

ensure that all our students can participate in a full programme of learning this academic year. It is our intention to take all steps possible to keep the college open, whilst having robust contingency plans to support our students and ensure minimal disruption to their learning, should students need to self-isolate or we are forced to close as result of the ongoing COVID-19 pandemic.

This document has been published so that students, parents of students and employers know what to expect from the College if students need to self-isolate or local restrictions require them to remain at home.

### **Accessing Learning**

The College uses Google Classroom and Google Meet for the delivery of remote education including live online lessons. Students access lessons through Google Meet links which are available on the timetable on Dashboard.

### **Remote Education offer for full time students**

The following arrangements apply to all aspects of the study programme including English, maths, flipped learning and personal development.

### **Students who are self-isolating**

The College will:

- Update the registers to show the student is self-isolating
- Provide Google links to enable the student to access live lessons remotely

## **Partial or Full College Closure**

Attend and participate in all online lessons, if possible, or continue with learning in the way agreed with the teacher  
Complete the work set by the agreed deadlines

### **Partial or Full College Closure**

The College will:

Add Google links to the timetable on Dashboard  
Deliver well sequenced online learning programmes to give students the best chance to build their knowledge and skills  
If \_\_\_\_\_ course of action with the group which could include providing work for the students to complete independently or rescheduling lessons until it is possible for the students to return to the classroom  
Record students as present when they attend the online sessions  
Monitor attendance to all lessons and follow up non-attendance daily to agree ways in which attendance and participation can be improved  
Record all lessons and provide copies of the recorded lessons to students as necessary  
Maintain regular contact with all students in the group

The student will:

Attend and participate in all online lessons  
Notify the college, following the normal absence procedures, if they are unable to attend any of the scheduled lessons  
Complete the work set by the agreed deadlines  
Attend examinations if required

### **Remote Education Offer for Apprentices**

The college supports apprentices in a wide range of areas. The following arrangements apply to all college based apprentices and will be adapted to suit the circumstances of the apprentice and/or the industry as appropriate. This includes supporting apprentices who are furloughed to continue with remote education to progress their learning.

#### **Apprentices who are self-isolating**

The College will:

Update the registers to show the apprentice is self-isolating  
Provide Google links to enable the apprentice to access live lessons remotely including English and maths, as appropriate  
Supply meeting links for practical sessions, as far as reasonably possible, or set additional work for the student to complete at home  
Monitor attendance to all lessons and follow up non-attendance daily to agree ways in which attendance and participation can be improved  
Record all lessons and provide copies of the recorded lessons to students as necessary  
Continue with assessor and training consultant visits online

The apprentice will:

Notify the college that they are self-isolating, the expected length of the absence and return to college when it is safe to do so

Attend and participate in all online lessons

Advise the college if there are any limitations to engaging in learning remotely

Complete the work set by the agreed deadlines

Engage with assessor and training consultant visits online

### **Partial or Full College Closure**

The College will:

Update the timetable as appropriate

Add Google links to the timetable on Dashboard

Deliver well sequenced online learning programmes to give students the best chance to build their knowledge and skills

Continue to deliver practical sessions online, if possible

If

- Complete work set by the agreed deadline
- Engage with planned visits online
- Attend any pre planned taught sessions online

### **Partial/complete college closure**

The college will:

- Set work that can be completed by the apprentice
- Continue to visit apprentices in the workplace, if the guidance allows, or continue with planned visits online
- Arrange for the apprentice to attend any pre planned taught sessions online
- Offer examinations as required in line with local guidance
- Continue with end point assessments, where possible

The apprentice will:

- Complete work set by the agreed deadline
- Engage with planned visits online and in the workplace
- Attend any pre planned taught sessions online
- Attend examinations and end point assessments as required

### **Assessment Arrangements**

Assessment arrangements vary depending on the course and awarding body requirements. The College will follow the awarding organisation guidance in conjunction with any restrictions in place when arranging assessments and examinations.

The college will:

- Confirm the assessment requirements for the course
- Set assignments in line with the assignment schedule for the course
- Adapt assessment methods to support online delivery

- Provide concise developmental feedback regularly to support students to improve
- Conduct examinations remotely, if possible
- Arrange for examinations to be conducted in a COVID secure way in college
- Adopt awarding organisation flexibilities for examinations and assessments to support learners to progress
- Continue assessing apprentices in the workplace, if possible
- Ensure that students including apprentices fully understand the assessment

If a student has to self-isolate