

# Blended Learning:

## Stanwell School



# Shared Language

**Blended learning:** an approach to learning that combines face-to-face, distance, digital and online learning experiences. The face-to-face learning that takes place should complement the other aspects by using the strengths of each mode of delivery.

**Distance learning:** allows learning experiences to happen from just about anywhere. This supports the well-being of all learners, including a choice of learning opportunities for social, physical, emotional development and tasks to promote their resilience. It allows individuals to learn when and where it is more convenient for them.

**Digital learning:** any instructional practice that effectively uses technology to strengthen a learner's learning experience. Additionally, digital learning can be used for professional learning opportunities for teachers and to provide personalized learning experiences for learners.

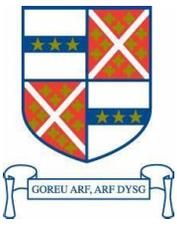
**Online learning:** education that takes place over the internet. It is often referred to as e-learning among other terms. However, online learning is just one type of "distance learning".

**Synchronous learning:** teaching where the teacher is present at the same time as the learners. This can take place face-to-face or online.

**Asynchronous learning:** where teaching materials are provided and learners work through them in their own time. This could include a variety of media, including audio and video clips. WG have provided guidance on the use of live streaming.

**Video-conferencing:** a synchronous approach involving multiple parties with the option for each participant to turn on cameras and audio. It requires all participants to take part at the same time. It can be used to deliver class lessons and gives participants an opportunity for face-top-face contact in real time.

**Live-streaming:** an asynchronous approach involving a video flow from a broadcaster to viewers. Viewers cannot be seen or heard. Live-streamed events can be watched live or can be accessed after it has been recorded. It can be used to deliver class lessons to learners and although there is no verbal or visual interaction available to the viewer, this approach offers flexibility so it might be easier for parents/carers and learners to manage at home.



# Blended Learning

## Guidance for Pupils



### 1. What do we do in the event of a partial or full school closure?

This means that teachers will be available during their timetabled session with you to set work, conduct video conferencing or respond to emails from their classroom. In the event of full school closure, you would still follow your full school timetable but all delivery would take place from home.

### 2. How do I log on to Google Classroom?

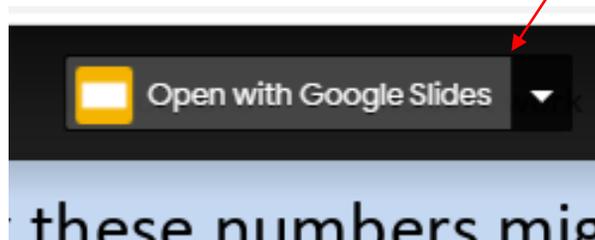
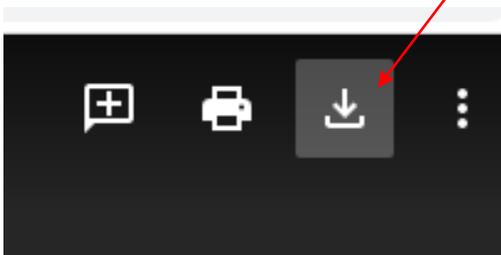
Use the same username and password you use to log on to any of the school computers. If this is not working, please email [cprice@stanwell.org](mailto:cprice@stanwell.org)

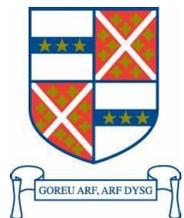
### 3. How do I see the work assigned by my teachers?

After logging on to Google Classroom, click on the 'to do' list in the top left hand corner to see you assigned work. It is also worth checking individual class streams to get latest updates.

### 4. How do I download work/resources?

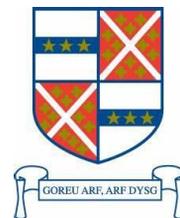
When you click on the resource it is likely to give you a preview, in order to work on the document it is necessary to open it in a new window by clicking the three dots in the top right hand corner. Then use the download icon to download. The other option is select 'open with' which is in the centre above the resource.





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### 5. How do I submit work to my teacher?

Complete the work and save it. Then open the assignment, attach the document by clicking add or create in the menu on the right hand side, then click on the turn in button. If you have hand written your work, you can photograph it, save it and attach it using this same process.

