

Blended Delivery Model – 2021 -2022

Truro and Penwith College has updated and adapted the blended learning policy to ensure all learners receive online high-quality lesson delivery if they are **required to isolate by the NHS or the government.**

The policy will allow any learner who is well enough to attend lessons, but is required to isolate, to join lessons remotely from home via Teams. They will also receive resources via VLE such as Moodle or OneNote, through email or by post as required.

1. Only learners who are required to isolate and who are well enough to attend will have access to live timetabled lessons via Microsoft Teams while they are isolating at home up to a 10-day period.
2. Learners may be required to isolate by the NHS or the government for a variety of reasons which include the following:
 - a. The student has Covid-19 symptoms and requires a test
 - b. The student has tested positive for Covid-19
 - c. The student is over the age of 18 years and 6 months, is not fully vaccinated and has been asked to isolate by NHS Track and Trace due to contact with a positive case
 - d. The student is required to isolate by the NHS prior to an operation
 - e. Additional measures or restrictions are put in place by the government or PHE
3. Any absences that go against the current government advice regarding Covid-19 will be considered non-Covid-19 related absences. Choices made by the parent/carer at their discretion will be respected and marked as informed absences. Programme Team Leaders must discuss this with the parent/carer and ensure they are aware that these absences go against current advice and could have a detrimental impact on the learner's education. Work should be sent home in the usual way, but students will not be allowed to attend lessons remotely for non-covid related absences.
4. Learner absence for any other reasons will be supported in the usual way via email, Moodle / OneNote (and recorded by the curriculum secretary in the usual manner).
5. Lecturers will be notified by the learner's curriculum secretary if the learner requires remote learning because they are required to isolate.
6. Learners will be able to use their smartphones to join the lessons if they do not have access to a laptop or tablet at home. The lecturer or tutor should notify the PTL if a learner is having difficulties with IT equipment so that support can be put in place.
7. Lecturing staff should use the '**meet now**' function in calendar on Teams if a learner needs access to the remote lesson(s) this will generate an email to send to the learner(s) with a link to the lesson (title for the lesson can be added) **or** use the facility on Teams to set up the lesson by inviting attendees by typing their names into the people box (as you type, Teams will suggest names of students).
8. **Lecturers should not set up a Teams meeting for the whole class** via the intranet unless the member of staff is isolating at home and the whole class are to be taught remotely.

9. Where possible, the Webcam in the classroom should be facing the whiteboard or the practical resources during a demonstration. When carrying out demonstrations for occupational courses, ensure that all elements of the practical are clearly visible. The shared screen option should be used if delivering from a PowerPoint. Learners should be able to listen to the narrative of the lesson and have the opportunity to ask questions if needed and the lecturer should check understanding by using verbal questions or the chat function.
10. In practical lessons where the above is not possible a suitable activity or task should be emailed to the learner to complete during the timetabled session and submitted to the lecturer at the end of the lesson.

Staff:

1. If a member of staff is required to isolate and remains well, they can deliver their timetabled lessons remotely from home. They should set up Teams meetings for the whole class via the intranet. The PTL will manage the set-up of the lesson(s) in the classroom and will provide staff cover if appropriate.
2. If staff require IT equipment, they should speak to their PTL.