

## Blended/Distance Learning Policy

### Background

In March 2020, online learning became the main avenue to continue learning through a pandemic and learning with the view of a blended learning would continue through the following months, so online/remote learning and in school education. The policy contains the important information linked to best practice, online safety, resources as well as the support for the learners, parents/carers and staff. Online learning doesn't replace face to face teaching in the classroom, but it facilitates the learners to complete learning.

### Aim:

- To enable an affective delivery of programmes of learning through the means of distance learning and/or assessment for the majority of the programme
- To outline the support available for learners for working independently
- To standardise all teaching across blended/distance learning for learners.
- To facilitate a learner's interaction and collaboration to provide opportunities for learners to interact with other learners
- To adapt remote learning to suit the task and context of each lesson
- To ensure in case of a 'bubble' disruption – learning will be a mixture of in school learning and remote learning that reflects the current assessment plan
- To ensure that assessment methodology is valid, reliable and does not disadvantage any learner
- To ensure all learners signed authenticity either electronically or in person in school.
- To ensure all students understand that due to travel and quarantine this will impact when they can sit examinations.

### In order to do this, the centre will:

- Inform all learners of the procedures that will take place in an event of a pandemic.
- Ensure that all teaching staff use the assessment plan to teach blended/distance learning, to ensure all delivery of programmes are taught the same via Microsoft Teams or in the classroom.
- Ensure that all resources are accessible on Microsoft Teams or Firefly to make sure that blended/distance learners have accessibility to all teaching content.
- Ensure that setting of assignments is undertaken face to face, meaning when using Teams that the student is able to see the teacher and that the deadlines are made clear to the learners.
- Ensure that the teaching staff give the online learner time to speak via Microsoft Teams and involve learner in classroom discussions. This can also be used with OneNote within Microsoft Teams, to have a joint note for exam units, allows all learners to work collectively together.
- Ensure all teaching staff are timetabled to support the blended learning when learners are working remotely away from the classroom.
- Ensure all work submitted by learners is authentic and has been completed by the learner, this ensures those working remotely can also authentic their work remotely. This will be noted on the front cover for

those working remotely to show a difference between learners in school and learners working remotely.

- Ensure that teaching staff use Microsoft Teams in a different format depending on the task in hand, use of OneNote for creating notes for examination units, setting tasks such as assignments or homework through both Microsoft Teams and Firefly to be in line with a whole school policy. Use of face to face, via video on Microsoft Teams, the chat function while streaming the lesson but also recording the lessons for those students in a completely different time zone and will watch the lesson at a different time to those live streaming students.
- Maintain and store all assessment securely, along with internal verification records that is in accordance with Pearson Centre Agreement.
- Ensure that feedback is in a timely matter and there is a process to give feedback, face to face only so online learners need to access the lesson via Microsoft Teams to be given feedback. This needs to happen at the same time as classroom feedback to keep all learners in line and giving all learners the same opportunity.
- Ensure that all learners are aware if they have travel arrangements to go home to a country with quarantine rules back in the UK this will impact examinations and when these can be sat. Those students who will be in quarantine during January examination will have to sit the examinations in May/June series. The learners in year 13 will have to be made aware of the impact that they will have one attempt while in school and if they need another attempt this will not be able to happen until in January of the following year having an impact on university.

This policy will be reviewed annually by the Quality Nominee.

Signed .....  ..  
QN

Date ...17.11.2020.....