



**GEORGE  
SALTER  
ACADEMY**

**Year 7  
Blended Learning  
Guide**

**Students/Parents/  
Carers**

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## What is blended learning?


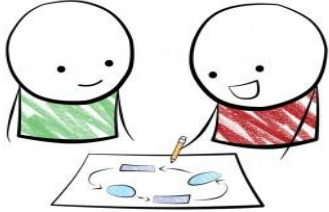

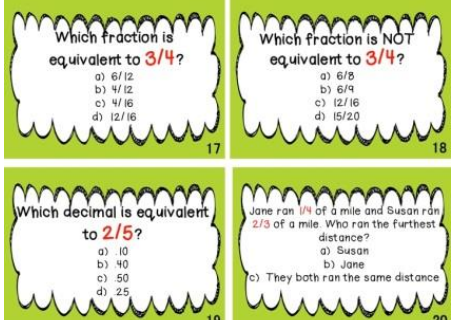


**Blended learning** is an approach to education that combines online educational materials and opportunities for interaction online with traditional place-based **classroom** methods. It involves both the physical and/or virtual presence of both teacher and student, with some elements of student control over time, place, path or pace. The blended learning model at GSA seeks to replicate the full curriculum offer using a number of models:

- **Face to face** in school, classroom provision. What we all want!
- **Video lessons.** Produced by subject specialists that provide the full, planned curriculum content. These lessons are streamed through Microsoft TEAMS prior to time tabled lessons so students can follow their timetable, remotely, at home. Assignments completed in this way can be submitted via TEAMS.
- **Postal resources.** These resources replicate the provision on Microsoft TEAMS and allow for students, who do not have access to TEAMS, to continue to follow their timetabled lessons. The completed assignments need to be returned to school after any period of absence and handed into the classroom teacher.
- **Live lessons.** These support and run alongside video lessons in order to clarify, consolidate and support learning. These will be timetabled at key moments within the curriculum (timetable/assessment/new information) and at convenient times for both staff and students, taking into account how many blended learning models are running. These allow for face-to-face interaction/consolidation and feedback in “real” time.

**For any independent learning to be effective, students must be organised and self-disciplined.** The advice below will help you ensure you establish good learning habits at home.

1. Establish a routine and get up to an alarm – try to follow the academy day timings and timetable.
2. Take short breaks of about 15 minutes regularly. However, no longer!
3. Turn your phone off and do not be distracted when trying to focus on work.
4. Consider where you are working. Bedrooms can mean you get easily distracted; kitchens can be busy parts of the house. Try to find a quiet place or use a dining room table.
5. Go for a walk safely, if you are able, or do some exercise each day. Fresh air and physical activity can help with stress and improve concentration.
6. For video or other online resources, you can use the pause button and re play if you need to – it may help you understand difficult ideas better.
7. Make sure you complete work for each subject – not just the ones you like!
8. Be safe and responsible when online – do not share personal details and do not engage with inappropriate content.
9. E mail your teachers if you need help/support or have a question – but this should not be your first reaction. Try to work it out yourself or draft an answer. It is ok to get things wrong – that is part of learning – but it is not ok to give up without trying.
10. Stick to deadlines so you do not fall behind or the work becomes overwhelming.

## What can parents/carers do to support their child's learning?

	<p style="text-align: center;"><b>Respond to teacher feedback</b></p> <p>When teachers give feedback (in books or remotely) encourage your son/daughter to respond and to correct their work.</p>
	<p style="text-align: center;"><b>Teach me!</b></p> <p>Encourage your son/daughter to use their learning by teaching you or a sibling. Putting learning into their own words will help the learning to stick.</p>
	<p style="text-align: center;"><b>Revision</b></p> <p>Sit with your son/daughter and look through their school books/remote lessons. Help them to highlight key information; this will be useful for relearning and revision.</p>
	<p style="text-align: center;"><b>Quiz time</b></p> <p>Your son/daughter could make up a quiz based on their learning that you could use to test their recall of the knowledge taught. Returning to the quiz a few weeks later will help your son/daughter with their long-term learning.</p>
	<p style="text-align: center;"><b>Discuss</b></p> <p>Help your son/daughter to write questions that they have about the topic and talk about how they might begin to discover the answers. Use question starters such as 'Who?' 'What?' 'Where?' 'When?' 'Why?'</p>
	<p style="text-align: center;"><b>Dedicated study area</b></p> <p>Encourage your son/daughter to declutter their study space so they can work comfortably and concentrate. Your son/daughter might find it helpful to remove all digital distractions from your study area.</p>

