used:

Blended Learning: Most of our teachers and pupils are learning and participating in normal school lessons. Pupil and teachers who are unable to be in the classroom are participating in their timetabled lessons either from home, or in the case of boarding pupils from the boarding house.

Remote Learning: All teachers and pupils are teaching and learning virtually following, as far as possible, the published timetable.

Blended Learning Provision:

Our blended learning provision is intended to ensure educational continuity for pupils who are unable to attend classroom based lessons, but are otherwise well. As such, blended learning might be used, for example, by those who may be shielding for health reasons, self isolating after testing positive for COVID or being identified as a close contact, or where travel rule self isolation or quarantining on the journey to and from the UK is required.

As is usual with any short term absence due to pupil illness, the school will usually not provide work nor allow blended learning for the pupil. Instead, the pupil should prioritise their wellbeing so that they can partake in the usual classroom based learning with their peers as soon as is possible when they are well enough to return to school.

Blended learning will also not be offered if pupils need to miss part or whole of a single day’s lessons due to an appointment or other such reason. In these instances, pupils would catch up with missed work by asking their teachers, peers or consulting the work set in teams or One Note.

Blended learning should not be seen as a substitute for on site classroom based learning. While teachers will try their utmost to ensure that pupils who are 'blending' into the classroom are incorporated in the teaching and learning, there may well be instances where a particular activity cannot be accommodated virtually. This is especially the case with subjects that rely on specialist equipment and spaces (such as, but not limited to: Art, Ceramics, Drama, Food and Nutrition, PE, Music, Textiles, Science practical lessons etc.) to support excellent outcomes.

The blending learning offer provided by the school will follow a pupil's usual timetable and, will include form time and other tutor based activities such as assembly, liturgy etc. It may also be possible for a pupil to engage with the school's busy extra curricular programme if the nature of the activity is unaffected by virtual participation.

The period of time which the school will provide blended learning for a pupil is desirably kept to a minimum.

Where a pupil requires blended learning due to self isolation after testing positive or awaiting tests following close contact with a positive case, the parents should contact the appropriate Head of School as soon as possible so the necessary staff can be alerted.

Requests for blended learning due to shielding or travel self isolation and quarantine should be made in writing to the appropriate Head of School. The parents and guardians should give details of the likely duration that blended learning will be required for. In making its decision whether or not to provide blended learning for a particular pupil, the pastoral team working with them will assess whether their mental health is likely to be adversely affected by this method of teaching and learning. Parents and guardians should note that blended learning requests resulting from short term holiday travel self isolation requirements e.g. following an overseas break at the end of a school holiday would be treated on a case by case basis, but would not be granted as a matter of course.

Blended learning is not intended to mitigate for loss of learning due to school refusal or other long term school absence. However, on a case by case basis the school may consider a request for blended learning on long term health grounds where this request is supported by a specialist medical certificate.

A list of pupils who are undertaking blended learning will be sent each morning to all teaching staff; they will be coded as X on SIMS.

Remote Learning Provision:

Our remote learning provision is intended to ensure educational continuity when the school is required to close and all pupils are being taught remotely. Some boarders may remain on site and attend lessons remotely from their boarding houses.

Depending on government restrictions, teaching staff may teach remotely from either their classrooms, or home (cross reference staff acceptable use of ICT Policy).

Following the announcement of the school closure it is expected that there will be a seamless switch to remote learning. In the first day or two of pupils being sent home, teachers will make

accommodation for pupils travelling long distances to make sure that any academic time lost to travelling is mitigated for.

The following information outlines what to expect from a Mayfield education during our remote learning provision:

1) The School Day:

The School Day will start with registration at **08:20** in tutor group Teams. Depending upon the day of the week, this will be followed by either Assembly, Liturgy, small group/one to one conversations with tutors or some free time to get ready before period 1.

The school will follow our normal timetable, but with lessons shortened to 45 minutes to allow for a screen break between each lesson. Getting up and stretching between lessons is good practice, but in particular we strongly recommend that the girls make sure they have some fresh air and natural light especially during lunchtime.

09:00 – 09:45 - Period 1

10:00 – 10:45 - Period 2

10:45 – 11:15 - Break Time

11:15 – 12:00 - Period 3

12:15 – 13:00 - Period 4

13:00 – 14:35 - Lunch and A1

14:35 – 15:20 - Period 5

15:35 – 16:20 - Period 6.

