



Catherine School of London

Blended Learning and Online Classes Policy

Date: 15 May 2025

Review Date: Annually or as required

1. Policy Statement

Catherine School of London is committed to providing high-quality education through flexible learning modes, including blended learning and fully online classes. This approach supports diverse learner needs, improves accessibility, and enhances the learning experience using technology, while maintaining rigorous academic standards and safeguarding.

2. Purpose

This policy aims to:

- Define principles and standards for blended and online delivery
- Ensure consistent quality and effective learning outcomes
- Promote learner engagement, accessibility, and inclusivity
- Address safeguarding, data protection, and digital wellbeing
- Outline responsibilities for staff and learners

3. Scope

This policy applies to:

- All courses and programmes offered by Catherine School of London that use blended or online delivery methods
- All learners, teaching staff, and support staff involved in blended or online learning
- The use of any digital platforms or technologies for teaching, assessment, and learner communication

4. Definitions

- **Blended Learning:** A mix of face-to-face classroom teaching and online learning activities that complement each other.
 - **Online Classes:** Learning delivered entirely via digital platforms, with no physical attendance.
 - **Learning Management System (LMS):** The platform used to deliver, track, and manage online learning (e.g., Moodle, Microsoft Teams).
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5. Principles

Principle	Description
Quality	Learning outcomes, assessment standards, and learner support are equivalent to traditional delivery
Accessibility	Digital learning is designed to be inclusive, accommodating diverse needs and disabilities
Engagement	Learners are encouraged to participate actively through interactive content and communication
Safeguarding	Learners and staff are protected through appropriate safeguarding measures in digital environments
Data Protection	Personal information and learner data are managed securely, in line with GDPR
Digital Wellbeing	Consideration is given to screen time, digital fatigue, and promoting healthy online habits

6. Delivery and Technology

- All blended and online learning will be delivered using secure, reliable platforms selected by the centre
 - Course materials will be accessible in multiple formats to support diverse learning styles
 - Online sessions will be scheduled to accommodate learners' availability and time zones where applicable
 - Learners will receive induction and guidance on using digital platforms effectively and safely
 - Technical support will be available to staff and learners
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7. Learner Responsibilities

Learners engaging in blended or online learning are expected to:

- Attend scheduled sessions punctually, whether online or in-person
- Participate actively and engage respectfully in online discussions and activities
- Use digital platforms responsibly and in accordance with the centre's Acceptable Use Policy

- Maintain appropriate learning environments free from distractions during online classes
 - Report any technical issues promptly to support staff
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8. Staff Responsibilities

Staff delivering blended or online learning must:

- Plan and deliver engaging, inclusive, and accessible learning experiences
 - Provide timely feedback and support to learners
 - Maintain professional conduct and communication standards in digital interactions
 - Monitor learner participation and intervene if engagement drops or issues arise
 - Complete training on blended and online delivery methods and safeguarding
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9. Assessment in Blended and Online Learning

- Assessments may be conducted online or in person, following approved assessment policies
 - Robust identity verification and academic integrity measures will be applied to prevent misconduct
 - Reasonable adjustments will be made to accommodate learners' individual needs
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10. Safeguarding and Online Safety

- Safeguarding policies extend to online environments
 - All online classes will have clear behavioural guidelines and moderated interactions
 - Staff and learners will be trained to recognise and report safeguarding concerns related to online activity
 - Privacy settings and data security measures will be strictly maintained
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11. Monitoring and Evaluation

- The quality of blended and online learning will be regularly reviewed through learner feedback, staff reports, and performance data
 - Issues identified will be addressed promptly to improve learner experience and outcomes
 - This policy will be reviewed annually or following significant changes in delivery methods or technology
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12. Related Policies

- Safeguarding Policy
 - Data Protection Policy
 - Assessment Policy
 - Equality and Diversity Policy
 - Acceptable Use Policy
 - Academic Misconduct Policy
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13. Policy Approval

Tahir Khan / Director

Date: 15 May 2025

1. Online Learning Code of Conduct for Learners

Catherine School of London

Purpose

To ensure a safe, respectful, and productive online learning environment for all learners.

