



TLA COVID-19 Safe Strategy 2021-2022

1 – Resources and Equipment

1.1 Paper Resources

There is no longer a requirement to quarantine paper resources for lessons. Teachers can mark work after lessons, without having to wait 48 hours, and students can collaborate on resources in class.

Teachers should continue to provide materials online through Pearltrees and MS Teams.

1.2 Printing

Work can be submitted to Reprographics via email repro@stmarysblackburn.ac.uk in the normal way.

Due to Covid-19 health and safety restrictions, there are no MFDs available on corridors. However, you are able to print using the MFD situated in the room adjacent to Reprographics (at this current time it is black and white only). New MFD locations have also been set-up in Science (R809), Open Access, and upstairs in the main building (R224) – near History.

Following health and safety guidance, only one person at any time may use the room. Please sanitise your hands before and after you use the machine and wipe the user panel of the MFD down with the available wipes.

Where possible, resources should be in an electronic format and put on Pearltrees, OneDrive or MS Teams.

1.3 Equipment

Staff and students should have their own set of frequently used resources such as lined paper, pens, pencils, highlighters, and course specific equipment, such as calculators. They must come prepared for learning to each lesson. Teachers should ensure students are given their own personal copies of textbooks, set texts, resource packs etc.

Classroom based resources, such as books, can be used and shared within the class bubble.

Equipment used in enrichment sessions, such as sports, should be cleaned frequently, and meticulously. At the end of each lesson, teachers will be required to lock all equipment/resources away to ensure the college is able to implement a rigorous cleaning regime.

1.4 Mini-Whiteboards

All students have been given their own personal mini-whiteboard, pen and eraser. They must take this to all of their lessons.

Teachers should continue to use the mini-whiteboards for formative assessment without having to leave the front of the classroom.

Students are responsible for their mini-whiteboard equipment. Replacement equipment will be available at College, at a cost to the student.

1.5 Room Set-Up

For deep cleaning purposes, teachers must adhere to the College's timetable and only access the classrooms specified.

Teachers are advised to deliver lessons from the front of the classroom from a 2m distance indicated by tape on the classroom floor.

Desks can be arranged to maximise teaching and learning opportunities. There is no longer a requirement for them to be arranged in rows, with students facing forward.

Students will work in the same classroom for each of their subjects. Seating plans should continue to be in place for 'Track and Trace' purposes.

1.6 Classroom Displays

Paper resources on classroom walls should either be laminated or removed to make deep cleaning easier.

1.7 Entering and Exiting the Classroom

The classroom door should be wedged open when students enter and exit. Windows should be open to provide ventilation.

Students will be requested to utilise the hand sanitiser provided upon entering and exiting classrooms, including when returning from breaks. Upon arrival, students must then go to their designated seat and unpack their equipment.

2 - Assessment

2.1 Classwork and Homework

Work can be collected by the teacher at any time, and paper resources no longer need to be placed in quarantine. Teachers can still continue to assess students' work online.

2.2 Live Marking

Teachers should teach from the front of the class and remain behind the 2 meter social distance line as much as possible. Teachers should provide verbal feedback to students from the front of the class. This can be in the form of individual or whole class, feedback. If available, teachers should use interactive whiteboards and visualisers to mark from a distance.

2.3 Peer Marking

There are no longer any restrictions on peer marking in class. Students can now share resources.

2.4 Internal and Mock Exams

Internal and Mock Exams will take place in the Exam Hall/Studio. Students must bring their own equipment, such as pens, calculators and set texts, to the exam.

3 – Curriculum Delivery

3.1 Overview

The College will be running a modified version of the timetable used during the last academic year. All lessons will now be face-to-face.

A typical class will be split into **four** sessions over the course of one day.

The current timetable for curriculum delivery can be found below:

Mins	Time	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
75	0900	BLOCK A	BLOCK B	BLOCK C	BLOCK D	BLOCK E
15	1015	BREAK	BREAK	BREAK	BREAK	BREAK
75	1030	BLOCK A	BLOCK B	BLOCK C	BLOCK D	BLOCK E
40	1145	TUTOR / SUPERVISED STUDY / CURRICULUM SUPPORT / ENHANCEMENT	TUTOR / SUPERVISED STUDY / CURRICULUM SUPPORT / ENHANCEMENT	TUTOR / SUPERVISED STUDY / CURRICULUM SUPPORT / ENHANCEMENT	TUTOR / SUPERVISED STUDY / CURRICULUM SUPPORT / ENHANCEMENT	TUTOR / SUPERVISED STUDY / CURRICULUM SUPPORT / ENHANCEMENT
40	1225	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
40	1305	TUTOR / SUPERVISED STUDY / CURRICULUM SUPPORT / ENHANCEMENT	TUTOR / SUPERVISED STUDY / CURRICULUM SUPPORT / ENHANCEMENT	MEETING (12:45) TUTOR / SUPERVISED STUDY / ENHANCEMENT	TUTOR / SUPERVISED STUDY / CURRICULUM SUPPORT / ENHANCEMENT	TUTOR / SUPERVISED STUDY / CURRICULUM SUPPORT / ENHANCEMENT
60	1345	BLOCK A	BLOCK B	BLOCK C	BLOCK D	BLOCK E
15	1445	BREAK	BREAK	BREAK	BREAK	BREAK
60	1500	BLOCK A	BLOCK B	BLOCK C	BLOCK D	BLOCK E
	1600					

3.2 Strategy for Students who have to Self-Isolate

At times, some students may have to self-isolate as a result of displaying COVID-19 symptoms, or a member of their household displaying symptoms. These students must not be put at a disadvantage as a result of this.

The following support measure should be in place:

- All resources from a lesson, should be uploaded to Pearltrees/MS Teams for students to access
- Clear instructions must be sent to absent students through MS Teams/Outlook
- The teacher should maintain regular contact with students who are self-isolating
- The teacher should set up a livestream via Teams for students to access the lesson from home
- Live lessons, or key parts of lessons, **could** be recorded/uploaded on MS Teams for absent students to access later

4 – Online Lessons

All lessons from September 2021 will be face-to-face, although teachers may wish to provide Curriculum Support online.

If the College has to revert to online lessons. The following will apply:

4.1 General Overview

- Online lessons, through MS Teams, should be active and engaging for students.
- Sessions should be broken up into 'chunks', and where possible, should feature a starter, main task and plenary to give students a clear structure
- Although there will often be teacher exposition, lessons should not be a lecture
- Students should be given a range of activities to complete
- Class discussions and feedback sessions should feature prominently
- All students must be encouraged to be involved
- Teachers should use questioning to regularly check students are listening, and participating, in set activities
- Teachers should give clear instructions of the equipment required for the lesson in advance
- Lessons should be recorded for future reference, and for students who are absent/have internet problems

4.2 MS Teams Online Lesson Strategy

Microsoft Teams is a great all-in-one hub for the collaborative classroom. Distance learning, also commonly referred to as online learning, offers college students the maximum in convenience and flexibility while earning their qualifications.

Strategy Aims:

- Support St Mary's staff's transition to hybrid learning quickly and confidently
- Support teachers and educators to use the right tools and resources needed to make the move outside the classroom walls and into K-12 hybrid teaching and learning
- Enable distance learning with Microsoft Teams
- Use the Teams built-in meetings features to effectively hold classroom meetings, collaborate and share documents. Upskill teachers on how to use assignments, conversations, files, notes, and video calls all pulled together
- Ensure learners of all abilities are included; understanding which tools and technologies improve accessibility and foster an inclusive classroom becomes critical
- Ensure staff save time, become more organised and collaborate more effectively during remote learning is critical. Develop safe and secure onsite and online environments to optimise student outcomes and to create efficient, responsive, and sustainable processes and allocation of resources
- With Teams being a hub for education, a core part of this also includes built-in Staff teams and Professional Learning Community (PLC) teams to go along with Class Teams
- Ensure appropriate Teams policies in the admin centre are applied to disable features that could compromise the safety of staff and students
- Help all students achieve their potential by taking a student-centred approach to explore all aspects of teaching and learning: curriculum, assessment, devices, and spaces with a focus on understanding and meeting the needs of all students

5 - DILA

As with previous years, students should be set independent tasks outside of lessons.

- All teachers must set a DILA (Directed Independent Learning Activity) each week. This should be something that students complete at home, in between their face-to-face lessons.
- DIL activities do not need to be something the teacher collects in to mark, but can be something that flips the learning so students are prepared for a future lesson - e.g. read an article and create a mind map of key ideas.
- The completed DILA could act as a springboard for a particular topic or lesson.
- DIL activities need to be set and monitored for all A Level subjects and BTEC courses. For BTEC subjects, the DILA for the week may be to complete a certain section of an assignment.