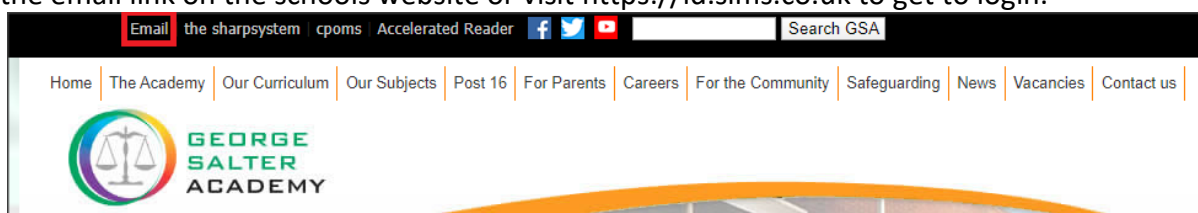


### **Praise**

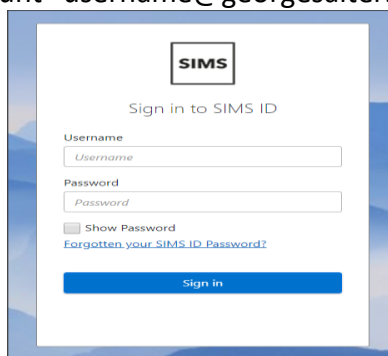
Praise your son/daughter's effort, dedication and hard work. Focusing on these qualities creates a love of learning and a resilience that is essential for great progress.

## A Student Guide to Accessing Microsoft Teams Desktop or Laptop

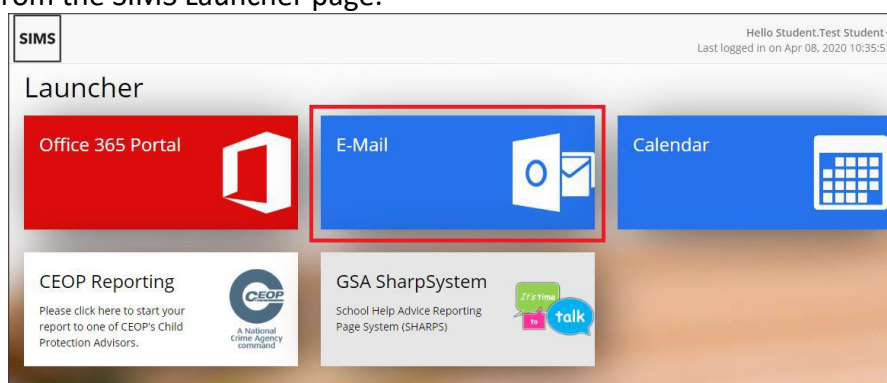
1. Use the email link on the schools website or visit <https://id.sims.co.uk> to get to login.



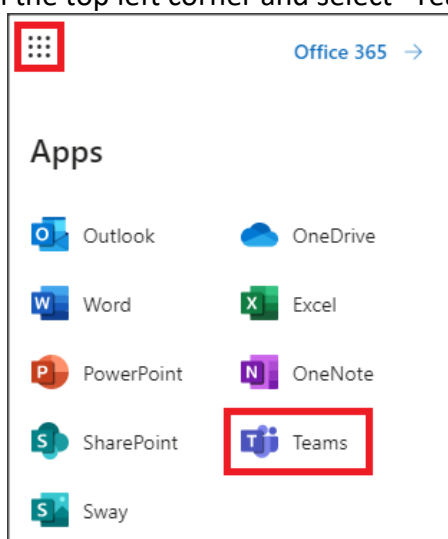
2. Log in using your school email account “username@georgesalter.com”