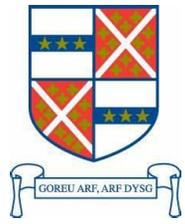
### 6. How often should I expect my work to be marked?

You will be aware that when in school not every piece of work is marked but is checked regularly. You receive feedback in the form of a yellow form on designated tasks. The same will apply via home learning. All work submitted will be checked by your teacher but you might not receive detailed feedback until the yellow form tasks which your teacher will indicate for you.

Please be aware your teacher will be receiving work from hundreds of pupils, they may not be able to reply privately to you to acknowledge receipt of every piece of work.

### 7. How do I make a podcast?

If you have an iPhone you can use the voice memo app which comes as standard or you can use alternative free apps such as Anchor.



# Blended Learning

## Guidance for Pupils



### 8. What if I can't get hold of my teacher?

If it is only your year group that is in school closure, your teacher should be available at the time your lesson appears on your timetable. If we are in full school closure, this may be slightly different as the teacher is juggling all classes at the same time. You must also be aware that there may be circumstances that prevent your teacher from replying to you straight away. If you have not heard from your teacher within the week, or it is an urgent enquiry, please contact your Year Tutor.

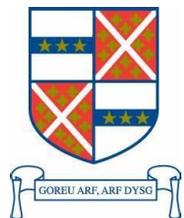
Your teachers are always prepared to help and can be contacted via Google Classroom/email but can only be expected to be available during school hours. Try to resolve your query yourself before contacting the teacher. For example, you could look online or seek support from a friend. This is good practice for independent learning. But, of course, teachers want to help and support if you are unable to find a solution independently.

### 9. How should I save the work I complete at home/online?

It is really important that you save a copy of all work you complete. It is suggested you make a school closure folder, make sub-folders for each subject, clear label each document etc. You may well need it when you return to work.

### 10. What about Pastoral lessons and Thinking Skills?

Timetabled Pastoral and Thinking Skills lessons will be given over to suggested well-being activities which will be made available to pupils.



# Blended Learning

## Guidance for Pupils



### 11. What is the purpose of 'the stream' on Google Classroom?

The stream is intended for general enquiries and not for submission of work. It is another way of contacting your teacher. Your teacher may provide whole class advice on the stream. It is not for social chat among pupils. All messages posted to the stream should be school/work-related.

### 12. How do I access last year's Google Classroom?

You can find your previous classes by selecting the archived classes on the left side of the screen.

### 13. What do I do if I am stuck on a piece of work?

In the first instance, see if you can resolve the issue yourself. You could seek advice or support from a parent/sibling/friend. You could access Hwb, Moodle, Bitesize or other education platforms. If you are still stuck, you can post a message on the stream or you could email your teacher directly.

### 14. What do I do if I am unwell and unable to complete the work?

Please contact your Year Tutor to inform them of any period of time when you are unable to submit work. They will in turn inform staff. But, just as in school, it is advisable to copy up.

### 15. What are the consequences if I submit work that is not my own?

This called plagiarism and, just as if you were in school, will be taken seriously by your teacher and Year Tutor. All work submitted should be your own.



# Blended Learning

## Guidance for Pupils



### 16. What if I don't have a printer at home?

It is not necessary to print any of the work you have been set as long as you save it correctly as directed above.

### 17. What if I complete the work on paper or in my exercise book?

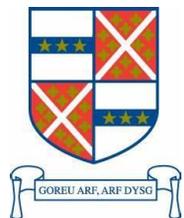
This is absolutely fine. Simply take a photo of the work and upload the photo to your Google Classroom and turn it in as you would with all other assignments.

### 18. What if I have to share a device at home?

There have been some changes to our approach to home schooling since the previous lockdown. Your teachers will be providing a mixture of pre-recorded and live activity with follow-up resources on Google Classroom. If you are sharing a device with a family member, it is advisable that you discuss when you will require the device for video conferencing or live stream activity. Don't forget these can be accessed via a phone or alternative personal device. If you are unable to access a laptop for extended periods of the day, it is advisable to use your phone to obtain the work to hand write it and photograph it and then upload it. If there are significant difficulties, please email your YTs.