Expectations

☒ Be Punctual and Prepared

- Log in to online sessions on time.
- Keep necessary materials ready (notes, device, internet connection, etc.).
- Complete any required pre-session tasks.

☒ Use Your Real Identity

- Use your full name as registered with the college.
- Use your camera and microphone when asked, unless exempt (e.g., SEND).

☒ Behave Respectfully

- Be courteous to staff and peers at all times.
- Do not interrupt others; raise your hand or use the chat.
- Avoid offensive language, gestures, or images.

☒ Dress Appropriately

- Wear suitable clothing as if attending a physical class.

☒ Join from a Suitable Location

- Choose a quiet, distraction-free space.
- Ensure background is neutral or use background blur if available.

☒ Engage Actively

- Participate in discussions, group work, and activities.
- Complete online tasks and assignments on time.

☒ Maintain Academic Integrity

- Do not plagiarise or use AI tools unfairly.
- Assessments must be your own work.

☒ Use Technology Responsibly

- Do not record sessions without permission.
- Do not share inappropriate content, links, or messages.
- Follow the Acceptable Use Policy.

Unacceptable Behaviour

- Bullying or harassing others online
- Using fake accounts or impersonating others
- Recording or distributing class content without permission
- Sharing logins or misusing accounts

Disciplinary Action

Breaches of this code may result in:

- Warnings
- Restricted access to online platforms
- Removal from sessions or the course
- Formal disciplinary procedures

2. Staff Guidelines for Online Teaching

Catherine School of London

Purpose

To ensure effective, safe, and inclusive delivery of online education.

Before the Session

☒ Plan for online delivery:

- Include a variety of activities (video, polls, breakout groups, etc.).
- Prepare slides and materials in accessible formats.
- Check safeguarding concerns for under-18s or vulnerable adults.

☒ Set up the platform:

- Open sessions 10–15 minutes early to allow learners to join.
- Ensure your background is neutral and your tech is working.

During the Session

☒ Begin with:

- A welcome, session objectives, and housekeeping rules.

- Reminders on behaviour and safeguarding expectations.

☒ **Maintain Professionalism:**

- Be visible and clear with instructions.
- Use respectful and inclusive language.
- Monitor chat and participation levels.

☒ **Engage Learners:**

- Ask questions, use breakout rooms, and encourage contributions.
- Offer regular breaks for longer sessions.

☒ **Monitor Welfare:**

- Watch for signs of distress or disengagement.
- Follow up with any safeguarding concerns immediately.

After the Session

- ☒ Save attendance and chat logs (if required).
 - ☒ Upload session recording or materials (where applicable).
 - ☒ Follow up with absent or struggling learners.
 - ☒ Report any incidents via safeguarding or IT channels.
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3. Technical Support Guide for Learners

Catherine School of London

Before You Start

☒ **Minimum Device Requirements**

- Desktop, laptop, or tablet (mobile phones not recommended for full access)
- Webcam and microphone (built-in or external)
- Updated operating system and browser

☒ **Internet Connection**

- Stable Wi-Fi or wired broadband
- Minimum speed: 5 Mbps for video conferencing



☒ **Required Platforms**

- Learning Management System (e.g., Moodle/Teams/Google Classroom)

- Video conferencing tools (Zoom, MS Teams, Google Meet)

How to Get Help

Technical Support Contact:

-  Email: it@cs.l.ac
-  Phone: 020 4610 0871

Common Troubleshooting Tips

Problem	Try This
Can't log in	Check username/password, try password reset
Video not working	Restart device or browser, check camera permissions
Can't hear the teacher	Check audio output settings or headphones
Screen freezing	Close other apps, switch to audio-only if needed
Can't upload assignments	Clear browser cache, check file type/size

Online Etiquette Tips

- ☒ Join from a quiet, well-lit place
- ☒ Use headphones for clearer sound
- ☒ Mute mic when not speaking
- ☒ Use chat respectfully
- ☒ Restart your device once per day for best performance