



# **The Complete Works Policies**

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

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## **Distance and Blended Learning Policy Purpose/Scope**

- To allow continuity in teaching/learning and assessment by adhering to National Covid-19 mitigation measures, whilst keeping students and staff safe.
- To utilise technology to provide a personalised approach to learning, giving students control over the time, place, path and pace of their learning. This allows learning and assessment to continue in the cases of; local/national lockdown, quarantine and self-isolation.
- To utilise technology to sustain all learning and assessment activities via Google Classroom.

## **Definitions/Terminology**

### **Blended/Hybrid Learning**

a style of education in which students learn via electronic and ‘secure’ online methods, as well as traditional face-to-face teaching.

### **Google Classroom**

Secure Online Learning Platform.

### **Remote/Distance Learning**

Learners are recruited and enrolled online and study independently using virtual learning environments, for example via online courses, posted resources, and telephone support. Approval is needed from Exam boards prior to distance learning delivery.

TCW does not run a sole Distance Learning programme and would need approval from exam boards prior to distance learning delivery.

## **Our Offer**

TCW utilises a hybrid learning platform with face-to-face learning being the priority and the implementation of remote learning being deployed during the following circumstances:

- National Lockdown
- Local Lockdown
- Self-isolation
- Quarantine
- Student and staff absence/cover

## **Responsibilities**

**Teachers and Curriculum & Pathways Officers:** responsible for ensuring students can access and navigate Google Classroom and have access to a Chromebook

**Head of Curriculum:** responsible for ensuring assessors have all learners using Google Classroom and the relevant educational resources

**Head of Teaching and Learning:** responsible for overseeing Google Classroom

**Quality Nominee/Head of Centre:** support the with managing Blended Learning

## **Covid-19 Mitigation Measures to support Distant and Blended Learning**

### **Face Coverings, Hand Sanitiser, Social Distancing**

The Department for Education issued guidance to schools regarding Face Coverings in education on 26th August 2020. This section of the policy relates to guidance given at the beginning of the 2020/21 academic year. For the most up to date guidance please cross reference with the School's COVID-19 Risk Assessments - **Appendix A**

In line with the guidance, from September 2020, TCW will require face coverings to be worn by students, staff and visitors from arrival onsite, in all communal areas where social distancing cannot be safely managed.

Students and staff must wear face coverings as they move around the school site (both inside and outside), but will be given the option to decide whether to wear a face covering

in lessons where social distancing can be safely managed. Staff are not required to wear a face covering if they are working in a room independently, but must wear masks when working within the close proximity of colleagues. We would ask that any face covering is stored in a sealed bag when not being used to minimise the risk of transmission. The guidance has useful advice on how to remove, store and dispose of face coverings. If staff are exempt from wearing a face covering on medical grounds, authorisation should be granted from HR.

There are hand sanitiser dispensers at the entrance to all buildings and bottles of sanitiser in every classroom. Students are expected to use this on entry and exit from the classroom and as instructed by a member of staff.

Whilst learning in the home, students and staff should use sanitiser as necessary to ensure the safety of all.

### **Expectations whilst learning**

Students and staff will be kept in separate 'bubbles' within the school. This may reduce the opportunity for practical and group work.

Social distancing measures will still be in place for all members of the school community, but they are particularly important for staff. It is not possible for staff to be assigned to a single 'bubble' so they will be required to maintain social distancing from each other and from students.

Subjects requiring specialist equipment will adhere to DfE guidance, which may include students observing experiments and not necessarily carrying them out and also regular sanitisation of equipment. Procedures will be managed by teachers and onsite leaders.

The regulations and advice to schools is changing weekly and TCW Senior Leadership Team will adapt the measures as appropriate. The main priority, as always, is to protect students, staff, their families and the wider community and we are dependent on the continued goodwill, and cooperation of everyone.

### **Remote learning:**

Teachers and students will have remote lessons if the following instances occur:

- Teacher or student needing to self-isolate as a result of a positive Covid test result.
- Teacher or student needing to self-isolate after coming into contact with an individual who has tested positive for Covid.

- Local or national lockdown is imposed. (Depending on the restrictions this may or may not apply to all students or lessons. Please see the TCW Covid Response Tiers - **Appendix B**)

## **Home Learning and Blended Learning Platforms at TCW**

Home Learning is work students undertake in their own residences. All remote home learning is to take place on Google Classroom where the learning can be monitored by the Teaching and Learning and Safeguarding team.

