

Salendine Nook High School (Academy)

CACHE/NCFE Blended Learning Policy **(Non-Statutory)**

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Blended Learning is 'a formal approach to education that creates an integrated learning environment where face-to-face and online teaching and learning become complimentary, with the purpose of giving learners a more diverse and engaging learning experience'.

This policy is to be used in the event of students isolating at home or as a result of a local lockdown. No formal application is therefore required to modify delivery to account for the restrictions and challenges the pandemic is creating.

1. Aims:

- To 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.

1.1 In order to do this SNHS will:

1.1.1 Ensure that teaching/delivery/assessment staff are timetabled to support blended learning when learners are working remotely. In instances where a student is learning from home, the class teacher should:

- Give students the opportunity for live tuition and interaction with their class teacher as per their timetable through Microsoft Teams Live Lessons (MTLL).

1.1.2 The curriculum sequence, designed by the Head of Department, will be followed:

- Screen sharing will allow teachers to broadcast their screens and open documents during the MTLL for discussion and sharing with the class during live lessons.

1.1.3 Alternatively, 'classwork' will be set on Show My homework, for any student who misses the lesson due to enforced absence. The resources used in the lesson will be provided on this platform, with any accompanying resources. This must be available as per the timetabled lesson. All students have a login for this system, and any technical difficulties will be referred to ICT support, for them to resolve remotely.

1.1.4 A messaging system between student and teacher is available for any student queries.

1.1.5 Take the register in the normal way but take account of students who are online.

1.1.6 Send out the MTLL request either as a scheduled lesson link or using the 'meet now' button

- 1.1.7 Invite the student (s) to join the in-school lesson via MTLL.
- 1.1.8 Offer audio access to students and potentially video, if deemed appropriate.
- 1.1.9 Ensure all videos and sound are turned off for students.
- 1.1.10 Use 'Share Screen' function to share the resources with students working at home.
- 1.1.11 Respond to any typed questions from students at convenient points in the lesson.

2. Ensure there is a process to manage feedback on assignments, questions are constructively answered, and feedback is provided in a timely manner.

Students submitting work during a period of isolation / blended learning will submit the work in a way agreed with the subject teacher. The teacher will record the date and time the work / assignment was submitted. Feedback will be given in a timely manner via SMHW, assignments on teams or email and this will follow the standard assessment procedure.

3. Ensure the setting of assignments is undertaken in the face-to-face sessions and that deadlines are clear.

The setting of assignments must take place either in school or in the event that this is not possible a MTLL so that all students are given the same information together. Students will have a copy of the deadlines on the assessment plan and they will also be provided on SMHW.

If a deadline falls during a period of isolation, the deadline can be extended in this instance, or suspended, with teaching then taking place. The teaching must not relate to the assignment once this has started.

The assessment plan must be amended for any changes taking place to assignment schedules and all versions must be stored electronically. An audit trail must be kept, to identify changes to the course in light of students isolating, blended or distance learning. This needs to show when the work was handed in and that checks have taken place on the authenticity of the work.

4. Ensure that when learners submit work measures are taken to ensure the work is authentic and has been completed by the learner.

If assignments are completed out of the classroom, assessment staff must check the validity of them, and that they are fully the work of the student.

Students must sign as normal to declare that the work is purely their own and staff must check that the work is in-line with student capabilities and their written style. The work must also be clearly referenced.

They must be reminded of the plagiarism and malpractice policy, and the consequences should they commit malpractice.

5. Maintain and store securely all assessment and internal verification records in accordance with NCFE/ CACHE Centre Agreement.

The records are stored centrally in the Vocational folder. They are password protected and only accessed by the Vocational Team.

6. Ensure that devices are kept securely.

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters.
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device.
- Making sure the device locks if left inactive for a period of time.
- Not sharing the device among family or friends.