### 19. What records are teachers keeping of my work?

Your teachers will be recording when work is submitted or not. This information will be sent to your Year Tutors primarily to keep a record of engagement in order to make sure you are okay and that your learning and well-being is supported. If you have consented to live stream/video conferencing activity, a register will be taken at each meeting. Your teachers will also be making a note of feedback on the work you submit, as they would under normal circumstances.



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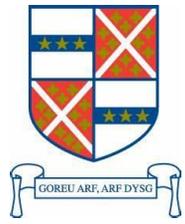
### 20. How will video conferencing/live streaming take place?

Stanwell School will be using Google Meet for any live activity. This was decided after a trial period in the summer where various platforms were explored.

Your teacher will give you one week's notice if your teacher intends to live stream/video conference. They will also inform you of the time which is likely to be when your normal lesson is timetabled. They will send you a link with a meeting code and you simply need to click on the link to join the meeting. If it is the first time your device is being used for this purpose, it may ask you to download the app but all instructions are provided via the link. If you have not taken part in a video conference before, your teacher will talk you through how it works during your first session.

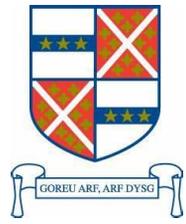
### 21. How often should I expect a video conference/live lesson?

Live streaming/video conferencing via Google Meet could be seen to enhance some areas of the curriculum. It must be recognised however that any video conferencing/live streaming will only be used where necessary and not all lessons will involve this. Your teachers will adopt a blended approach meaning they could use a possible mixture of live streaming/video conferencing, pre-recorded videos, podcasts and Google Classroom content. Please rest assured your teacher will have selected the appropriate method of delivery according to the learning needed and knowledge of the class. You will not have live streaming/video conferencing every lesson.



# Blended Learning

## Guidance for Pupils



### 22. How do I conduct myself during video conferences?

You will only be able to take part in a video conference if you and your parents have signed the consent form. Attached to the consent form was a live streaming/IT agreement which outlines expectations for online activity. If you have not returned this form you will not be permitted to join this live activity. If you have provided consent, you must act appropriately in any live stream activity as you would in the classroom. This includes being appropriately dressed. You should also ensure that you have a safe, quiet and neutral space to join the meeting. You must be on time and use the chat tools appropriately. Any misconduct will result in the teacher removing you from the meeting. When you join the meeting you need to ensure your microphone is on mute unless directed to unmute by your teacher. The video is optional. As this is new for everyone, it is very possible that you may experience technical hitches. If this happens, please inform your teacher via email.

### 23. Can I record a lesson to catch up on later?

No, it is against the law to record anyone without consent and therefore this is not possible. If you miss the video conference/live stream for any reason, you can contact your teacher for work missed.



# Blended Learning

## Guidance for Pupils



### 24. What would stop me from being invited to a livestream?

You must have completed a consent form. You can also be removed if your conduct is not appropriate or in line with school expectations. If you feel you should have been invited to a meet and not received the code, please contact your teacher.

### 25. Can I turn my camera off during a video conference?

Yes this is your choice but it is always lovely to see your faces!

### 26. What if I have not signed the consent form?

You will not be allowed to participate. If you or your parents have not given consent, your teacher will provide relevant resources in a different format.

### 27. What happens if I don't log in at the right time?

It is respectful to log in at the time you have been asked and your teacher may not authorise you to participate. However it is possible to enter a meeting late and we accept there may be logistical or technical issues which prevented you from logging in on time. If this is the case, mute your microphone and also email your teacher to explain why you were late. If you have signed a consent form, but for any reason you are unable to attend the meet, please email your teacher in advance.



# Blended Learning

## Guidance for Parents

Please also see pupil guidance sheet



### 1. How does my child access their home learning?

The previous period of school closure taught us a great deal about remote learning. We have responded to the most updated guidance and we have worked incredibly hard to upskill our pupils and teachers in developing an appropriate blended learning approach. This will mean that pupils at Stanwell will receive a blend of asynchronous and synchronous approaches whilst following their normal timetable, your child should be familiar with the timings of the school day and the expectation is that each remote learning activity would last 30-40 minutes. Any video conferencing/live streaming activity will be conducted via Google Meet. In the pupil version of this document, there details of how to access this platform. Please note it is not the expectation that all lessons will be delivered via live streaming but rather a mixture of live and pre-recorded, and Google Classroom content. Your child will have been provided with usernames and passwords for Google Classroom, Google Meet and Hwb.



