

## **BUXTON & LEEK COLLEGE REMOTE EDUCATION OFFER**

### **Scope**

This document outlines the Buxton & Leek College remote education offer during periods of national lockdown and/or partial/full closure of campuses.

These guidelines outline the expectations for remote studying for students in the event that the College needs to temporarily suspend its face-to-face learning and switch its business operations to remote working in light of Government guidance for Colleges and Schools relating to the Coronavirus pandemic.

The remote curriculum will be aligned to the classroom curriculum as much as possible. Methods of remote education are primarily digital remote education (synchronous online learning – during timetabled lessons) supplemented with asynchronous education (prepared by the member of staff and accessed at any time by learners).

This document has been published so that students, parents, employers and other stakeholders know what to expect from Buxton & Leek College if they need to self-isolate or if local or national restrictions require them to remain at home.

The College covers a wide range of practical subjects and as a result the offer that is in place for each will vary to best support students to develop and practice skills and knowledge.

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#### **1. Online systems**

The college maintains Microsoft Office 365 (Teams), Blackboard, eTrackr and SmartAssessor along with some subject specific software, and these are the systems that will be used for delivery, assessment and tracking of remote learning. Students have a login for office 365 and help guides are available on the college website.

#### **2. Arrangements for all students and apprentices studying courses that require specialist equipment or facilities**

Buxton & Leek College recognises that a significant number of courses require access to specialist equipment and facilities.

In the event a student has to self-isolate the college will undertake to give them the opportunity to access these facilities to practice skills and to catch up on assessment activities. Due to the nature of these facilities, this may be outside typical timetabled hours and will be by agreement with teachers, support staff and students.

In the event that national or local restrictions make access to facilities impossible, the college will endeavour to alter the sequencing of delivery to prioritise content that can be taught online to be covered for that period. The college will prioritise safe access to facilities based on the needs of the students and requirements for assessments.

### **3. Assessment Arrangements**

Arrangements for assessments will vary depending on the awarding organisation.

The College will ensure that students can be confident that:

- Those with responsibility for assessment are capable of confirming that a student's assessed work is the original work of that student only, particularly in cases where the assessment is conducted through remote methods.
- The method of assessment is in line with the quality assurance guidance issued by the Awarding Organisation or University

The College will also ensure that students have:

- Information on the ways in which their achievements will be judged, and the relative weighting of units, modules or elements of the programme in respect of overall assessment.
- Timely formative assessment on their academic/vocational performance to provide a basis for individual constructive feedback and guidance, and to illustrate the awarding institution's expectations for summative assessment.

### **4. Remote Education offer for 16-19 classroom-based learning**

For any young person on a Study Programme where the majority of learning is in the classroom or workshop delivered in college, Students and teachers will access timetabled lessons for the whole Study Programme including Maths, English, Tutorial and Directed Study, which will be delivered remotely online. All students should be aware of how to login to the relevant remote learning systems, but if this is not the case, students are expected to contact their Course Tutor or Progress Coach who can also help with this.

Attendance to the on-line lessons will be logged and monitored as with regular classroom delivery. Students who do not sign in for the online sessions will be marked absent and followed up in line with the College Attendance Policy.

Resources, handouts and/or presentations for the lessons will be uploaded and the teacher for that session will also be online at that time to facilitate learning. The teacher may make use of online learning tools such as discussion boards, live video lessons, live chat and quizzes.

Students will be expected to submit work as normal, including assessment, homework, mock exams, and assignments in line with the course assessment schedule. Teachers will mark submitted work as usual and feedback to the students within the standard two-week response time.

For courses with a practical element, provision will be made for intensive sessions on return to College with the expectation that all set written work is completed during the remote learning period.

The College is in contact with external agencies such as awarding bodies and universities with regard to exams and student progression to Higher Education; we will ensure any information is communicated to students and parents in a timely manner.

### Delivery arrangements

The following arrangements apply to all aspects of a student's programme of study including English, maths and future focussed tutorials.

Should a student have to self-isolate they can expect that **the college will:**

- Record the fact the student is self-isolating on attendance registers.
- Supply the student with work that is appropriate for the time they are unable to attend college.
- Teachers will offer to support the student by email, Microsoft Teams, Blackboard Collaborate or telephone, commensurate with their needs.
- Where possible and appropriate, offer recorded or live online content in line with their timetable.