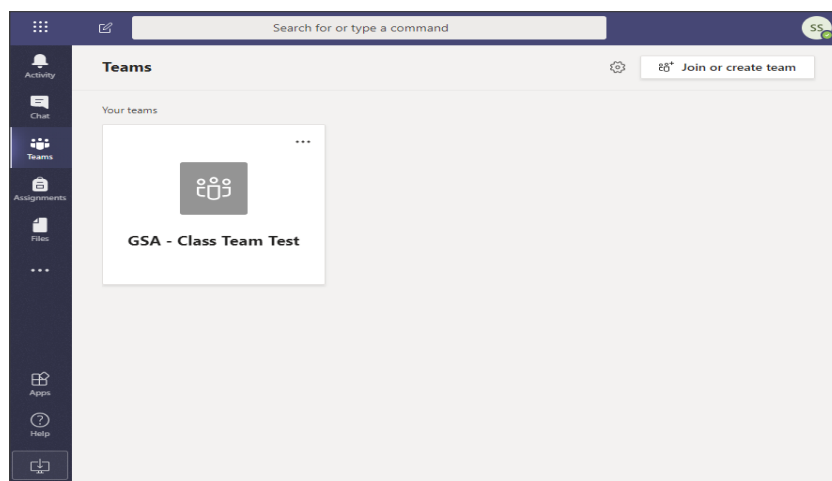
3. Select “E-Mail” from the SIMS Launcher page.



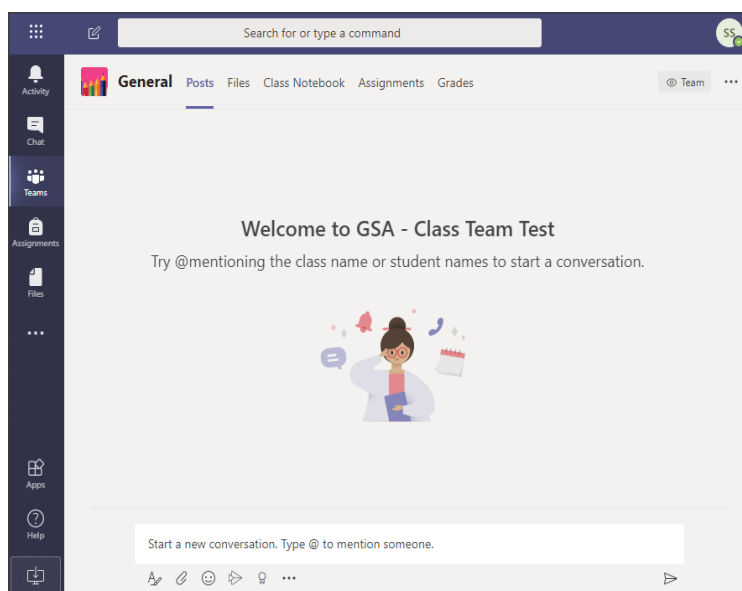
4. Click on the “9 dot” App button in the top left corner and select “Teams.”



5. Select “Teams” in the left hand column to see the list of teams you are a member of.



6. Click on your Teams name to enter that team to see things such as conversation posts, files and assignments.



#### 7. Can't Access School Email Account?

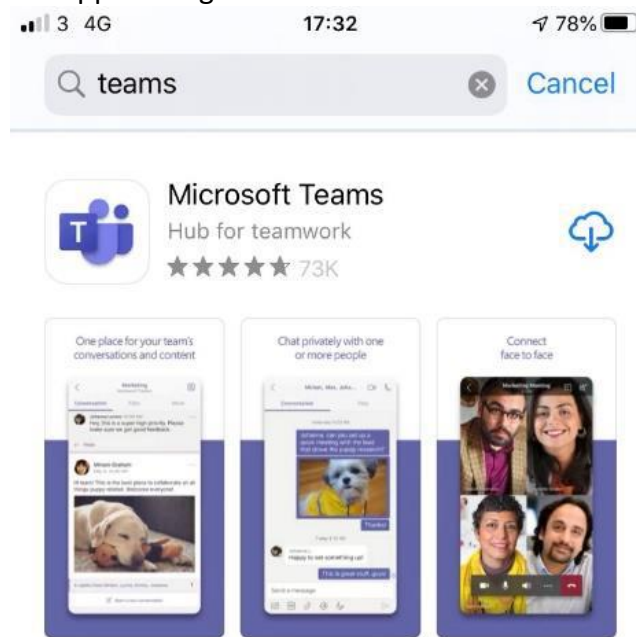
The Academy's ICT Support Team have setup a dedicated email address, [ICTSupport@georgesalter.com](mailto:ICTSupport@georgesalter.com), for students to contact in order to request help accessing their school email account.

