

## **Ysgol Gymraeg Bro Ogwr – Blended Learning Guidance**

### **Introduction**

Ysgol Gymraeg Bro Ogwr successfully delivered learning tasks and activities to learners during the Covid-19 lockdown, using a variety of methods, platforms and resources. As we now progress through the new academic year, the school is planning to extend its provision in case of another lockdown or in the event of year groups having to isolate due to a positive test recorded within the contact group. The extended provision will include an offer of a regular live-stream to check in and set the scene / introduce the work for the day ahead. This will be a daily check-in but depending on year group isolation or whole school closure this may occur at different times each day to aid siblings accessing the check-in and ensure flexibility for home circumstances to be able to join. If, at any time, siblings who have access to only one device have been invited to join their check-in session at the same time then it is parental choice as to who joins their session.

Professional guidance is clear that any live-streaming should be facilitated on an entirely voluntary basis – staff should not and will not be directed to undertake live-streaming of lessons. This guidance will, however, provide a strong base on which to support those teachers wishing to incorporate an element of synchronous learning into their provision.

The Welsh Government guidance recommends that all live-streamed lessons should be carried out using Microsoft Teams via Hwb, that the teacher utilises a school issued device and that due regard should be given to safeguarding and equality considerations, including availability of learners at a pre-defined time and whether all learners have an appropriate place in the house from which to participate. Safeguarding and welfare of learners is paramount and takes precedence over all other considerations. Policies and procedures for reporting incidents of misuse must be followed at all times. Teachers have a duty to report children at risk (including online abuse) under section 130 of the Social Services and Well-being (Wales) Act 2014. If they have any safeguarding concerns about a child, they will discuss these with the Designated Senior Person for Child Protection ensuring concerns are reported as soon as possible.

This synchronous session guidance will be reviewed in January 2021, with due consideration for experiences to that date and any amendments made as required. Should any considerable amendments be required before this date, the guidance will of course be reviewed as appropriate.

### **Guidance for livestreaming sessions**

#### **Preparation**

Preparation and planning will be critical to ensuring a safe and successful live-streaming session. The purpose, benefits and limitations of a livestreaming session should be considered before deciding on whether an alternative method is more appropriate, i.e. perhaps a screen recording may be more suitable.

The learner audience must be considered. Age-appropriate sessions will be delivered and synchronous learning is not appropriate for all ages of learners. Sufficient notice will be given to learners and parents/carers of planned sessions. The number of learners on each session must be considered, therefore, each session will be class based. Many learners may or may not be able to join the session at the planned time and may access and complete the work at different times, therefore an introductory session is more suitable, with on-line support from the class teachers throughout the day if required. If there is likely to be inequality of access due to connectivity issues, hardware issues, caring for siblings or any other reason, alternative lesson formats need to be considered.

An appropriate use agreement setting out clear expectations for participants will be requested for all learners wishing to participate in live-streaming sessions.

### **Lesson Logistics**

Learners should be encouraged to work from a suitable shared home location where they feel comfortable, preferably accompanied by a parent/carer. Not all learners will want to switch their camera on and video sharing should be optional. Classroom standard behaviour will be expected of all learners and any non-compliance will be addressed by the class teachers. This may result in the temporary withdrawal of access to synchronous provision, for repeat occurrences of intentional breaches of the learner agreement.

Software applications that are required should be facilitated through the Hwb platform. Teachers should ensure that they stream from a neutral location that is appropriate and safe. Learners should also choose a neutral background environment, where possible. We are mindful that there will inevitably be some household noise in the background with partners, siblings, children and pets at home. The use of a headset with microphone (like those available with many mobile phones) is recommended for audio clarity for teaching colleagues and these will be provided by the school to staff wishing to use these.

Teaching colleagues will of course adhere to professional standards of dress when in front of the camera. There will always be **at least two members of teaching staff** online and present at all times during any live-streamed session; should any member of staff need to leave the session, the session will need to be brought to a close and postponed for a later time. One-to-one live-streaming lessons with learners are not recommended in professional guidance and are therefore not currently considered under this guidance for Ysgol Gymraeg Bro Ogwr. At the end of a session, the session will be ended for all participants, ensuring that learners are not left alone and unsupervised in a session the teachers have left. Live-streaming sessions will not be recorded by either teachers or learners. If teachers intend on recording a lesson to share with learners at a later date, this should be done as an asynchronous activity without learners being present in the recording. Recordings will not be used for any teacher evaluation purposes. Screenshots or photographs of streamed sessions are not permitted.