Online lesson materials will be available on Google Classroom and students will be expected to complete this work with the support of their teacher.

Learning activities will take place on Google Classroom if a learner needs to self-isolate.

Learning Activities will continue online on Google Classroom if a Local/National Lockdown is enforced. This will be managed and monitored by the Subject Specific Lead Internal Verifier, Head of Curriculum and overseen by the Quality Nominee.

Assessments may not be able to continue – as they may need to be completed under controlled conditions. TCW will need to guarantee the authenticity of learner work to meet exam board assessment regulations. Teachers complete an Assessment Authentication Declaration cover sheet to indicate under what conditions remote assessments were completed under.

Regular sanitisation of electronic equipment will occur, before and after each lesson. Staff are equipped with anti-bacterial wipes, sanitisers, masks and for some cases thermometers. If a learner is self-isolating or there is a Local or National Lockdown, Assessors and LIVs are to ensure students have access to a chromebook and know their remote learning login details.

## **Resources to support Remote Teaching**

Where teachers and students do not have access to their own technology, TCW will provide a school Chromebook. The full Google Suite is installed on the chromebooks (Gmail, Hangouts, Classroom etc) in addition to GoGuardian which allows the wellbeing team to monitor internet usage and alerts to risky online behaviour.

All teachers and students have access to Kerboodle, a Digital Learning Platform, which gives access to digital textbooks for core subjects at key stage 3 & 4, along with accompanying worksheets and assessment material.

Teachers and students are also provided with a MyMaths account where digital lessons and assessment material can be accessed.

**Reference Links:**

[Face coverings in education - GOV.UK](#)

[Benefits of Blended Learning for K-12 Education - Pearson](#)

[BTEC FAQs | COVID-19 Assessment | Pearson UK](#)

[Coronavirus \(COVID-19\): assessment processes for selective](#)

[Guidance for schools: coronavirus \(COVID-19\) - GOV.UK](#)

## Appendix A

### Covid-19 Onsite Guidance

The Covid-19 guidance sets out the decisions taken and the measures put in place for face-to-face education to resume in the safest possible way. This information is to be shared with all staff, students and parents involved.

This guidance is to be used in conjunction with existing policies and guidance, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Safeguarding Policy
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

Theme	Control Measures	Risk to Implementation	Further Action (where required)
<b>Social Distancing and Face Coverings</b>	Public transport should be avoided as much as possible by both students and teachers with walking or cycling encouraged	Travel to the centre is not possible without public transport	If the use of public transport is necessary, face masks should be worn for the whole journey, social distancing should be observed where possible, and increased hygiene should be observed. Changes to lesson times may be considered to avoid peak travel times
	Masks and/or visors should be worn at all times in communal areas and are also recommended to be worn during lessons	Some people may be exempt from wearing masks	Where masks or visors are not being worn, other precautions such as 2m social distancing, ventilation of rooms, and hygiene measures should be a greater focus

			either due to medical or SEN needs	
Students are taught 1:1 or in groups with an assigned teacher to each lesson	Students and teachers have their own classroom 'bubble' which is cleaned each day after use	Classrooms are laid out to maintain social distance between students and teachers. Windows should be open if possible to aid ventilation	Student or teacher is absent or unable to travel to the centre and onsite cover cannot be arranged	If there is no teacher available to cover the lesson onsite, students will not need to attend the centre in person and either remote cover will be arranged or the lesson will be cancelled. If there are no students present for the lesson and the teacher is not needed onsite, they should work remotely
	Students and teachers have separate toilets that should be cleaned regularly	Students and teachers should not congregate in building entrances and other communal areas - they should go straight to their classroom.	Vulnerable students may struggle to remain in their bubble	Teachers should communicate expectations that students are expected to stay in their bubbles and not mix with any other students or teachers.
	Physical activities can continue to take place onsite, such as PE. These activities should		Vulnerable students may struggle to maintain social distancing or adapt to new rules	Expectations should be communicated with students before arriving at school either by teachers or parents/carers. Additional mask/visor wearing, cleaning, and hand washing may be required in some cases
				Communal seating areas may be removed to reduce the temptation for people to linger in that area
			Some people may be exempt from	Where face masks cannot be worn, other measures such as social distancing and hygiene should be a greater focus

