

Blended Learning Action Plan: Parents/Carers

Tier	Actions for Tier Implementation
1. Fully Open	<p style="text-align: center;"><i>Normal timetable</i></p> <ul style="list-style-type: none"> • Students are expected to attend lessons as normal • Homework set on Go4Schools • IT & SKL lessons for all students will cover how to use TEAMS in preparation for remote learning • The use of online sites: Teams, Seneca, Sam Learning, Hegarty maths used where possible • Lessons will be added to TEAMS weekly by all subjects. Students have teams set up for each class they are in. They should access their work here if they are self-isolating. • Sixth form students should email their class teacher who will liaise directly with them about work.
2. Partial Closure (to a Year Group/s)	<p style="text-align: center;"><i>Normal timetable</i></p> <ul style="list-style-type: none"> • The affected year group/s will be provided with an emergency work pack (paper copies) on leaving the academy • Lessons will be added to TEAMS weekly by all subjects. Students have teams set up for each class they are in. They should access their work here. • Paper copies will be provided to those students without IT access and where we have not been able to support with a device • Priority to remain in the academy where partial closure is due to staff absence and not a positive case in a class/year group: Years 11/13, Year 7, Year 12, Year 10, Year 8, Year 9. This is based on examination year groups and age.
3. Rota for year groups	<p style="text-align: center;"><i>Normal Timetable for those in the academy</i></p> <ul style="list-style-type: none"> • Normal timetable for year groups in the academy • Online/home learning for year groups not in the academy using TEAMS. • Live Q and A sessions offered as a support option by teachers for their classes during the 'out of academy' learning period • The use of narrated PPTs to support work set
4. Full closure	<p style="text-align: center;"><i>Timetable disbanded</i></p> <ul style="list-style-type: none"> • The academy will remain open to Vulnerable and Key Worker students only in the academy • Online/home learning for all classes using Teams - Live sessions. Registers taken to monitor access and plan follow up/intervention • The use of narrated PPTs to support work set • Feedback and marking electronically to meet normal academy expectation • Pastoral support plan in place – wellbeing calls

What to do if...	You do not know your Office 365 password	Email Help@mca.attrust.org.uk or phone 01638 714645
	You do not understand the work set	<ul style="list-style-type: none"> • Email your teacher who will respond either via email, telephone or through Teams • Join a live Q&A session 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 <p>Complete the paper-based work you took home to keep you going</p>
	You need to share a device with other family members	<ul style="list-style-type: none"> • Work out a rota with your parents/carers to try and access live sessions as much as possible • Schedule your day so you can watch recorded sessions and then complete the tasks/work when you can • Complete the paper-based work you took home to keep you going <p>Read as much as you can</p>
	You cannot remember your passwords	<ul style="list-style-type: none"> • Use the guidance in your planner • Contact your class teacher by email <p>Email help@mca.attrust.org.uk or call 01638 714645</p>
	You are not sure if you should be attending the academy or not	<ul style="list-style-type: none"> • Check the MCA website <p>Call 01638 714645</p>
	You are struggling with your emotional wellbeing or mental health	<ul style="list-style-type: none"> • Use the resources on the MCA website • Contact the services identified on the website • Email your tutor or help@mca.attrust.org.uk • Email the member of staff you feel most able to talk to <p>Talk to the person who calls to check on your emotional wellbeing and academic progress</p>