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### 2. How much work are they expected to complete?

Unlike the previous school closure, your child will be expected to follow their usual timetable. This means there is the opportunity to access 6 lessons per day. If we were in school, each lesson would be 55 minutes. However, in the event of school closure, to allow for logging on and technical admin, we have suggested that teachers should provide 30-40 minutes of lesson content. This can be a mixture of synchronous and asynchronous methods. In the event of school closure, we accept there may be personal/family circumstances that prevent your child from accessing 6 lessons per day. It would therefore be up to you as a parent/carer to decide what would be an appropriate amount of work for your child to complete. School will be keeping a central record of engagement to inform learning and teaching and well-being. If your child has not engaged with any curriculum area in the course of a week, then the Year Tutors will likely conduct a well-being check. Timetabled Pastoral and Thinking Skills lessons will be given over to suggested well-being activities which will be made available to pupils.



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### 3. How do I know what work is being assigned?

Your child's Google Classroom will identify all their assigned work. They simply need to log on to their Google Classroom and select the 'to-do' button in the top left corner.

Any live streaming or video conferencing activity will be sent to your child with a week's notice. This could be via email or Google Classroom.

### 4. Who do I contact if there is a problem with work completion?

Your point of contact will be your child's head of year.

### 5. What do I do if my child is not managing their workload?

In the first instance, this is for you as a family to discuss what is manageable. Obviously it is advisable that your child completes as much of the work as possible, but we accept that there may be extenuating circumstances where this is not possible. It is also recognised that children may work at a different pace, so they should try to complete what they can in the time allocated to a particular subject (30-40 minutes). We have decided that all pupils will follow their timetable in order to ensure coverage of the full curriculum and provide an effective structure to their day. We are keen to provide breadth and balance of experience. Please reinforce with your child, that they should complete as much as they can in the 30-40 minutes allocated.

### 6. What contact should I expect from the school during a lockdown?

A blended learning approach means there will be contact with pupils at every timetabled lesson. This could be via Google Classroom, email or synchronous methods. Any pupils who do not engage over a number of subjects will be contacted by our pastoral team. This is to provide well-being support if required.



# Blended Learning

## Guidance for Parents



### 7. What should I do if my child has completed all their work?

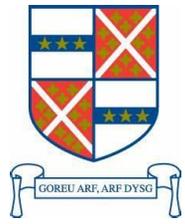
Moodle, Hwb and BBC Bitesize offer extension activities should they be required. We would also encourage wider reading around topics or fiction according to their own tastes. If your child has completed all work set, enrichment is important to support well-being. We would encourage physical exercise and hobbies as part of this.

### 8. What feedback/marking should my child expect?

It is important to realise that although all work submitted will be checked by your child's teacher, they may not necessarily receive detailed feedback on every piece. Detailed feedback will be provided on certain key tasks chosen by departments and teachers will make clear to your child which tasks these are. This is in line with our current practice. Feedback on designated tasks may be presented in different ways depending on the blended learning approach. Some feedback may take the form of Google Classroom annotations, some may be private comments on the Google Classroom platforms. Some feedback may be recorded or live verbal feedback. Some pieces may be attributed a yellow form as is standard practice at school.

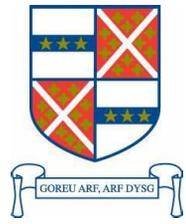
### 9. What if we don't have Microsoft packages on our home computer?

In the event of a school closure, all children will be reminded of their Hwb details. Hwb is a national platform which enables full access to Microsoft Office 365. This allows pupils to download the latest versions of Word, Power point, Excel etc.



# Blended Learning

## Guidance for Parents



### 10. What if my children are sharing a device?

We understand that not all families have access to multiple laptops/computer and this has in part informed our approach to blended learning where staff, as a result, will provide a mixture of live and pre-prepared resources. You may need to discuss with your child when they have live streamed/video conferenced lessons. They will have a week's notice of this which will help organise access to devices. Furthermore, these video conferences can be accessed on a phone and do not necessarily require a laptop.