**IMPORTANT:** when requesting support via a non-school email account you **MUST** provide us with the following information in your email for us to be able to provide you with further assistance:

- students full legal name
- students year group
- school account user name

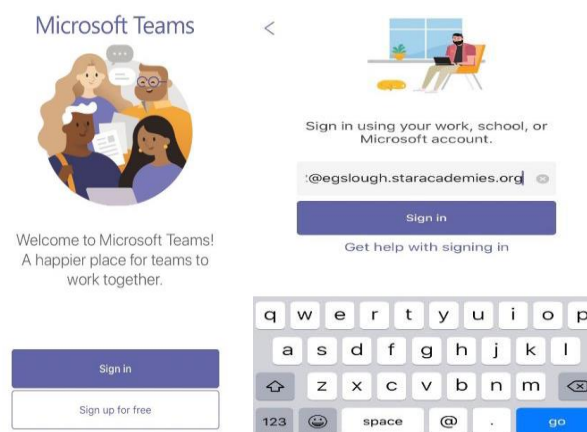
### **A Student Guide to Accessing Microsoft Teams on a Tablet or Phone**

The Microsoft Teams app is available free on the App Store (iPad and iPhone) or Google Play store (Android tablets and phones). Search for Teams and look for the purple Teams icon circled in red and download. Once it is downloaded, open the app and log in.



Sign in with your school email address. Example: Hannah Baker is in year 7, so her email address is 20hbaker.student@georgesalter.com.

You will then be directed to the login page for GSA – this is like if you are logging into a computer in school, so your username is your computer log in you would normally use at school and the password is the one you set at school.

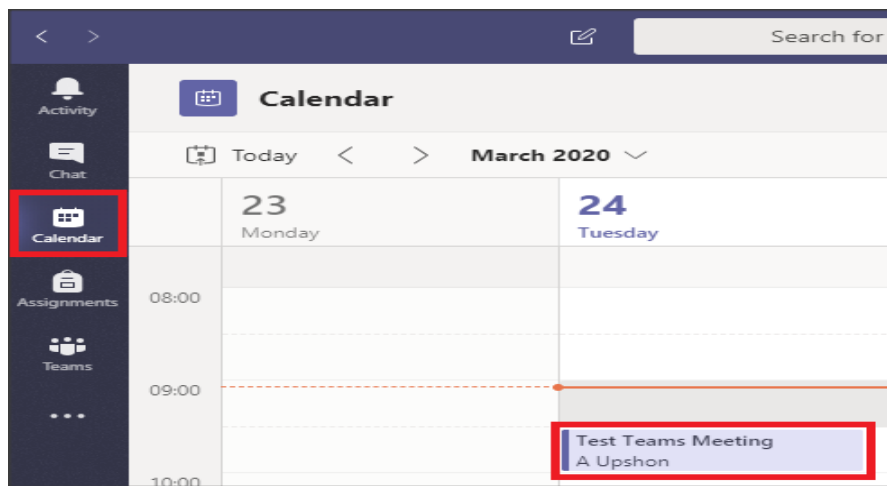


Turn on notifications for Teams so that you get an instant notification when your teacher has set you a new piece of work, posted an important message or sent you some feedback on work you submitted.

