

## Technical Distance and Blended Learning Policy

Policy Code:	TE6
Policy Start Date:	September 2024
Policy Review Date:	September 2027

Please read this policy in conjunction with the policies listed below:

- HR6 Data Protection Policy
- SW5 Safeguarding and Child Protection Policy
- SW17 Safeguarding Adults Policy
- TE4 Technical Assessment Policy
- TE5 Technical Placement Policy
- TL18 Special Consideration and Reasonable Adjustment Policy



---

## **1 Policy Statement**

- 1.1 The policy outlines the Trust's approach to blended learning for technical courses.
- 1.2 For the purpose of this policy, 'technical learners' encompasses T-Level students, apprentices and pupils in KS4-5 studying 'vocational' subjects, for example, BTEC qualifications.
- 1.3 References to the Trust or Academy within this policy specifically include all primary, secondary and special academies within the Trust, as well as Priory Apprenticeships.
- 1.4 This policy does not form part of any member of staff's contract of employment and it may be amended at any time.

## **2 Roles, Responsibilities and Implementation**

- 2.1 The Education & Standards Committee has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. This committee delegates day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Director of Professional Learning.
- 2.2 Leaders and Managers have a specific responsibility to ensure the fair application of this policy and all staff are responsible for supporting colleagues and ensuring its success.

## **3 Aims**

- 3.1 To provide clarity on what is distance and blended learning, and what is not meant by these terms.
- 3.2 To ensure that blended learning delivery meets the guidelines set by the awarding organisation(s).
- 3.3 To ensure that assessment methodology is valid, reliable and does not disadvantage any group or individual learners.

## **4 Definitions**

- 4.1 Distance learning is a permanent mode of delivering education and instruction, often on an individual basis, to learners who are not physically present in a traditional setting such as a classroom.



---

4.2 Examples of distance learning include:

- Learners studying wholly remotely using a virtual learning environment such as online packages, posted resources, telephone/online support and live virtual delivery (individual or group).

4.3 Distance learning is not:

- learners are released from employment to attend classroom-based theory sessions;
- learners are undertaking practical experience, out of the classroom, that is part of the qualification; and/or
- an integrated learning environment where classroom based and remote teaching and learning become complementary, with the purpose of giving learners a more diverse and engaging learning.

4.4 Distance assessment is a method of assessment completed by learners away from a centre, with no face-to-face contact with tutors. Distance assessment may be used where this is most suitable and valid to meet individual learner's requirements.

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

4.6 The Trust will utilise distance and blended learning if face-to-face teaching is not possible. For example, educational establishments are temporarily closed.

4.7 In the event that distance or blended learning is a required approach in order to meet the needs of learners, then this will be provided as appropriate and within the context of what the Trust is able to offer.

## **5 Procedures**

5.1 In order to meet the aims of this Policy each Centre will:

- share distance/blended learning timetables in advance, with contact information for staff made available in the event that a learner requires support;
- 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 (where possible) 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; and
  - maintain and store securely all assessments and records in line with the awarding body's requirements.

## **6 Data Protection**

- 6.1 In order to ensure the security of personal data, learners and staff will be encouraged to use Citrix and/or Microsoft 365 when working remotely.
- 6.2 In the event that virtual lessons are delivered, the Trust will use Microsoft Teams for delivery. All learners and staff have an account for Teams which is linked to their Priory email account.
- 6.3 Specific guidance is issued to learners and staff with regards to data protection when working remotely. For further information, please see HR6 Data Protection Policy.

## **7 Safeguarding**

- 7.1 Each setting will communicate safeguarding procedures to staff, parents/carers and learners (and employers where relevant) so that they are confident in what to do in the event that a safeguarding concern arises with a learner.
- 7.2 For further information please see SW5 Safeguarding and Child Protection Policy and SW17 Safeguarding Adults Policy.

## **8 Policy Change**

- 8.1 This policy may only be amended or withdrawn by the Priory Federation of Academies Trust.



---

# **The Priory Federation of Academies Trust**

## **Technical Distance and Blended Learning Policy**

This Policy has been approved by the Education & Standards Committee:

Signed..... Name..... Date:

Trustee

Signed..... Name..... Date:

Chief Executive Officer

Signed..... Name..... Date:

Designated Member of Staff

Please note that a signed copy of this agreement is available via Human Resources.