	take place outdoors where possible, social distancing should be maintained as much as is practical, face masks should be worn by all when not participating in physical exercise, and equipment should be cleaned between use. Contact sports should be avoided where possible	wearing face masks Some activities may not allow for social distancing to take place e.g. contact sports	Where social distancing is not possible, the activities involving contact should be kept to a minimum and consent must be given by those involved to understand and accept the risks
<b>Classrooms</b>	Each classroom has designated people that are allowed access. This is typically limited to the students, teachers and cleaners assigned to those rooms	Vulnerable students may struggle to remain in their bubble	Teachers should communicate expectations that students are expected to stay in their bubbles and not mix with any other students or teachers
	Classrooms should be rearranged to allow plenty of space between individuals	Vulnerable students may struggle to maintain social distancing or adapt to new rules	Students that cannot remain in their bubbles may need to be moved to a 1:1 location to uphold safety measures and a behaviour plan will be drawn up if this occurs. If a 1:1 location is not available, remote education may need to take place
	Resources should be kept within classrooms and should not be shared with other groups if possible. Any shared resources should be thoroughly cleaned between use		Any resources that are not easily cleaned or may need to leave the room should be removed before students enter or left untouched (e.g. soft furnishings)
	Information posters should be displayed in every classroom, main entrance and toilet with expectations and guidance for correct procedures		
	Enhanced cleaning regime is in place in line with <a href="#">COVID19: Cleaning in non-healthcare</a>		Enhanced cleaning schedule implemented throughout the centre, ensuring that contact points, work surfaces, door

<p><b>Cleaning and Waste Disposal</b></p>	<p><a href="#">settings guidance</a></p>	<p>Hand soap, hand sanitiser, tissues and cleaning products to be checked and replaced as necessary by cleaning and centre staff. Hand sanitiser is provided in the entrance to the building to be used by all entrants.</p> <p>Hands should be washed with soap or hand sanitiser regularly during the day by everyone, particularly before and after sharing resources or touching regular contact points</p>	<p>Running out of cleaning or hygiene products or stock delivery is delayed</p>	<p>handles, locks, taps, toilets etc. are all thoroughly cleaned and disinfected regularly</p> <p>In the event of a centre running out, cleaning or hygiene products should be purchased as a matter of urgency by centre staff from a local shop as soon as possible. Regular stock checks and orders are to be made</p> <p>Dettol products have been shown to have high effectiveness against similar coronaviruses so should be sourced in the first instance if possible</p>
	<p>Sufficient time should be given to ensure that the enhanced cleaning regime can take place during the day and between sessions</p> <p>Adequate facilities are provided in each classroom and shared areas of the centre, including cleaning supplies and bins</p> <p>All students and staff are told to stay home and get tested if they show any symptoms.</p> <p>If anyone shows any symptoms or tests positive they must inform the school</p> <p>All students and staff to be checked for symptoms before or on arrival to the centre. Any students showing symptoms will be asked to go home, begin 10 days of self-isolation, and book a PCR test</p>	<p>Each classroom has its own bin to be used by its occupants. The cleaner empties the bins at the end of each day</p>	<p><b>Response to Suspected or Confirmed Case of COVID-19</b></p>	<p>Non-contact temperature checks will be taken on arrival - a temperature of 37.8 °C or above is a symptom of fever</p> <p>Continuous coughing and a loss of taste and smell are also symptoms - anyone showing any of these symptoms will be asked to go home before entering the centre</p>

	<p>If anyone shows symptoms whilst at the centre, they will be isolated from other people in their designated classroom and the relevant student's parents/carers will be contacted to make immediate arrangements to take them home</p> <p>If the person showing symptoms is a teacher, they must make their way home safely as soon as possible</p>		<p>Anyone who has been in close contact with the person showing symptoms must observe strict handwashing and cleaning procedures</p> <p>Additional PPE (disposable gloves, aprons, masks) must be worn for a more thorough clean of the whole area that has been occupied by the person showing symptoms</p> <p>Cleaning supplies and PPE used for cleaning a potentially infected area must be disposed of separately to communal waste. This waste must be isolated for 72 hours before being disposed of ready for waste disposal</p> <p>If the person tests positive, the track and trace procedure will follow to track who may have been exposed to them</p>
<p>Each centre is being used as an Asymptomatic Testing Site, where staff and students with no symptoms can get tested as an additional precautionary measure when working onsite.</p> <p>This testing programme is not compulsory and requires consent to be granted by the person taking the test. This is an additional measure to help identify possible asymptomatic cases</p> <p>Students will be tested twice in the first two weeks of being onsite and then whenever it may be advised to be tested again. Staff will be tested twice weekly</p>	<p>A positive case is identified at the ATS</p> <p>Some staff or students may not consent to receiving a test</p>	<p>If someone tests positive at one of the centres, they will be sent home as quickly and safely as possible and contact with other people onsite will be limited</p> <p>They will either be provided with a PCR test to take at home if any are available at the centre, or will be advised to book a PCR test either at home or at a clinic to confirm the result</p> <p>A local track and trace procedure will be followed to identify any potential spread within the centre from the positive case</p> <p>Tests are not taken every day. This means that on any given day, the people who do not consent to taking a test are neither more at risk themselves, nor more of a risk to others, by not taking a test compared to anyone else onsite who was not tested that day</p>	