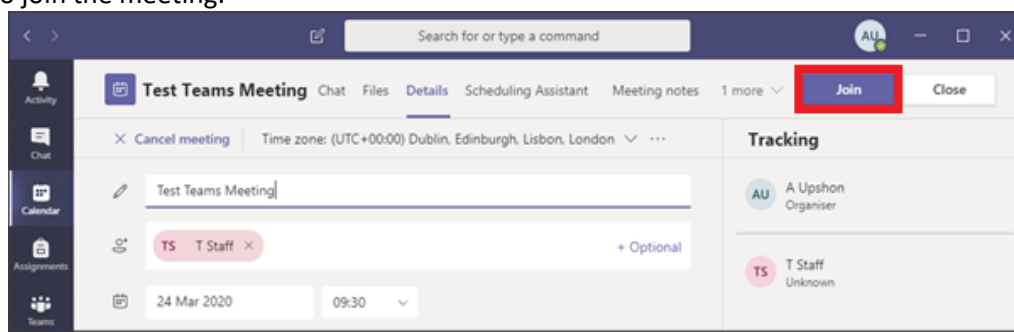


## Joining a Teams Meeting/Lesson

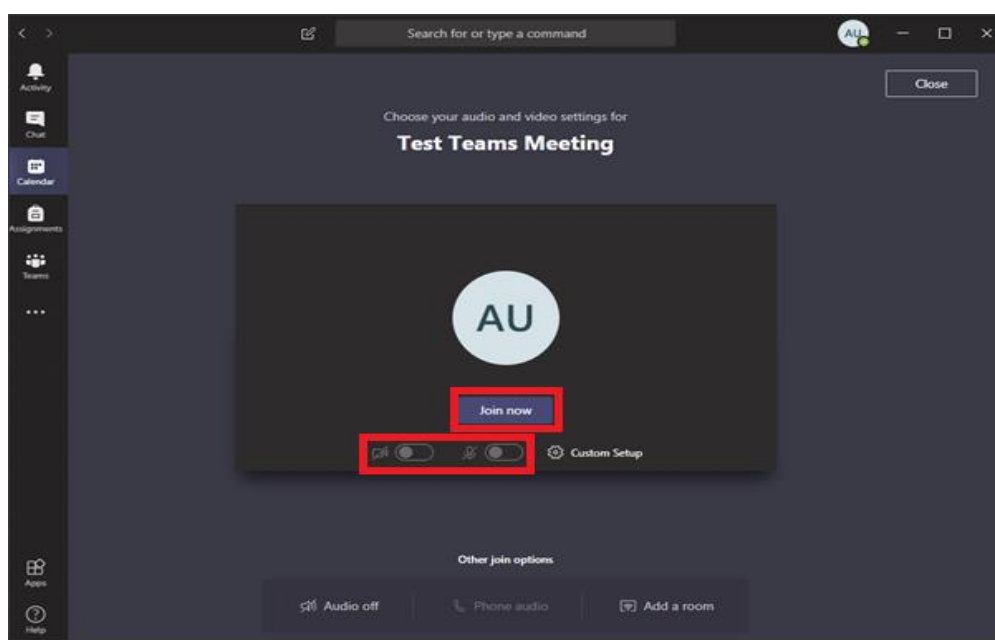
1. Open Microsoft Teams > Select “Calendar” > Select the schedule meeting in the calendar.



2. Click “Join” to join the meeting.



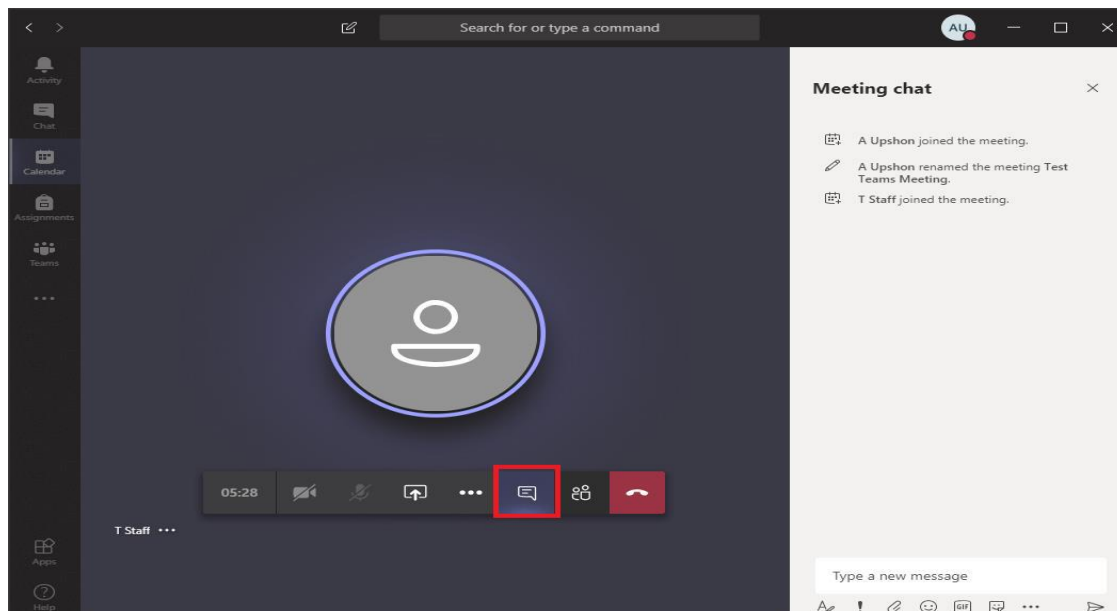
3. Set your video / audio settings and then click “Join”.

