

Blended/Remote Learning Policy			
Current Status	Operational	Last Review:	September 2021
Responsibility for Review:	Quality Manager	Next Review:	September 2022
Internal Approval:	SLT	Originated:	September 2020

1 Policy Statement

1.1 This policy sets out the framework for blended and remote learning to ensure that there is a consistent approach for all students when they or their teachers are unable to attend college due to COVID-19. The policy also outlines the expectations of all stakeholders and provides data protection guidelines.

2 Roles and Responsibilities

2.1 Leadership Team

2.1.1 The leadership team will ensure that the students continue to receive a high quality education and support when students or staff are needing to self-isolate or shield. The lesson drop-in process has been adapted to allow the leadership team to monitor and support the development of remote/blended learning.

2.2 Teaching Staff

2.2.1 In the event of a member of teaching staff being required to self-isolate (prior to a positive test result) or shield, they will continue to set and assess work for students. Teaching staff will be required to follow their usual timetable of lessons, where possible offering a live remote lesson.

2.2.2 In the event of students being required to self-isolate (prior to a positive test result) or shield teaching staff are required to ensure that blended lessons are available for all students who are unable to attend college.

2.2.3 Where a live online lesson is provided teaching staff should also record these sessions to allow any students who are unable to attend live to access the lesson content.

2.2.4 Teaching staff will continue to follow the usual assessment and reporting processes, which can be found in the respective policies on Platform One.

2.3 Learning Support

2.3.1 To ensure social distancing during the COVID-19 public health crisis, students who require learning support will be categorised A – E depending on the level of support needed for each student and subject. Priority will be given to students with an EHCP. The categories of support are as follows:

- a) Offline support in lesson and a weekly check-in
- b) Offline support in lesson and a study session (virtual or face-to-face)

- c) Online support in lesson and a study session (virtual or face-to-face)
- d) Online support in lesson and Teams chat support (study session if required)
- e) Offline support in lesson

2.3.2 Learning support will offer categories C and D to students working remotely, with priority given to students with an EHCP.

2.4 Student Services

2.4.1 All tutorial sessions (Evolve and Progression) will be delivered remotely during the 2020/21 academic year, using Microsoft Teams.

2.4.2 Student Services will continue to monitor the attendance of students, including in remote sessions and following up any attendance issues.

2.5 Learning Resource Centre

2.5.1 The LRC will audit the IT requirements for the students in the college to provide the Vice Principal – Students, with a plan for those students who require additional IT support.

2.5.2 Using the information gathered from the Student IT Audit, the LRC will make available devices for those students who do not have access to a device that is suitable for them to engage with blended/remote learning.

2.6 Students

2.6.1 In the event of a student being required to self-isolate (prior to a positive test result) or shield, they will continue to follow their usual timetable of lessons, engaging in the work remotely.

2.6.2 Students are expected to continue to follow the Student Code of Conduct when working remotely.

2.6.3 Students must be online by the time the lesson starts; it is advisable to test the setup early to avoid missing any content due to connection issues.

2.6.4 In the event of any connection issues during the session students are expected to access the recording of the session and catch up on any missed content.

3 Completing Awarding Organisation Work

3.1 Where allowed by the awarding organisation NEA, internal assessment and external assessment may take place remotely.

3.2 Any awarding organisation work that requires direct supervision of students **must not** take place remotely.

3.3 It is the responsibility of all teaching staff to understand the levels of control for all work completed on the courses they teach.

- 3.4 Where work is able to take place remotely it is important for students to follow all policies in relation to the authenticity of student work, as they would when attending college in person. Students will be required to sign a statement confirming that the work is their own and any false declaration will be treated as malpractice.
- 3.5 Teaching staff will, to the best of their ability, authenticate that student work is their own.
- 3.6 Where authenticating work electronically, the email address of the person may be used in place of their signature.
- 3.7 All work should be completed and submitted using one of the college's remote learning platforms. These require a college login, which will help to ensure that the work has been completed by the students. The college's preferred platform is Microsoft Teams, and the insights section can be used to further authenticate the student work.
- 3.8 All work must be stored securely by the teacher using a college device, as well as to Microsoft Teams/SharePoint/OneDrive to ensure that a backup is available should the college device become damaged. All platforms are password protected and all college device storage devices are encrypted.

4 Online Safety and Safeguarding

- 4.1 All online delivery must follow the procedures outlined in Appendix E of the Safeguarding Policy found on Platform One
- 4.2 All staff must be familiar with the particulars of the Safeguarding Policy as part of the statutory requirements of their role.

5 Data Protection

- 5.1 All personal data must be processed following the Data Protection Policy found on Platform One.
- 5.2 Staff must not create accounts for online resources for students where their personal data is used.
- 5.3 All students have a Microsoft Office 365 account, which is linked to a Google account, as outlined in the data sharing register. It is recommended that any online resources use one of these methods to login to an account to limit the data shared.
- 5.4 If staff wish to use software not listed in the data sharing register this must be agreed by the DPO who will ensure compliance with all GDPR and Data Protection legislation.

6 Monitoring and Review

- 6.1 This policy will be reviewed annually and will be retired at the conclusion of the COVID-19 Public Health Crisis.

Revision History – Blended/Remote Learning Policy

Revision date	Reason for revision	Section number	Changes made
Sept 20	New policy		
Sept 21	Annual Review	Rubik	Update of person responsible and update of review date.