



# Blended & Remote Learning Policy

Document History			
<b>Author</b>	Pauline Sharma	<b>Ref and Document Version</b>	Blended & Remote Learning Policy V1_PS021220
<b>Approval</b>	CEO	<b>Approval Date</b>	13/01/2021
<b>Review Date</b>	01/09/2021	<b>Policy Number</b>	P1a
<b>Publication</b>	Intranet; Reception R:/Policies/Blended & Remote Learning Policy.docx		

## Policy Statement

Greenbank has introduced blended and remote learning into its provision since September 2020 and aims to ensure that all students are able to participate in meaningful learning both on and off the college site that supports them to achieve their goals when traditional classroom based learning is not possible.

Remote and blended learning will be delivered when students are unable to attend college in person for health or other personal safety reasons, or where national guidelines must be followed for personal safety reasons for example during Covid Lockdown.

However, in times of local or national lockdown, Greenbank will continue to use its best endeavours to provide face to face education for those students with an EHCP or who have parents/guardians /carers who are 'Key Workers'.

### **Definition of Blended Learning**

Blended learning is the creation of an integrated learning environment where face-to-face and online teaching and learning become complementary, with the purpose of giving students a more diverse and engaging learning experience.

### **Definition of Remote Learning**

Remote learning is where the student and the tutor are not physically present together in a traditional classroom environment. Information is usually relayed through technology, such as discussion boards, video conferencing, and online assessments. Remote Learning can occur simultaneously with real-time peer-to-peer interaction and collaboration, or with self-paced learning activities that take place independently of the tutor.

### **In order to provide effective blended and remote learning Greenbank aims to:**

- Use 'Google classroom' as the preferred learning platform across the college in order to support effective interaction, assessment and feedback.
- Ensure consistency in approach.
- Ensure staff are appropriately trained & fully aware of the procedures to be followed.
- Deliver programmes that are equivalent to the length of on-site teaching programmes and mirror these as far as possible.
- Ensure the curriculum is well planned and provides a systematic approach to delivering knowledge and skills in a structured way with tutors providing frequent and clear explanations of content through a combination of live teaching, pre-recorded sessions, presentations and additional resources.
- Ensure students working off site have meaningful and ambitious work for each of their timetabled sessions.

- Ensure appropriate contact with the course tutor either via live streaming, one to one video call or other chat facility so that students do not feel isolated.
- Ensure all students can access appropriate offsite learning.
- Ensure students can access learning using their personal log in and are aware of how to stay safe online.
- Continue to monitor Greenbank’s network for security purposes and ensure all staff comply with “Keeping Children Safe in Education” guidance.
- Continue to ensure that students working remotely have access to the Student Welfare Coordinator and Safeguarding Officers.
- Provide access to laptops /tablets as far as possible to students who have limited access to online learning offsite. Parents/guardians /carers are encouraged to contact the college if computer access is a challenge. Students without computer access will be required to complete a bursary form and equipment will be loaned on a case by case basis.
- Provide appropriate learning support where required.
- Ensure every student following a Study Programme has been allocated a specified member of staff to act as their support link.
- Ensure guidance and support on how to use and access remote learning tools and content is available for both students AND parents/ guardians /carers where required.
- Provide printed resources, such as worksheets and workbooks by post with return envelopes for students who struggle to access work online.
- Monitor and review student engagement and delivery methods and implement alternative strategies where appropriate.

## Following Awarding Body Guidelines

Where students are studying courses leading to a formal qualification, Greenbank aims to ensure that blended /remote learning delivery fully complies with all of the guidelines set out by the awarding bodies and ensures that assessment methodology is valid, reliable and does not disadvantage any group or individual learners.

### **Greenbank will:**

- Ensure that teaching and support staff are appropriately timetabled to support remote and blended learning.
- Ensure that delivery staff keep themselves updated with awarding body guidance and comply with any changes in approach, requirements & assessment made as a result of national / local lockdown.
- Expect students to complete work as they would do in class and present it for marking.

- Ensure there is a process to manage feedback on assignments. Ensure questions are constructively answered, and all feedback provided in a regular and timely manner.
- Ensure the setting of assignments is undertaken in face-to-face sessions as far as possible and that deadlines are clear.
- Ensure that when students submit work measures are taken to ensure the work is authentic and has been completed by them.
- Maintain and store securely all assessment and internal verification records in accordance with awarding body guidelines.

Author: Pauline Sharma

Document version: V1\_PS021220

Agreed by Greenbank Board of Trustees

A handwritten signature in blue ink, appearing to read "Alan Irving", with a vertical line at the end.

Dr Alan Irving, Chairman