Blended Learning Action Plan

Tier	Actions for Tier Implementation	Advance Preparation Required
1. Fully Open	*Normal timetable* • In lessons as normal • Homework on MS Teams • All faculties to post work for the week on MS Teams in advance of the lesson. • Work shared via MS Teams for students isolating (coordinated by Attendance officer) • Online marking (Teams, Seneca, Hegarty Maths, etc.) used where possible to give feedback to students	• Questionnaire to staff, students and parents about access to internet and technology • Teams set up for all classes/year groups and form groups • Teams training for staff in afterschool session • Teams training for all students through form time • Instruction video/letter for parents/carers • All online learning logins/ passwords to parents/ carers and students • Send Blended Learning Action Plan to all staff • Create a parent friendly Action Plan to send home
2. Partial Closure (to a bubble/ group)	*Normal timetable* • Affected group/s provided with emergency work (paper copies) on leaving the academy- KS3 guides for Year 7-9, KS4 Revision packs for Year 10-11. • Teams used for affected year group/s. Work provided by teachers for their own classes. Registers taken to monitor engagement- this is followed up by Hofs. • Timetable created for recorded/live lessons where possible (20-30 mins max) • Paper copies provided to those without IT access- Staff to collate resources, Admin team to print and post. • Feedback and marking electronically to meet normal academy expectation. • Priority to remain in the academy Years 11/13, Year 7, Year 12, Year 10, Year 9, Year 8 (unless dictated by positive COVID cases)	• Laptop and Wifi provision for identified students • Paper based work books for immediate closure • Plan timetable and online work for year groups not in the academy • Paper-based provision provided to students without access to MS Teams • Text/ Emails to parents/carers of year group/s affected with instructions regarding access and provision • Upload guidance and instructions to the website
3. Students attending Academy on a rota	*Limited students in school- following normal timetable* • Amended timetable created for those in the academy with a focus on core subjects (Ma, En, Sci). • Online/home learning for year groups not in the academy using Teams • Pre-recorded or live lessons (up to 30 minutes) run by teachers for their classes outside of the academy • Feedback and marking electronically to meet normal academy expectation	• Timetable produced with staffing and rooming for those working in the academy. • Live lesson schedule put in place using MS Teams. Timetable created to ensure clashes do not occur • School transportation organised to ensure students can access the academy.
4. Full closure	*Timetable disbanded* • Vulnerable and Key Worker students only in the academy • Online/home learning for all classes using Teams – Live/ pre-recorded sessions using amended timetable. • Registers taken to monitor access and plan follow up/intervention • Feedback and marking electronically to meet normal academy expectation	• Rota produced with staffing and rooming for students in the academy • Class teachers (Led by HoF) coordinate work for classes. • Live lesson schedule put in place where possible.

What to do if…	You do not know your Office 365 password	• Email office@tnha.org.uk or phone 01760 721480
	Your do not understand the work set	• Email your teacher who will respond either via email, telephone or through Teams • Join a live session or use the chat function for the subject so you can ask questions/clarify the instructions • 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
	You need to share a device with other family members	• Work out a rota with your parents/carers to try and access live lessons as much as possible • Schedule your day so you can watch recorded lessons and then complete the tasks/work when you can • Complete the paper-based work you took home to keep you going • Read as much as you can