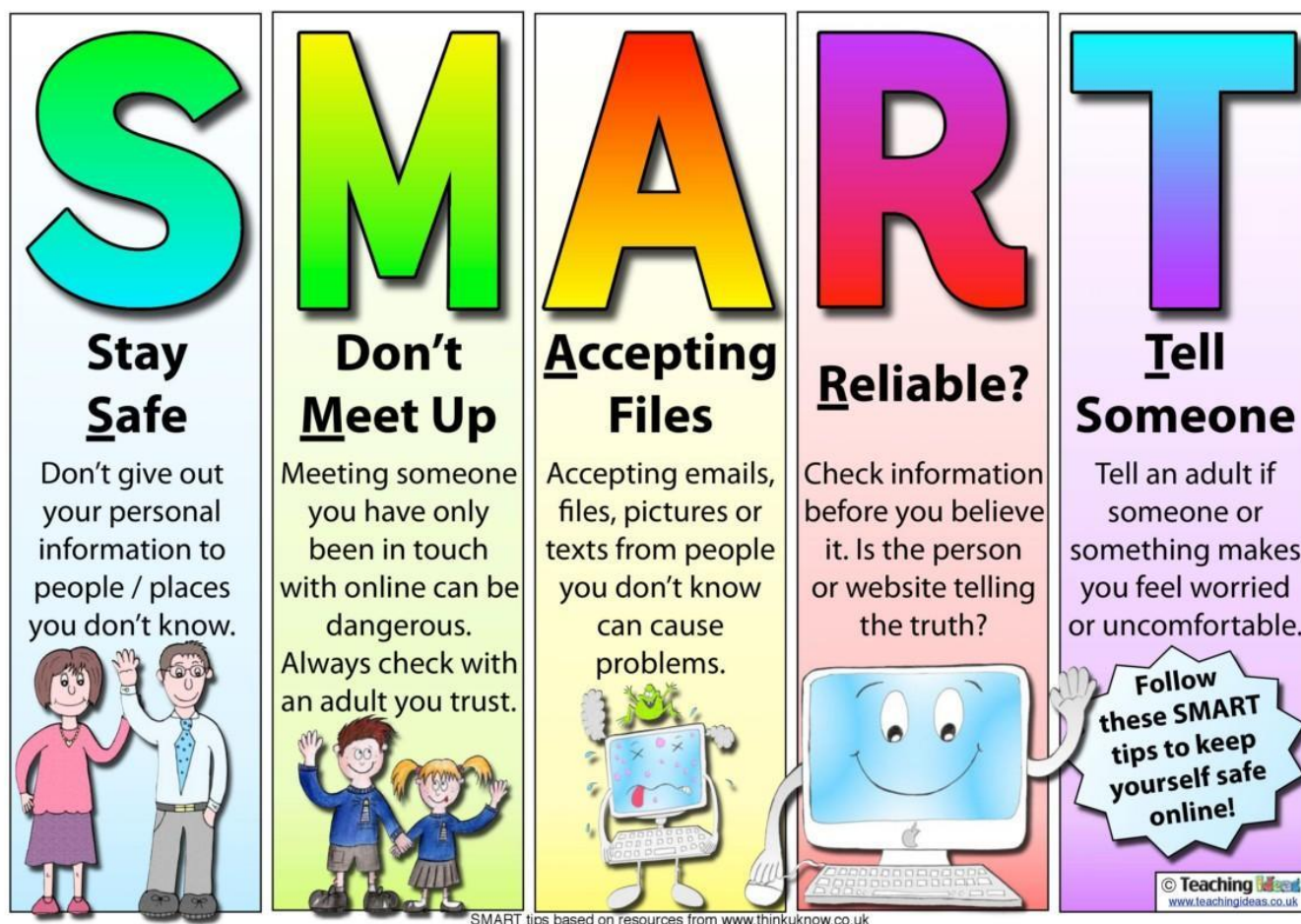


4. Once meeting attendees have joined, you should see the webcam image for the current person talking.



5. In case you do not have a microphone on your device. Hit the “conversation” button to see the chat window and type to the meeting participants instead.





SMART tips based on resources from [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

### Reporting concerns

If you need to report any concerns you will see the CEOP button which looks like this.

This button will take you to a website to make your report known to the correct people.



You have also the **SHARP** system to make referrals which will be picked up a member of the safeguarding team.

If you need any further advice or someone to talk to outside of the Academy, there are several agencies that can help:

- Kooth.com - An online resource that provide support and dedicated articles to support the mental wellbeing and health of young people.
- Childline - 0800 1111 – offers support for young people who need to talk/seek advice.
- Samaritans - 116 123 – offers the opportunity to talk to someone.

**You will be able to be also access the most up to date safeguarding advice from the school website at any point.**

## How will blended learning work at GSA?

<p style="text-align: center;"><b><u>Face to face</u></b></p> <p>Normal school day. Students in timetabled lessons with subject teachers following their planned curriculum offer.</p> <p>This will underpin ALL models and will be in place AT ALL times to some extent. In the event of full closure, children of key workers/those identified as needing further school support will continue with face-to-face provision in school.</p>	<p style="text-align: center;"><b><u>Video lessons (TEAMS)</u></b></p> <p>Video lessons are in place to ensure curriculum offer continues should any students have to learn remotely. These have been planned by subject specialists and follow the planned curriculum. Students log into TEAMS and follow their timetabled lessons at the appropriate times.</p>
