

Distance/Blended Learning Policy Abbotsholme School 2021 -22

1. Aims: Blended and Distance Learning Policy

- Ensure that blended learning delivery meets the guidelines set by the awarding organisation.
- To ensure that assessment methodology is valid, reliable and does not disadvantage any group or individual learners.
- Formal approach to be given with education
- Create an integrated learning environment
- Implement face-face and online teaching and learning (Teams & Showbie)
- Give learners a more diverse and engaging learning experience
- Provide learners with virtual learning environments

The Blended and Distance Learning Policy should be read alongside the school's policies regarding monitoring and assessment, but is written in recognition of the specific nature of all BTEC programmes.

2. Meeting the aims of this policy

- Ensure that teaching/delivery/assessment staff are timetabled to support blended learning when learners are working remotely.
- Ensure there is a process to manage feedback on assignments, questions are constructively answered, and feedback is provided in a timely manner.
- Ensure the setting of assignments is undertaken in the face-face sessions (TEAMS) and that deadlines are clear.
- Ensure that when learners submit work measures are taken to ensure the work is authentic and has been completed by the learner.
- Maintain and store securely all assessment and internal verification records in accordance with Pearson Centre Agreement.

The centre is committed to providing the highest quality of education whether students are learning from home or in the event of there being a sudden need for students to learn from home.

Contingency plan from September 2020 for providing high quality teaching and learning in the event of:

- A compulsory closure (Government led, local/national lockdown)
- A whole year group bubble/bubbles being affected by positive case/isolation
- Large number of teachers having to self-isolate due to Covid 19

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If classes are affected by any of the reasons stated above, the following will apply:

- SLT to inform parents and the process ahead for their child's learning using Showbie and Teams
- All pupils at Abbotsholme have their own Ipad and can access all learning from home/abroad. Some issues are with international students = times zones and UPN does not work via the internet. Andrew Lilley ICT Manager is the best person to speak with regarding contacting pupils in China/Hong Kong.
- All students are already aware and provided with instructions on how to access Teams and Showbie.
- Staff have received full training and guidance on how to use Teams & Showbie for online learning whether this be examination units or coursework.
- Parents and carers will be informed that their child's online Teams lesson is compulsory and also have access to Showbie.

If the need arises for immediate remote/blended education

This will include:

- Learners will be reminded of their expectations relating to home learning e.g. they should access teams, upload any work completed through the use of one drive, access live lessons as per timetabled slot. Formal warnings will be given to pupils not accessing, teachers will also contact parents and tutors. If tutors, see a pattern they will also contact parents. Logs to be kept of formal warning on 3sys.

Use of Showbie

- Teachers will use teams to upload effective and appropriate resources, PowerPoints and any form of assessment according to their normal timetabled lesson with each group.
- Teachers/assessors will give appropriate and constructive feedback via the sharing of BTEC assessment feedback sheets and on showbie.

Live lessons

- Live lessons will be delivered to those isolating at home and recorded if not present so that learners can catch up.
- Assessors will plan and deliver their live lessons in accordance with Pearson guidelines and the school policy and ensure curriculum road maps and timelines are adhered to.
- Assessor will be responsible for uploading lesson content onto Showbie prior to or at the beginning of the lesson – this must be a three-part lesson in accordance with the school policy.

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- Assessors will provide on a regular basis, electronic resources such as text books, work sheets, PowerPoints and anything else relevant to the content being delivered.
- All work provided and delivered with also meet the needs of SEN pupils.

In the event of an unprecedented pandemic where lockdowns and restrictions are put into place, we aim to provide learners with the following information, resources and materials to ensure learners could still access lesson content and still learn off-site:

- Learning packs for each group
- Online lessons as per a timetabled slot
- Electronic copies of all course materials required
- Live lessons to be delivered via Teams.

Devised: Autumn 2020

Review: September 2022