

Remote Education Provision

Information for Parents

January 2021



This information is intended to provide clarity and transparency to students and parents or carers about what to expect from remote education where national or local restrictions require students to remain at home.

For details of what to expect where individual students are self-isolating, please see the final section of this page.

During National Lockdown

Provision of Remote Education

During times of national lock-down all College activities will move online. This includes lessons, workshops, tutorial sessions, and any activities which can be offered remotely. The timetable will run as usual with all activities taking place via Google classroom at the usual time according to the timetable.

The content of some lessons may have to change, for example in subjects with practical elements and there may be occasions where these aspects of the course need to be replaced by other activities. In such cases, the teacher will adapt lessons and curriculum delivery as necessary.

Student Engagement and Pastoral Support

All support departments will also move online including Student Services, Study Skills, Faculty Administration, Careers, Study Support, the Hub wellbeing service and College counselling service. Where these departments usually offer 1-2-1 meetings with students, these will be continued using online meeting platforms.

The College's pastoral processes including progress monitoring and support will continue as usual and pastoral teams including tutors, Lead Tutors and Heads of Faculty will offer support to students and parents via telephone calls and online meetings as appropriate.

Where a student is not engaging in online learning either by not attending or through lack of participation in lessons or disruptive behaviour our usual support process will be followed. Teachers, Tutors and Heads of Department will communicate with students offering help and advice and setting expectations for attendance. Where this does not bring about the required change in engagement, Lead Tutors and ultimately Heads of Faculty will offer support and reiterate expectations.

Similar processes will be followed where a student is not submitting work to teachers by the deadlines set.

Students with an EHCP or Those Receiving Ongoing Support from The Study Support Team

For those students who are already receiving ongoing support from the Study Support team, this support will continue as usual but move online. The nature of the support will be flexible and based on the student's need at the time.

The Study Support team will contact students and parents by email at the start of any period of lock-down to explain the support available online.

For students who have in-class support from a Learning Support Assistant, virtual in-class support will continue with the LSA joining the google classroom lesson livestream

All pre-arrange 1-2-1 meetings with Specialist Teachers will move online using Google Meets

Students receiving out-of-lesson support from an LSA will still receive this support either by telephone or video call as appropriate

Any student having 1-2-1 appointments with members of the Study Support team will find that these take place virtually, either by email, telephone or video call dependant on need and preference.

Vulnerable Students

Students who are classed as 'vulnerable' will be contacted at the start of any lock-down period to ensure that any additional support needed is put in place, and that the student is clear about how to contact the College should they need to do so.

The student services team will contact any Looked After Children or Care Leavers.

A member of the faculty pastoral team will contact any student who has a social worker.

1-2-1 support will continue and will be tailored to meet the individual need of the student. This may be through emails, telephone calls or online meetings.

Members of the safeguarding team will continue to attend CIN (Child in need) meetings or CP (child protection) conferences, joining online meetings when invited. Child protection referrals to children's services and assessments for Early Help will continue to be submitted by the team as appropriate.

Student Participation

Students are expected to join all lessons on time according to their usual timetable unless there are genuine reasons for absence. Absence from online lessons will be marked as such and will affect a student's overall attendance.

It is the student's responsibility to ensure they can join the relevant Google Classroom for their lessons and tutorial and should contact the relevant member of staff if they are unable to do so.

When joining online lessons students must be appropriately dressed and located in a suitable place in their home. They should inform other members of their household when they are in a lesson so that others can avoid appearing in the background.

The student code of conduct still applies during online lessons and students are expected to behave as they would in a face to face lesson. For example, smoking or vaping is not acceptable.

If a student is unable to join livestreamed lessons because of a lack of IT equipment or connectivity, the College may be able to help. We have laptops which we are able to loan to students and can help with payments for increased data in some cases. Students and parents should contact Student Services for advice.

Out of National Lockdown Periods

Provision of Remote Teaching For Self-Isolating Students

In periods during which the College has students on site and teaching is taking place in person, if a student is required to self-isolate because they, someone in their household or a close contact has tested positive for Covid-19, the College will arrange for all lessons to be livestreamed where possible.

Students are not expected to join livestreamed lessons if they are ill with Covid or any other illness. Should a student receive a positive test result but be asymptomatic they should join lessons but would need to inform the College that they are well enough to do so in order that teachers are asked to livestream lessons.

Livestreaming will not be available for students absent from College for other reasons including other illness, either physical or mental, or for other non-medical reasons.

For students who have are classed as 'clinically extremely vulnerable' and where a GP or consultant has confirmed that they should not attend site, a meeting will be arranged with a member of the Study Support department. In these cases, appropriate adjustments will be put in place to allow the student to continue to learn from home. This might include live streamed lessons for all or some subjects.

If a student is well but is isolating because they have been a close contact of a person who has tested positive, they are expected to attend all livestreamed lessons and their attendance percentage will be affected if they do not do so.

Procedure For Implementing Live Streamed Lessons

- The College will arrange live streaming for students in the following instances:

1. If the student is informed by the College that they are required to self-isolate having been identified as a close contact of someone with a positive test result
 2. If the student is notified on the NHS app or by NHS Track and Trace that they are required to self-isolate
 3. If the student has a positive test result
 4. If a member of the student's household has tested positive for Covid-19
- With the exception of 1. above, students and parents should inform the College's Faculty Administrators if livestreaming is required and should provide evidence to support this.
 - The Faculty Administration team will inform the student's teachers and tutor of the need to livestream as well as members of the Study Support team where relevant. Students and parents should not contact staff directly with this request.
 - Live streamed lessons will be provided as soon as possible but there may be a delay on the first day of information regarding self-isolation being received whilst this is communicated to teaching staff.
 - Teachers will indicate on registers if a student has attended virtually. Attending virtually will not affect a student's overall attendance.
 - Absence from lessons will be followed up using the College's usual procedures for non-attendance
 - Lessons and tutorials will be livestreamed on Google Classroom