<p style="text-align: center;"><b><u>Postal Resources</u></b></p> <p>Progress Leaders know which students do not have access to TEAMS and they notify the Remote Learning Team to organise paper resources. These resources replicate the provision on Microsoft TEAMS and allow for students, who do not have access to TEAMS, to continue to follow their timetabled lessons. The completed assignments need to be returned to school after any period of absence and handed into the classroom teacher.</p> <p><b>*PLEASE NOTE:</b> the academy, where possible, will endeavour to supply any student who does not have a device with one. This is, however, subject to availability.</p>	<p style="text-align: center;"><b><u>Live Lessons</u></b></p> <p>In the event of FULL closure all students, except for key worker children/those identified as needing further school support, or partial closure, year groups, then “live” lessons will complement the video lesson provision.</p> <p>If a year group are sent home then four of these lessons per day will be “live” (see timetable below). This will also include a pastoral session/form period.</p> <p>Live means that all/some of the following will take place:</p> <ul style="list-style-type: none"> <li>• teacher greets at the start of the lesson on TEAMS and talks through the objectives/expectations for the lesson</li> <li>• teacher directing students to the resources/pre-recorded lessons</li> <li>• direct/full delivery of the lesson</li> </ul> <p>The above will depend on staffing availability but the teacher will be available throughout the duration of the lesson to answer questions on the CHAT function.</p>

In the event of a FULL school closure, GSA will endeavour to cover students’ full timetable (staffing allowing). Students need to log into Teams and join the relevant lesson at the timetabled time. This lesson will be “live” (the teacher present) where at all possible.

In the event of a partial closure, a year group are sent home, then four of these lessons per day will be “live” (timetables will be issued in this event). This will also include a pastoral session/form period.