2) Form Tutor and Tutor Time:

The pupil's Form Tutor will continue to be the focal point for the pastoral side of the School and, as part of the tutor programme, time will be arranged for each girl to have extended contact with her tutor either individually or in a small group, each week. The pupil's tutor will generally be the first point of call for any concerns or queries, but the Heads of Year, Heads of School, the Deputy Head, the Director of Studies or the Headmistress are all still available for more serious matters.

3) Accessing Remote Lessons

Lessons will be delivered through **Microsoft Teams and OneNote**. Specific subject and pastoral Teams will have been created. e.g. girls will access Assembly via the Assembly Team, and their Chemistry lessons via the Chemistry Team etc. Meetings will be accessed in the relevant Teams post channel. Pupils are encouraged to download the Teams and One Note Apps onto their desktop, however, they can also access these through their school web based email, a link to which is provided on the school portal.

4) Remote Learning Environment:

We expect girls and staff to participate in virtual lessons in a quiet area away from other distractions. Please ensure one's home desk/chair arrangement is at a suitable height to enable good posture whilst typing or working online. We recommend that prior to starting a lesson the girls close other apps and put mobile phones out of reach, so the temptation to respond to notifications is lessened.

5) Lesson Etiquette:

During lessons, girls should adhere to the normal Code of Conduct and be respectful to both teachers and their peers. They are also bound by the School's Pupil ICT Code of Conduct; taking screen shots or recording any part of the lesson is forbidden unless prior permission has been obtained from the member of staff concerned. Girls are expected to be appropriately dressed for their online lessons (e.g. no pyjamas or strappy tops), although school uniform is not required.

6) Cameras and Microphones:

Girls are expected to be active participants in virtual lessons. They should join lessons with their cameras turned on, so they can greet their teacher and establish a formal start to the lesson. We would also expect cameras to be turned on if they are participating in class discussion or asking questions. However, if they are completing an extended task it is sensible to turn cameras off, as this will also help connectivity issues and enhance concentration. To avoid interference, microphones should be left on mute unless girls wish to ask a question or are responding to a question.

Camera background – girls and staff should make sure they have a neutral backdrop. If this is not possible, they should use the 'blur background' function that is available on teams.

7) Online Lesson Content:

Teachers will be live streaming their lessons and a register will be taken at the start of each lesson, so pupils need to arrive promptly. If staff know pupils are going to be absent from a lesson they may record key explanations etc, so the recording can be listened to a later time. The actual nature of each lesson will depend on the subject matter being covered, as well as the age of the pupil. Resources will generally be given to the girls either through Teams Assignments or OneNote. However, in some instances staff may also use email.

Girls will generally work directly on their computer, but if work is completed on paper it will need to be scanned in and uploaded so their teacher can access it electronically for marking/feedback. There are many apps that do this, but one that students have found useful is called Microsoft Lens.

The school recognises that many families do not have home printers and will therefore not require the printing of material. If hand written answers are expected these can be completed on lined paper or in exercise books and then subsequently uploaded onto One Note or Teams using a scanning app.

8) Pupil absence from lessons:

If pupils are ill and unable to join lesson remotely, or absent for another reason, parents / guardians should contact Mrs Connor at reception (email: absence@mayfieldgirls.org) and copy in the Tutor.

9) Staff absence from lessons:

As with normal lessons occasionally a teacher may be absent from a lesson, due to illness, inset training courses or childcare issues etc. In these instances, they will email or Teams message the girls and set them work to complete independently.

10) Study:

Study will continue to be set according to our normal study guidelines. However, for girls in younger year groups, staff will be instructed to consider reducing the amount, or only setting study when necessary. This may mean that sometimes girls will not have additional work to

complete after lessons have finished. This will then give girls time to read a book, or participate in a different non-screen activity, whether of a creative or sporty nature.

11) Clinics and Teacher Support:

Teachers will be available via Teams if pupils have difficulty with lesson content. Girls needing additional support or assistance should email, or Teams chat the member of staff concerned. Paid Learning Support lessons will continue as normal; girls will use the Learning Support Team set up by their learning support teacher to access these lessons.

12) PE lessons:

Girls in Year 7-10 will continue to register for their PE lessons on Teams. The lessons will comprise one live fitness class a week, live dance (where relevant) and then a variety of other resources for girls to select their activities from. Girls who are still able to access live sport in the form of riding lessons or personal PT sessions, need to notify the Director of Sport so they can be recorded on the register.

Girls in Year 11-13 will be completing weekly activity logs with their activity type/duration and intensity recorded and monitored. There will be a variety of resources uploaded each week for them to select from and an opportunity for them to ask for a more personalised programme if required.

