

# Policy and Procedure on

## Blended and Remote Learning

### Cambian Scarborough School

Policy Author / Reviewer	Michelle Goodwin (Previously Kicha Mitchell)
Approval Dates	August 2022, September 2024
Next Review Date	September 2026
Policy Level	Education Services
Staff Groups Affected	All Staff

#### Monitoring and review

This policy will be subject to continuous monitoring, refinement and audit by the Head of Service.

The Headteacher undertakes a full review of this policy and of the efficiency with which the related duties have been discharged, biennially or earlier if changes in legislation, regulatory requirements or best practice guidelines so require.

Signed:



Andrew Sutherland  
**Managing Director of Education**  
August 2022



Michelle Goodwin  
**Headteacher**  
September 2024

## Terminology

Our aim is to use consistent terminology throughout this policy and all supporting documentation as follows:

‘Establishment’ or ‘Location	This is a generic term which means the Cambian Scarborough School.
Individual	Means any child or young person under the age of 18 or young adult between the ages of 9 and 18. At Cambian Scarborough School we have young people attending and/or residing between the ages of 9-18.
Service Head / Head of Service	This is the senior person with overall responsibility for the Location. At Cambian Scarborough School this is the Headteacher.
Key Worker	Members of staff that have special responsibility for Individuals residing at or attending the Establishment.
Parent, Carer, Guardian	Means parent or person with Parental Responsibility
Regulatory Authority	Regulatory Authority is the generic term used in this policy to describe the independent regulatory body responsible for inspecting and regulating services. At Cambian Scarborough School this is Ofsted.
Social Worker	This means the worker allocated to the child/family. If there is no allocated worker, the Duty Social Worker or Team Manager is responsible.
Placing Authority	Placing Authority means the local authority/agency responsible for placing the child or commissioning the service.
Staff	Means full or part-time employees of Cambian, agency workers, bank workers, contract workers and volunteers.

## Legal Status:

Regulatory Requirements, Part 1, paragraph 2(vii), Quality of Education Provided (curriculum) (teaching) of The Education (Independent School Standards Compliance Record) (England) (Amendment) Regulations.

## Scope:

This policy applies to:

- the whole Establishment inclusive of activities outside of the normal Establishment hours;
- all staff (teaching and support staff), the proprietor and volunteers working in the Establishment.

This policy is made available to parents, carers, staff and pupils from the Establishment office and website.

## Introduction

**At our school we will make every effort to operate as normal and offer our usual service to students. Only in exceptional circumstances will we close the school, in which case the remote learning procedures and policy will be needed.**

This policy covers educational provision delivered, supported and/or assessed through means which do not require the student to attend particular classes at scheduled times and on site, particularly in case of alternative provision due to personal needs. It requires that staff adapt their resources and method of delivery and that students accept and engage with the alternative provision. It could also come into force in an emergency, such as a pandemic or major incident, when it is not possible to

conduct teaching and learning in the normal way. It is expected that the general principles will be adapted as appropriate for each age group.

Remote and Blended Learning can take place when the teacher and student are in physically separate locations. Access to the teacher is enabled using technology. The interaction between the student and teacher may be at the same time or with a time delay, or a mixture of both. This learning may also be paper based, depending on the appropriate mode of delivery and the circumstances of the student.

**Teaching and learning could involve any of the methods below:**

- written learning materials provided to students with the expectation they use these with written instructions, to further their learning e.g. unnarrated PowerPoints or written resources/weblinks, with tasks;
- written and pre-recorded audio teaching materials provided to students with associated learning tasks e.g. narrated PowerPoint with tasks;
- live lessons delivered online with sound and/or video, with screensharing;
- live lessons recorded and available for students to access at a later date;
- online access via Teams, Google classroom or other platforms to all subject teachers for guidance and support.

**Principles:**

- Students studying part of their programme online have an experience which is similar to their usual way of learning.
- For public examination and external qualification candidates, we aim to provide high quality support for students, with valid and reliable assessments, so that no student is disadvantaged.
- All materials provided remain the property of the school.
- All members of staff must be aware of e-safety and child protection issues related to the use of mobile devices and must maintain an appropriate level of professional conduct in their own internet use. At all times, **safeguarding and data protection** are to be of paramount importance, as detailed below.

**Expectations**, the following expectations apply to **staff**:

- Staff who provide support have appropriate skills, training and development opportunities and are timetabled to provide support when students are engaged in remote or blended learning. Staff are expected to engage with training that is provided to support their delivery.
- Staff with responsibility for assessment should take all reasonable steps to confirm that a student's assessed work is the original work of that student, where this is required for courses leading to a qualification.
- Unless exceptional circumstances or sickness apply, all teaching staff are expected to provide their students with high quality learning programmes, applying the same professionalism and commitment as would be employed in the classroom, in line with the Teaching Standards and their usual responsibilities.
- Users will be responsible for preserving the privacy of accounts, login names, passwords, and/or lock codes to maintain security of electronic devices and data. They will also be responsible for ensuring that any device used is equipped with up-to-date virus control software.
- Staff will use a delivery system of the programme or module that is secure, reliable, fit for purpose and has appropriate availability.
- Staff will keep robust records of all remote learning experiences, including records of work assessed and how this informs further planning.

**Expectations**, the following expectations apply to **pupils**:

- Students have regular and reliable access to the internet, with appropriate firewall/virus protection and a computer that meets the minimum technical requirements set by the programme of study. If there are problems with this then staff will support as necessary.
- Understand the basic terms and descriptions necessary for following instructions about how to access the programme of study, and seek help if required.
- Engage with the learning materials and mode of delivery and if they are unable to they seek support.
- Conform to the schedule for the programme delivery and assessment, accepting that it is their responsibility to fulfil their role in the partnership of teaching and learning - they must be on time and if they have problems attending they must communicate this.
- Video conference from an environment that is quiet, safe and free from distractions (preferably not a bedroom). If this is a difficulty then staff will support and agree a plan.
- Are dressed appropriately for learning if cameras are on.
- Interact well and conduct themselves appropriately.
- Do not record their peers, the teacher or anything else during the lesson and do not take photos.
- Submit work to staff as expected and communicate and seek support if they cannot.

**Attendance**

Attendance will be monitored, whether students are on site or attending remotely. All students are expected to continue to engage and participate in their education. Where a student or young child is expected to attend an online lesson or submit online assignments, but does not, we will follow our attendance procedure and attempt to initially contact the student. Should a student not respond or has had no interaction we will follow up by making contact with parents/carers. If contact cannot be made, the DSL or a DDSL will be informed and follow up as needed.