REMOTE LEARNING AT WEST NOTTINGHAMSHIRE COLLEGE

Introduction

Our Mission is:

To provide skills to enable all students, employer partners and our community to thrive.

In order to achieve this mission, we will utilise all the resources at our disposal to ensure that students can benefit from the fullest and richest possible learning experience throughout their time at West Nottinghamshire College. In the majority of cases, this means that we will deliver teaching and learning from a physical location, where we can ensure that the environment, technology, equipment, accessibility, and availability of appropriate staff are all conducive to learning.

However, in some circumstances, factors beyond the control of the college mean that we have to restrict access to our physical venues and move to a remote delivery. In such circumstances, this document will come into force as an aid to ensuring that all parties know what they can expect and what can be expected of them, so that students can continue to thrive.

Availability of remote learning (what remote education will be made available for different learner cohorts (14-16, 16-19, apprentices, adult learners)

<u>16-18 study programmes and higher education</u>

All students will continue to follow a full timetable resembling as closely as possible their timetable prior to partial closure. Wherever possible, practical sessions will continue, using demonstrations and home-based activities. Where practical sessions cannot be delivered remotely, they will be replaced by additional theory sessions in order to free up time to focus on practical activities once the partial closure has ended. Work experience will continue where safe to do so and, in all cases, informed consent will be sought from both the student and their parent/carer.

<u>Apprentices</u>

The college will liaise with employers at the commencement of any partial lockdown in order to fully understand their situation and discuss options with them. These options might include: a break in learning; a break in the off-the-job element of the apprenticeship to allow apprentices to fully support their business (in this case, a clear plan to catch up on the off-the-job training will be developed); or an increase in the off-the-job training (to make the most of a quiet time in the business and enable the apprentice to spend more time in work once the partial closure is complete).

Apprentices will continue to be visited in the workplace by specialists/assessors where it is safe to do so. Apprentices will continue to be taught the theory/knowledge element of their studies by college staff but fully online.

<u>Adult learners</u>

Adults on full-time courses will continue to be taught but fully online. Those who learn alongside 16–18-year-olds on study programmes will be offered exactly the same experience as their younger colleagues. Those on

Access to HE courses and professional courses will continue to follow a full timetable resembling as closely as possible their timetable prior to partial closure.

Adults who are part-time learners on full-cost and community courses will be taught fully online, wherever this is practical; however, some fully practical courses such as First Aid may not be able to take place and will be postponed until restrictions are eased. Each course will be considered on a case-by-case basis in consultation with the learners.

Remote learning when the college is open

Where the college is largely open but students are unable to physically attend for any reason, they will still be able to access most lessons via classroom-based cameras, microphones, and Microsoft Teams.

Delivery arrangements

The college will use Microsoft Teams as its core delivery platform for online learning. Occasionally, other platforms may be used, such as Google Classroom and Moodle.

As far as possible, timetables for online learning will mirror those previously used for face-to-face delivery. Where changes are made, these will be communicated to students, normally through MS Teams, at the earliest opportunity.

Assessments will be undertaken through MS Teams wherever practicable. Students requiring special arrangements for these assessments will, as fully as possible, be provided with these as if they were physically in college. Where this is not possible, adapted arrangements will be made in consultation with students and, where appropriate, their parent or carer.

Expectations of students

In order to enable learners to make good progress and excel, all learners will be expected to promptly attend and participate in their lessons online and conduct formal assessment tasks online where required. All learners will be expected to work independently on set work outside of the online lessons and submit this work (e.g. assignments) to timescales agreed with their teachers.

Students are expected to inform the college of any issues they are facing with accessing remote learning or securing an appropriate environment for learning as quickly as possible so that action can be taken to support them.

Arrangements for students studying courses that require specialist equipment or facilities

The college will ensure that students studying courses that require specialist equipment or facilities will be fully supported to learn and excel. During any partial closure, we will seek to prioritise access to the college for those students who need to access specialist equipment to complete their courses and/or progress successfully into the next phase of their education or into employment. During partial closure we will dedicate time to developing plans to maximise our capacity, once opened, to enable us to support students to catch up on any activities that they have missed due to the inaccessibility of specialist equipment.

Support for students without devices, connectivity, or a suitable environment for learning

The college's ambition is to ensure that all full-time students are provided with a college laptop in order to ensure consistent, safe access to the necessary connectivity and software to support their learning. In the meantime, the college will, in the first instance, ask students to use their own PCs and laptops to access the online curriculum, where possible. Where students do not have access to the necessary equipment and/or an appropriate broadband or 4G connection, the college will take steps to ensure that this is provided (either by working with partners to put such provision in place or by procuring it ourselves). Where the college procures such services, this will normally take the form of a mobile 4G dongle. Students will be expected to return all such equipment to the college on completion of their course.

Support for students with SEND

Learners with SEND and with other assessed identified needs will be invited to access a college site during any partial closure and will receive appropriate tuition and support from their teachers and support staff. As a minimum, this will include supported access to online lessons.

Where, in consultation with learners and, where appropriate, their parents or carers, it is agreed that learners are best able to access their learning remotely, these learners will be supported to do so. The college will make best efforts to support these learners as effectively as possible, both by using software solutions and through online engagement by college support staff. The college will keep all such arrangements under review and, should it become apparent that they are not providing an appropriate learning experience, will address the situation with learners and, where appropriate, their parents or carers to agree appropriate action.

Support for other vulnerable students

Other vulnerable learners will be invited to access a college site during any partial closure and receive appropriate tuition and support from their teachers and support staff. As a minimum, this will include supported access to online lessons.

Where, in consultation with learners and, where appropriate, their parents or carers, it is agreed that learners are best able to access their learning remotely, these learners will be supported to do so. College student services staff will make regular contact with these students at appropriate intervals to check on their wellbeing and their engagement with their remote learning. These vulnerable learners will at any time be able to change their mind and decide to attend college to access their learning.