In addition the Sport's department will be setting weekly fitness challenges for the girls to have a go at in their A1/A2 or at the weekends and earn House points. These are optional but we would encourage everyone to get involved!

13) Extra-Curricular Provision:

Mayfield School prides itself on the extra-curricular provision that is offered to the girls. Although some clubs and activities are impossible to run in a virtual format, there are many that can run with some adaptations. In the event of a move to remote learning, the extra curricular coordinator will send out a full list of which activities are able to run remotely.

14) Technical Issues:

If anyone has any technical issues accessing the school remote desktop, or Microsoft Teams/OneNote they should contact our IT support team by email: helpdesk@mayfieldgirls.org. If a pupil's computer unexpectedly crashes during the day and she is unable to join lessons remotely, parents/guardians should contact the School Office on 01435 874600, so the message can be passed on to the relevant teachers.

15) Calendar of Events:

Many events can continue to run virtually (such as Parents' Consultation Evenings etc) and Friday's e-weekly will contain a list of all upcoming events for the following week.

Annex A: Computer Specification Information Sheet for New Students

As part of the Mayfield curriculum we expect girls to harness the benefits of embedded technology use within lessons. We therefore expect that all girls will bring a personal laptop (or tablet) for use in school, both in class and for Study. Whilst staff encourage girls to retain handwriting skills for some assignments, the majority of lesson resources, notes and Study are delivered through Microsoft Teams and OneNote. Electronic storage of work is an excellent way for girls to organise material into one place as well as cutting down on the need for huge files and folders of photocopied paper – something the student led MESSy team in their environmental drive are keen to continue to reduce as much as possible!

The choice of laptop or tablet is a personal one, but experience has shown that a 2 in 1 laptop with key board and a touchscreen/digital pen is the best type of device to use in lessons, as it gives versatility for typing long answers as well as annotating figures, drawing diagrams etc. However, we are not expecting any girl who currently has a serviceable laptop or tablet to buy a new device to meet these criteria. There are many inexpensive USB Pen Tablets available to give existing laptops a 'write-on' function. One which comes recommended by a current Sixth Form student is a UGEE Graphics Tablet M708 10 x 6 inch Large Active Area Drawing Tablet. There are also lots of wireless or bluetooth keyboards on the market, which enable more comfortable typing for use with tablets.

We are conscious that the market in IT equipment is large, and more expensive does not necessarily mean better, especially if you are paying for unnecessary applications. Therefore, for those of you who may wish to purchase new equipment our IT System Department has put together a list of our minimum recommendations for a device designed to last at least five years, with the more expensive optimum specification in brackets.

Laptop / Tablet required specifications:

- Any operating system (Recommended - Windows or Mac OS).
- At minimum i5 processor. (If the price difference to upgrade to an i7 processor is negligible, we would recommend the i7).
- A minimum of 4GB RAM. (8GB or more would give an optimum device).
- A minimum of 256GB SSD drive – 'Solid State Drives' Beware 'bargain offers' because these will probably be HD drives which are not as good. (A 500GB SSD or more would give an optimum device).
- A proper keyboard - trying to work with an on-screen keyboard for any length of time is not effective.
- A minimum of 12.3 inches screen size. (The larger the screen area the better! – small iPads are difficult to satisfactorily complete school work on for several hours a day).
- A good battery life – at least 8 hours.
- A USB slot (or adaptor dongle).

In addition you should ensure you have:

- An antivirus package (such as the 'Sophos home virus protection' which is free to download) IS loaded on ALL devices
- As lightweight device as possible

- A good protective sleeve or case
- Headphones
- Everything identified (laptop, case, cable and charger) with a bright mark or name. All laptop chargers look the same in a classroom! Fluorescent nail varnish is one way to mark property or sharpie pens to help your daughter quickly identify her equipment.
- A separate note of the serial number, make and model and make sure you register for any warranties and separate insurance.

In our Year 9 Innovate lessons, the school uses a 13 inch screen Acer Spin i5 with a graphics pen. For more information about the Acer Spin range please see the following website: <https://www.acer.com/ac/en/GB/content/model/NX.H62EK.005>

In September, once her School email account has been activated each girl will have access to five free Microsoft Office Licences to download onto her devices. Using these, she will need to download Microsoft Teams and One Note. In addition girls will receive instructions on how to enable a 'remote session log' anywhere with internet. This service offers full access to a School desktop and files stored in their personal folders. Time will be given at the start of term to support any girl struggling with these initial steps, we will also be working with girls throughout the term to help them organise and store information so it is easily accessible. Establishing good habits now will be invaluable in the future.