Learners will be reminded at the start of each session as to how to interact and how to raise concerns, as appropriate and will be encouraged to use the chat function appropriately to allow structured engagement and interaction.

### **Evaluation and Review**

Colleagues and learners will be supported to discuss their experiences of participating in synchronous sessions and will be encouraged to share good practice. Feedback will be sought from parents/carers and will also be considered in any review of this guidance.

Guidance from professional sources will be monitored, to ensure that the school provision is in line with professional guidance and that any changes to software or software updates are incorporated in the provision.

### **Next Steps**

Please read through this guidance and the frequently asked questions below. You will then be sent a link to complete an on-line questionnaire regarding the offer of streamed sessions.

Kind Regards  
Sharon Jayne  
Headteacher

Nik Dart  
Chair of Governors

## **Frequently Asked Questions**

### **1. What if a learner joins the class from an inappropriate location or is dressed inappropriately?**

Ideally learners would log into the class from a public area in their home. In some circumstances this may place an unreasonable burden on family spaces. Staff should assess each situation and discuss with their Designated Senior Person for Child Protection or their Headteacher if they are uncomfortable with the location(s) learners are logging in from. Learners should comply with the livestreaming agreement to dress appropriately for a session.

### **2. What if a learner speaks or behaves inappropriately in a live-streaming lesson?**

All the normal standards of behaviour apply in the online classroom. Although learners will not be in a classroom environment, where possible, issues should be dealt with in the same way as they would have been if the incident had taken place in a normal classroom environment. The school behaviour management procedure document has been updated to include synchronous provision.

### **3. What if a learner shares something inappropriate on their screen?**

Teachers can remove learners if behaving inappropriately. If something inappropriate is shared on the screen, teachers should end the session as soon as possible and raise the issue with the Designated Senior Person for Child Protection. All learners in the room can then be contacted as soon as possible after the event to inform them of what happened, and what the arrangements are for future classes. As per safeguarding guidelines, the education practitioner must write a full account and record in the usual way.

### **4. What if a teacher/learner requires training on the use of Microsoft Teams?**

Training will be provided to teachers/learners as required.

### **5. What if a teacher/learner requires help with a device or internet?**

Teachers/parents/learners in this position should contact the school directly to discuss their individual circumstances and support will be provided as appropriate.

### **6. Does my child have to participate in a livestreaming session?**

We aim to support all learners who wish to participate to be able to do so. However, livestreaming sessions are optional and parents/carers can choose to opt out of livestreaming sessions. All work / tasks introduced and / or discussed during the live-streaming session will be available via Hwb for learners to access, to ensure that learners not wishing or are unable to participate in livestreaming sessions are not disadvantaged. Teachers may also choose to provide a video explanation of a task in place of livestreaming, if appropriate.

### **Livestreaming Session – Learner Opt-In or Opt-Out**

If your child would like to participate in future livestreaming sessions, we will ask you to confirm via an online questionnaire. If there are any environmental, technical or logistical reasons that you would like to discuss with us, please email the school on [admin.broogwr@bridgend.gov.uk](mailto:admin.broogwr@bridgend.gov.uk) and we will be in contact to discuss these further. Please note that you can opt-in or opt-out at any time by informing us of this request by email.

### **Livestreaming Session – Learner Agreement**

If your child would like to participate in future livestreaming sessions, we will ask you to confirm that you have discussed the following points with them and that you agree that they will comply with this guidance. Please note that you can opt-out at any time.

#### **Learners agree to:**

- be punctual for all sessions and are logged into the session in readiness for the start time
- have any necessary materials to hand (to be advised prior to a session if required)
- make sure they have all power adaptors and devices ready
- show respect for everyone in the online classroom
- dress appropriately for all classes, thinking about respect for others
- ensure the location they log in from is appropriate, i.e. give consideration to background, camera angle, privacy, etc.
- seek to contribute to the class in a positive manner and not be disruptive at any time
- not record or photograph the session and not share images of the class at any time on any platform
- listen to the teacher's instructions at all times
- use the 'mute' button while the teacher is talking
- use the hand or conversation tool to ask a question