



CARGILFIELD

PLAN FOR BLENDED LEARNING FOR SUMMER TERM 2022

General

We aim to provide high quality education for the children at Cargilfield, whatever the circumstances. As a result, the School will continue to take advantage of what we learned through COVID and operate a blended learning system. Nonetheless, we feel strongly that children should be learning at school wherever possible and we have learned that blended learning does have an impact upon staff and the live classroom. It is, therefore, important that we clarify the exceptional circumstances in which this is applied.

Remote learning was originally conceived during the COVID pandemic as a means of continuing our education when the School buildings had to remain closed or where very few children were able to be onsite.

Blended learning was then designed for the situation that followed: to cater for children who are isolating at home but are feeling well enough to continue with their learning. While we now seem to be moving beyond the initial COVID-19 pandemic, there may be circumstances where increased infections require us to isolate non-symptomatic children.

Likewise, there may be other circumstances – such as a debilitating injury or exceptional absence beyond a family's control - where the School and parents feel that a child ought to access this system. These are expected to be more exceptional circumstances and this is not intended for short absences or periods of ill health. As a result, while the recommendation for using blended learning for a child may come from a form teacher, in consultation with the parents, the Headmaster will make the final decision to implement blended learning.

In this instance, blended learning is likely to operate as follows:

The Upper School

Subject teaching

Subject teachers will provide work and will be available to discuss problems and issues using Microsoft Teams (see 'Technology' below). Work will be uploaded by the teacher either in individual lessons or in blocks with guidance on how long this should take to complete. Wherever possible, we will aim to have children access live teaching as well (see 'Timetable' below).

Staff will set work which children will be asked to complete and deadlines will be given. Please discuss this with your child's form teacher if you have any concerns about the way this is operating for your child.

Contact with our staff

Form teachers have a crucial role to play and will be responsive to issues and problems as they arise. We will try to be as responsive as possible although please be aware that form teachers will be busy during the school day and won't always be responding to communication well outside normal school hours.

Form teachers will have an overview of what the expectations are in terms of work for each child. They will be happy to talk to you about expectations and how these can be managed in your particular circumstances.

You may also wish to speak directly to a member of our subject staff. Again, please send an email and they will arrange a time for a conversation with you.

Resources

The main Microsoft Office 365 application is **Microsoft Teams**. Most of the Upper School children are already familiar with this and know how to use it. Mr Murdoch has put together some video tutorials and help guides not just for Teams but for the Office 365 Apps that we believe are useful.

In some cases, resources may need to be in hard copy. In this case resources will be delivered or posted to you.

We have a dedicated page on our website with all the information and resources about Blended Learning, including timetables, subject topic overviews and help guides.

Please go to Essential Information -> Blended Learning. Or use this direct link:

<https://www.cargilfield.com/essential-information/covid19/remote-learning>

Technology

Each child at Cargilfield has their own Microsoft Office 365 account. If your child has any issues with logging on to this, please email rmurdoch@cargilfield.com and Mr Murdoch will help get them online.

Expectations of the child

Where the School and parents have agreed that a child will be offered blended learning, our expectation is that children will join each lesson and follow the School timetable. Where this does not suit circumstances at home, it is important that parents communicate via their child's form teacher so that we can adjust our expectations.

For live lessons, teachers will call the child at the beginning of their lesson and we expect children to have their camera on (unless requested otherwise by their teacher). Children should be appropriately dressed and in a suitable working environment (not on their bed).

The Pre Prep

Primary 1 - 3

Class teachers will prepare work to send out to pupils which will ensure ongoing progress for each child is maintained, primarily in literacy and numeracy. Class teachers will communicate with parents about the best way for children to access lessons and continue their learning.

Communication will generally be via Microsoft Teams as above but, given the fact that the children are younger and the majority of the learning is managed by one class teacher, this process can be more flexible to suit an individual child or family's needs. We will also aim to keep children in touch with their friends and the social aspects of the classroom.

We do not feel that blended learning is appropriate or practical for children of Nursery age.

Individual Music Lessons

We are able to teach most children remotely, whether a child is on blended learning or not. It is very helpful if you are able to be in touch with Dr Allsop or a specific music teacher so that this can be agreed. The lesson will then be scheduled and delivered via Teams. The child will be called at the start of the lesson and, if they are not present at the start of the lesson, shortly afterwards. If, for some reason, the child is late for the lesson, they are welcome to return the missed call.

Unfortunately, we are required to charge for lessons missed due to illness or where you do not wish to take up an online lesson unless this can be reasonably re-scheduled.

Rob Taylor

22nd April 2022