

Blended Learning Action Plan: Parents/Carers

Tier	Actions for Tier Implementation	
1. Fully Open	<i>Normal timetable</i>	
	<ul style="list-style-type: none"> • Students are expected to attend lessons as normal • ICT lessons for all students will cover how to use TEAMS in preparation for remote learning • The use of online sites: Teams, Sam Learning, Hegarty maths used where possible 	
2. Partial Closure (to a Year Group/s)	<i>Normal timetable</i>	
	<ul style="list-style-type: none"> • The affected year group/s will be provided with an emergency work pack (paper copies) on leaving the academy • Lessons will be added to TEAMS weekly by all subjects. Students have teams set up for each class they are in. They should access their work here. • Paper copies will be provided to those students without IT access and where we have not been able to support with a device • 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. This is based on examination year groups and age. 	
3. Rota for year groups	<i>Normal Timetable for those in the academy</i>	
	<ul style="list-style-type: none"> • Normal timetable for year groups in the academy • Online/home learning for year groups not in the academy using TEAMS. • Live sessions offered by teachers for their classes during the 'out of academy' learning period • The use of narrated PPTs to support work set 	
4. Full closure	<i>Timetable disbanded</i>	
	<ul style="list-style-type: none"> • The academy will remain open to Vulnerable and Key Worker students only in the academy. These students will follow the same timetable as students working at home, accessing their lessons on academy computers via Teams with their peers • Online/home learning for all classes using Teams - Live sessions. Registers taken to monitor access and plan follow up/intervention • The use of narrated PPTs/ work on SAMLearning/ Hegarty maths/ GCSEPod for those lessons where teachers are in the academy supervising vulnerable and key worker bubbles • Feedback and marking electronically to meet normal academy expectation • Pastoral support plan in place – wellbeing calls 	
What to do if...	You do not know your Office 365 password	Email helpme@iceni.attrust.org.uk

	<p>You do not understand the work set</p>	<ul style="list-style-type: none"> • Ask questions in your live lessons, 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 • In the case of Tier 2 or 3 closures, complete the paper-based work you took home to keep you going
	<p>You need to share a device with other family members</p>	<ul style="list-style-type: none"> • 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 • In the case of Tier 2 or 3 closures, complete the paper-based work you took home to keep you going • Read as much as you can
	<p>You cannot remember your passwords</p>	<ul style="list-style-type: none"> • Use the guidance on the website • Contact your class teacher by email • Email helpme@iceni.attrust.org.uk
	<p>You are not sure if you should be attending the academy or not</p>	<ul style="list-style-type: none"> • Check the ICS website • Call 01366 728333 • Email helpme@iceni.attrust.org.uk
	<p>You are struggling with your emotional wellbeing or mental health</p>	<ul style="list-style-type: none"> • Use the resources on the wellbeing Teams channel • 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