Blended Learning Action Plan: Staff

Tier	Actions for Tier Implementation	Advance Preparation Required
1. Fully Open	*Normal timetable* • Students in lessons as normal • ICT lessons for all students to cover how to use TEAMS in preparation for remote learning. • Teams used at least once in the first half term to share resources/ materials for a lesson/s to establish expectation and routine • Online marking (Teams, Hegarty Maths, Sam Learning) used where possible to give feedback to students	• Online and computer access audit of staff and students COMPLETE • Teams set up for all classes/year groups COMPLETE • Teams training for staff (Guide & opt-in session) COMPLETE • Teams training for all students COMPLETE • Guide for parents/Carers/Students COMPLETE • Sam Learning training for staff/students Optional • Usernames/passwords for all services shared with parents/carers and students COMPLETE
2. Partial Closure (to a Year Group/s)	*Normal timetable* • Affected year group/s provided with emergency work pack (paper copies) on leaving the academy • Lessons added to TEAMS weekly as standard to be used. Teachers to monitor class performance • Paper copies provided to those without IT access • Feedback and marking electronically to meet normal academy expectation • Priority to remain in the academy where partial closure is due to staff absence and not a positive case in a class/year group: Year 11, Year 7, Year 10, Year 9, Year 8	• Laptop and Wifi provision for identified students PARTIALLY COMPLETE • Paper based work packs for immediate closure COMPLETE • Paper-based provision provided to identified students AT TIME • School Comms to parents/carers of year group/s affected with instructions regarding access and provision AT TIME • Upload guidance and instructions to the website AT TIME
3. Rota for year groups	*Normal Timetable for those in the academy* • Normal timetable for year groups in the academy • Online/home learning for year groups not in the academy using Teams • Live Q and A sessions (up to 30 mins) offered as a support option by teachers for their classes during the 'out of academy' learning period • The use of narrated PPTs to support work set • Feedback and marking electronically to meet normal academy expectation	• Cover plan produced with staffing and rooming for those working in the academy (normal teachers where possible, subject specialists re-deployed where possible prioritising exam year groups) AT TIME • Live lesson schedule put in place (following normal timetable) where possible but at least live Q&A support sessions. AT TIME
4. Full closure	*Timetable disbanded* • Vulnerable and Key Worker students only in the academy • Online/home learning for all classes using Teams - Live sessions. Registers taken to monitor access and plan follow up/intervention	• Rota produced with staffing and rooming AT TIME (with some pre-planning) • Class teachers (Led by DoF) coordinate work for classes. AT TIME (with some pre-planning)

		• The use of narrated PPTs to support work set/ other tasks set where teachers are supervising 'bubbles' in the academy • Feedback and marking electronically to meet normal academy expectation • Pastoral support plan in place – wellbeing calls	• Live lesson schedule put in place (following normal timetable). AT TIME (with some pre-planning)
What to do if…	You do not know your Office 365 password		Email helpme@iceni.attrust.org.uk
	Your do not understand the work set		• Ask your teacher in the live lesson on Teams, either verbally or in the chat function • Email your teacher who will respond either via email, telephone or through Teams • If you are supported by the SEND Team – email them to ask for help • Complete the paper-based work you took home to keep you going (in the case of partial school closures)
	You need to share a device with other family members		• Work out a rota with your parents/carers to try and access live sessions as much as possible • Schedule your day so you can watch recorded sessions and then complete the tasks/work when you can • Read as much as you can
	You cannot remember your passwords		• Use the guidance on the ICS website • Contact your class teacher by email • Email helpme@iceni.attrust.org.uk
	You are not sure if you should be attending the academy or not		• Check the ICS website • Call 01366 728333
	You are struggling with your emotional wellbeing or mental health		• Use the resources on the Wellbeing Teams • Contact the services identified on the ICS website • Email your tutor or helpme@iceni.attrust.org.uk • Email the member of staff you feel most able to talk to • Talk to the person who calls to check on your emotional wellbeing and academic progress