Ballyclare Secondary School

"Every child deserves a rewarding educational experience."

BTEC Distance and Blended Learning Policy

Date of last review	October 2023
To be reviewed	September 2024

Contents

Purpose of the policy:

- To outline the procedures that will be taken during times when learners are prevented or restricted from attending school with respect to BTEC courses.
- To set out expectations for all members of the school community with regards to distance and blended learning with respect to BTEC courses.
- To complement the overarching 'Remote and Blended Learning Policy' for Ballyclare Secondary School.

Aims:

1. To ensure that distance and / or blended learning delivery meets the guidelines set by Pearson.
2. To ensure that assessment methodology is valid, reliable and does not disadvantage any group or individual learners.

To do this, Ballyclare Secondary School 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. Assessors can provide feedback using the online platform they have chosen such as Google Classroom or via their C2K email.
- 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. Learners will be asked to sign and confirm a learner declaration that work submitted is their own.
- Maintain and store securely all assessment and internal verification records in accordance with Pearson Terms of Approval.

Roles and Responsibilities - Teachers

Teachers must be available during their normal working hours and if they are unable to work for any reason during this time, for example due to sickness they should report this using the school absence procedure (by informing the principal or member of the Senior Leadership Team).

Teachers are responsible for:

1. **Online Learning Platform Administration** - Setting up all classes on one of the online learning platforms (via C2K), agreed by the Senior Leadership Team. Equipping pupils to use the platform within subject parameters, including how to access instruction regarding completion of tasks, where to upload work and how to engage with teacher feedback.

2. **Setting Work** - Providing work and instructions/demonstrations via the online platform to all timetabled classes or across year groups as agreed at department level. Setting tasks with a clear purpose and an indication of timescale required for completion that should take consideration of timetabled class time and possible homework extension. Deadlines should be stated along with an indication of how work will be assessed and feedback given. Co-ordinate with subject colleagues to ensure consistency with volume and nature of work set across year groups in line with the teaching programme. Recognise that not all families have access to printers so set work that accommodates this. If requested, provide a summary of work set each week for collation so that parents can be better informed of set pupil work across subjects.

3. **Assessment And Providing Feedback on Work** - Use the electronic tools available on the online platform to provide pupils with feedback on their work within a reasonable timescale. Keep records of pupil progress and achievement through remote / blended learning activities.

4. **Keeping In Touch With Pupils** - Use the online platform or email (C2K account) to contact individual pupils with instruction or to request the submission of work. Teachers are not expected to respond to pupil emails or online platform messaging outside of working hours but may choose to do so. Pupils who consistently fail to submit work or keep up with tasks should be reported to the Head of Department/Subject Leader and Head of Year following established school procedures. As per the staff Code of Conduct, staff should avoid the use of personal mobile phones. In the exceptional circumstances where staff need to contact a pupil by phone, this should be agreed by the Principal or direct line manager. When using a personal mobile, staff should ensure they withhold their number (using the prefix 141) before dialling. Staff should not use social media to communicate with individual pupils.

5. **Virtual Meetings / Lessons (if deemed appropriate)** - Live online lessons should only be delivered through a C2K approved learning platform. Staff should ensure that, where online methods are used to conduct lessons (including form group activities), proper consent is obtained from parents. This can be in the form of a signed permission letter or parental email. Staff must ensure that they follow normal dress code procedures. Staff must use professional language and ensure high standards of behaviour. If conducting an online lesson from home, staff must ensure that this takes place in a public room in the house (not in a bedroom). Pupils must be punctual and come equipped for each session. For safeguarding reasons, pupils must enable their video at the start of the lesson. This will allow the host to see the pupil and verify who is in attendance. However, the teacher may choose to deliver the rest of the lesson on an audio basis. Pupils will only be permitted access to the online platform if they are suitably dressed (they should not be in sleepwear). Young people should be encouraged to sit in public rooms in their homes and must not be in a bedroom when participating in a virtual lesson. Doors should be open. Pupils must use appropriate language and ensure high standards of behaviour throughout. Pupils are not permitted to invite other people into the virtual classroom. They must not share login details/ID codes with others. Pupils must not use virtual backgrounds. Pupils must not record the meeting. Pupils must not share or upload any images from the meeting. These guidelines should be read alongside the School's Acceptable use of the Internet Policy.

Roles and Responsibilities – Head of Department

Alongside their teaching responsibilities, Heads of Department/Subject Leaders are responsible for:

1. Ensuring that a common approach is taken across the subject/department regarding the use of an online learning platform through C2K.
2. Considering whether any aspects of the subject curriculum need to change to accommodate remote or blended learning.
3. Developing asynchronous (setting independent learning tasks to be completed in own time) and / or synchronous (live interaction via video / audio) teaching approaches that are deemed suitable in the subject context.
4. Working with teachers in their department to ensure work set is appropriate and consistent.
5. Adapting assessment procedures in the department to cater for meaningful formative/summative and feedback in a remote and blended learning context. This may include individual and whole class written feedback as well as oral, recorded feedback.
6. Monitoring the work set by teachers through regular meetings (online video or face to face).
7. Alerting teachers to resources that could be beneficial in teaching the subject.
8. Liaising with colleagues about disengaged or underachieving pupils and coordinate a department response during periods of blended learning.

Links

Links to key Pearson Centre Documents that may be helpful for staff when reading or using these policies & procedures.

https://qualifications.pearson.com/content/dam/pdf/Support/Quality%20Assurance/BTEC-Distance-and-Blended-Learning-approaches-during-COVID-19-period.pdf

https://qualifications.pearson.com/en/news-policy/qualifications/btec-higher-nationals/general-btec-higher-nationals-news/hn-distance-blended-learning-2020-21.html