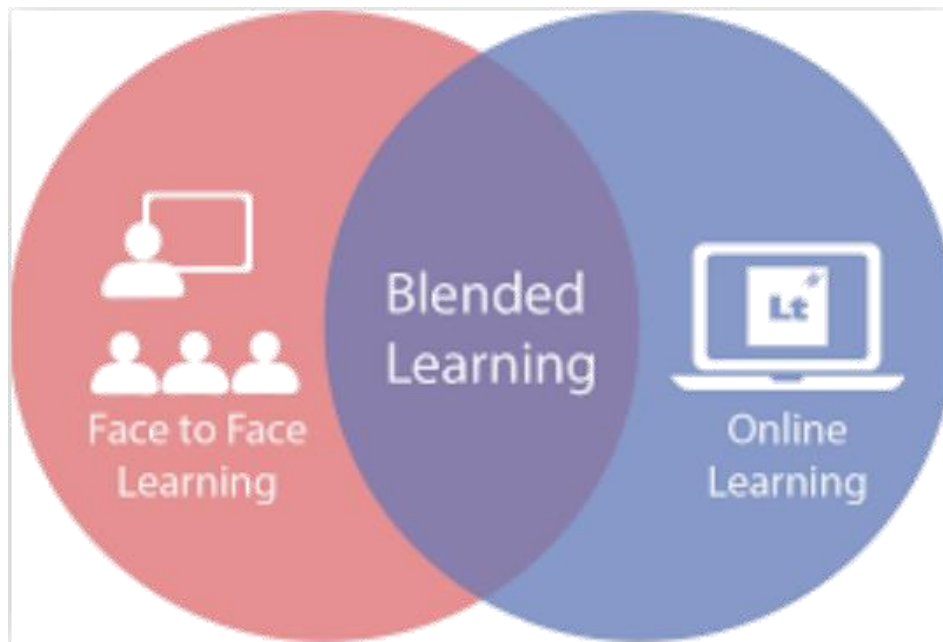


Student's Blended Learning Guide



Student

- Attend and engage in all lessons on your timetable virtually
- Be on the correct Teams page 5 minutes before each lesson unless joining straight from a previous lesson
- Complete any tasks set for you during each lesson and respond to prompts and timings given to you by your teacher to ensure the tasks do not run into the next lesson
- Ask your teacher if you need help! They will be online for the full duration of the lesson

Teacher

- Ensure blended learning tasks for each lesson (including live lessons) are available at the start of each lesson
- Take a register at the start of each lesson
- Provide prompts during the lesson to make sure that you are able to complete tasks in the time allocated
- Be available for the full duration of the lesson to answer questions
- Make sure you are ready to leave the lesson at the correct time

Learning Engagement Officer

- Review daily attendance of year group
- Send list of students that engaged in all lessons from the previous day to form tutors
- Contact parents of students who failed to engage in more than one session the previous day

Registers

This following protocol will monitor students who are taking part in blended learning.

Parent/carer inform school their child is ill by 8am

- "I" mark is given
- Student is not expected to "attend" lessons

Reminders

- You should follow the same timings of a normal school day
- You need to be on Teams at the start of each timetabled lesson and post your name either in the chat or on the teams post as directed by your teacher to gain a present mark
- You should attend form time every day
- Your teacher will be online and asking you questions for the full duration of your lesson

- HoY will decide upon next action for those missing more than session (including form period) a day
- Parents of students engaging poorly/sporadically will be contacted directly

Student should be attending ALL lessons remotely

Student does not "attend" form period or a lesson – Day 1

- "N" mark is given for the form period/lesson
- End of Day 1 – School reviews and indicates which parents need to be emailed the next morning (Day 2)
- Form Tutor will email parents of students who have engaged fully to thank and congratulate them each week

Further contact home will be made for non-engagement – Day 2

Student does not "attend" form period or a lesson

- "N" mark is given for the form period/lesson
- End of Day 2 – School reviews and filters spreadsheet and indicates which parents need to be contacted by phone

Further contact home will be made for non-engagement – Day 3

Student does not "attend" form period or a lesson

- Process as above
- Text messages to parents will now be sent from Sims to those not "present" – who are given an "N" mark for form period and each lesson
- Messages will be sent 15 minutes in to the lesson

Roles and Responsibilities

Live Video Lesson Guidance

Some teachers may provide live video lessons if it would suit the type of subject/activity being taught. If your lesson is to be provided via live video, your teacher will let you know. If this is the case, please make sure you follow the guidance below;

Prepared

Choose a quiet space with no distractions. Check your background/wall space is suitable. Ensure you are wearing suitable clothing. Turn your camera and mic off. Do not eat or drink. Phones should be off/on silent.

Respectful

Use polite respectful language and listen to all instructions. Be kind and considerate to your teacher and peers. Do not film/record or present when the lesson has started. Do not call out during the lesson. Only use the camera/mic and live chat when asked by the teacher or to highlight a technical problem.

Organised

Get your equipment ready and nearby. Your device should be charged and ready to use. You should be ready to join each live lesson 5 minutes before the start time.

All live lessons will be recorded this includes any material that is presented on screen and any conversations, comments made during the lesson.

Safeguarding

The [safeguarding policy](#) has been updated to reflect blended learning. All safeguarding concerns must be reported in writing via the safeguarding@newporthigh.co.uk email address following the guidance issued. There is also a policy for [online teams meeting](#).

Accessing Microsoft Teams at home

Using your own laptop or computer

Via an internet browser – Open your internet browser and go to <https://teams.microsoft.com> here you will be asked to enter your Newport High School email address as your username. You will then be asked to enter your password.

Via the Microsoft Teams App – Open your internet browser and go to <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app> Select Download for desktop and log in using your Newport High School username and password when the app has downloaded.

Using your mobile device (Phone or tablet)

Download the Microsoft Teams app on your device and log in using your Newport High School username and password when the app has downloaded.

Using a school laptop

Log on to the school laptop using your HWB login that will be given to you with the laptop. When you have logged in, download the Microsoft Teams app by opening the internet browser and go to <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app> Select Download for desktop.


When you open Microsoft Teams, you will need to log out of your HWB account by clicking your initials in the top right-hand corner of the Teams app and selecting log out. You can then log back in to Teams using your school username and password.

Accessing Microsoft Teams from home – Alternative methods

Using X-box one or x with internet connectivity

- Go in to my games and apps
- Find Microsoft Edge and select
- Type in: portal.microsoftonline.com and log in using your Newport High School account
- Through one drive, you can access Microsoft Teams and other packages such as Work, Excel and Powerpoint
- You are able to plug a keyboard and mouse into the USB ports of the console to type and move the cursor respectively

Using PlayStation 4 or 5 with internet connectivity

- Find the PlayStation internet browser icon on your screen 
- Go to the library and find options for games and applications
- Go in to applications and you will find the internet browser
- Type portal.microsoftonline.com into the browser and log in using your Newport High School log in details
- Through one drive, you can access Microsoft Teams and other packages such as Work, Excel and Powerpoint
- You are able to plug a keyboard and mouse into the USB ports of the console to type and move the cursor respectively