Action Community Enterprises CIC (ACE)

Blended Learning Policy

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Version:	2.0
Policy holder:	Lou Gardiner
Approval board:	ACE Board of Directors
Date of original approval:	September 2021
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Review period:	Annually
Date of next review:	September 2023

Blended Learning Policy

Scope

ACE reopened for all learners in September 2020 following closure due to the global pandemic. However, we are required to put plans in place in case of a local or national lockdown arrangement or a breakout of COVID-19 within our learning bubbles.

Purpose

The purpose of this policy is to: -

- Enable all learners to continue with their lessons in the event they cannot come into the centre.
- Ensure consistency in the approach to online learning for learners who are not in school.

This policy should be used alongside ACE's other policies, e.g. Data protection, equality and diversity, safeguarding.

Aim

At ACE we aim to: -

- Ensure that blended learning delivery meets the guidelines set by the awarding organisation.
- Ensure that assessment methodology is valid, reliable and does not disadvantage any group or individual learners.

To achieve these aims ACE will: -

- 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-to-face sessions 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.

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Viking House, Dewing Road, Rackheath Industrial Estate, Norwich, NR13 6PS. Company No. 7663378
Tel: 01603 720308, Email: info@ace-project.org.uk

Where possible ACE will continue to teach the curriculum in centres.

In the event a teacher must go into self-isolation, the class will be supervised by a teaching assistant from within that bubble. The teacher will join the class via a live stream and teach in much the same way as they would if they were present. However, teachers have also been asked to ensure:

- They have assessed the suitability of their streaming environment in respect to background and possibility of being disturb by others; preferably staff would use the blurred background setting and a headset if available.
- They are dressed appropriately as if teaching within the school setting.
- They must ensure that the microphone/camera is off, or call has ended during nonteaching times.
- They adhere to normal staff code of conduct at all times.

This will only occur when a teacher is well enough to do so.

If a learner is not attending ACE due to self-isolating, we will dial them into the lesson and email work out to them for completion. This will only be done for those learners who are isolating and well, if they are off due to sickness, we will follow our normally sickness guidelines.

All TEAM invites will be sent to the learners given email account. Parents/carers must also understand that there may be some technical difficulties that mean a learner cannot join and the teacher will only have a limited time to fix this before focusing on teaching the main class. Where a pupil is joining a class from home, we would ask the following:

- They are working in a suitable room in respect to background and possibility of being disturbed by others; preferably using blurred background setting and a headset if available. This cannot be a bedroom.
- They are dressed appropriately as if in a public setting as are any other members of the household.
- They adhere to all our other policies and procedures as if they were in the centre.

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