	<p>Any student or member of staff that has come into contact with a suspected COVID-19 case or confirmed positive case must begin self-isolating for 10 days</p> <p>If that student or member of staff shows no symptoms, they may be eligible for the daily testing scheme at their centre to avoid missing face-to-face education. They would receive a rapid test every morning that they are onsite and would be able to continue face-to-face education as long as they test negative</p> <p>If a test confirms positive, the person must remain isolated for 10 days from the first day of symptoms showing, or from the date of the test. After 10 days they can leave isolation and return to face-to-face education, as long as they show no symptoms after that time and are feeling well enough to return</p>		
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Please note, the above safety measures allow us to fulfil our aim to offer a place to students in a centre where suitable. You are signing to say that you agree to the above measures, will follow the procedures set and that you will support to implement these measures. Where a student cannot adhere to social distancing and hygiene measures, we will work with parents and carers to implement a remote solution in order to keep students and staff safe in their locations. If you are concerned that these safety measures are not sufficient, please contact us and we can organise remote education.

Signed parent/carer:

Signed student:

 <b>COVID-19 RESPONSE TIERS</b>	
Description	Actions
<ul style="list-style-type: none"> <li>• Low coronavirus transmission rate.</li> <li>• PHE advises that shielding has been paused and clinically vulnerable children and adults should attend education / work.</li> </ul>	<p><b>1</b></p> <ul style="list-style-type: none"> <li>• Social distancing, masks, hand sanitising and workstation cleaning.</li> <li>• Education takes place in homes or hubs.</li> <li>• Bubbles are maintained wherever possible.</li> <li>• Non-essential trips are postponed.</li> </ul>
<ul style="list-style-type: none"> <li>• Increasing coronavirus transmission rate.</li> <li>• PHE advises that shielding has been paused and clinically vulnerable children and adults should attend education / work.</li> </ul>	<p><b>2</b></p> <ul style="list-style-type: none"> <li>• Some 1:1 lessons moved to remote working (up to 50%), allowing journeys on public transport to be minimised.</li> <li>• Social distancing, masks, hand sanitising and workstation cleaning. Spot checks performed.</li> <li>• Education takes place remotely, in homes or hubs.</li> <li>• Bubbles are maintained wherever possible.</li> <li>• Only trips essential to delivering a curriculum are allowed.</li> </ul>
<ul style="list-style-type: none"> <li>• Locally high transmission rate, potentially resulting in local or national lockdowns.</li> </ul>	<p><b>3</b></p> <ul style="list-style-type: none"> <li>• Clinically vulnerable staff and students are shielded at home.</li> <li>• All home-based education is replaced with remote learning.</li> <li>• Hubs continue, but 1:1 sessions are moved remotely where possible. Face-to-face group sessions continue with strict social distancing, masks, hand sanitising and workstation cleaning. Regular checks performed.</li> <li>• Central office moves to a part-time in person rota, based on government guidelines for offices.</li> </ul>
<ul style="list-style-type: none"> <li>• Very high transmission rate within London.</li> </ul>	<p><b>4</b></p> <ul style="list-style-type: none"> <li>• Remote working across the school with the exception of our hubs, which remain open only to highly vulnerable young people.</li> <li>• In person welfare checks continue for at risk students who will not attend the hubs.</li> </ul>
<ul style="list-style-type: none"> <li>• Extremely high transmission rate within London.</li> </ul>	<p><b>5</b></p> <ul style="list-style-type: none"> <li>• Education and welfare checks performed remotely across the school.</li> </ul>