Should a student have to self-isolate **the student will:**

- Notify the college of the fact they are self-isolating and return to college when safe to do so.
- Ensure that The College has accurate contact details.
- Complete work set and communicate with teachers or support staff as long as they remain fit and well.
- Engage with calls, meetings and support offers for all aspects of their Study Programme.

Should a national or local restriction make classroom or workshop delivery impossible students can expect that **the college will:**

- Offer an online timetable which, as much as practicable, follows the expected timetable experienced when in college.
- Supply all students with work that is appropriate for their programme of study.
- Teachers and support staff will offer to support in the normal way through online methods.

Should a national or local restriction make classroom or workshop delivery impossible **the student will:**

- Engage with their online timetable as they would their normal pattern of attendance.
- Notify the college should they be unable to attend an online class.
- Attend all classes, including those for maths, English and tutorial where appropriate.
- Engage with calls, meetings and support offers for all aspects of their Study Programme.
- Complete assessed work in line with the rules set out by their awarding organisation and meet deadlines.

## 5. Remote Education for apprentices

The following arrangements apply to all apprentices.

The College will undertake to support apprentices in all elements of their study. This includes supporting those who are on furlough from their employer. Lessons for apprentices will be delivered remotely in line with their usual timetable. Where apprentices have practical lessons, theory work will be set to cover the whole day to accelerate the theory elements. Practical tasks that the apprentice completes in the workplace will be mapped to their technical training.

Should an apprentice have to self-isolate they can expect that **the college will:**

- Record the fact the apprentice is self-isolating and liaise with employers.
- Continue to visit the apprentice virtually.
- Set work that can be undertaken during their period of self-isolation.
- Where possible and appropriate offer to deliver pre planned sessions for English, maths and ICT online.

Should an apprentice have to self-isolate **the apprentice will:**

- Notify the college through their instructor mentor and employer of the fact they are self-isolating and return to college and work when safe to do so.
- Complete work set and communicate with both college and their employer as long as they remain fit and well.
- Engage with any planned activities that can be delivered online as planned, including English, maths and ICT.

Should a national or local restriction make delivery of some or all elements of the apprenticeship impossible students can expect that **the college will:**

- Provide online activities as they were planned as far as practicable.
- Supply all apprentices with work that is appropriate.
- Teachers and Instructor-Mentors will offer to support in the normal way through online methods.

Should a national or local restriction make delivery of some or all elements of the apprenticeship impossible **the apprentice will:**

- Engage with their normal planned activities as far as practicable.
- Notify their Instructor -Mentor or Teacher if they are unable to attend.
- Attend planned activities for maths and English where appropriate.
- Engage with calls, meetings and support offers from their Instructor-Mentor.
- Complete assessed work in line with the rules set out by the relevant awarding organisation.

## 6. Remote Education for adult learning

The following arrangements apply to all adult FE and HE programmes.

Buxton & Leek College offers a diverse range of programmes for adults. In some instances, these programmes are suitable for online or remote delivery and in other instances it will be more appropriate to delay or adapt a programme to meet the needs of the student.

Should a student have to self-isolate they can expect that **the college will:**

- Record the fact the student is self-isolating on attendance registers.
- Agree a best course of action with the student depending on the length of their course and subject content.

Should a student have to self-isolate **the student will:**

- Notify the college of the fact they are self-isolating and return to college when safe to do so.
- Complete work set and communicate with tutors as long as they remain fit and well.

Should a national or local restriction make classroom or workshop delivery impossible students can expect that **the college will:**

- Agree a course of action with all students in the cohort that reflects what is most appropriate for the course studied.
- Where learning continues online the college will supply all students with appropriate work and support
- Teachers will offer to support in the normal way through online methods.

Should a national or local restriction make classroom or workshop delivery impossible **the student will:**

- Communicate with the college though email, Microsoft Teams, Blackboard Collaborate or phone calls.
- Engage with their online timetable.
- Notify they college should they be unable to attend an online class.
- Attend all classes including those for maths, English and tutorial where appropriate.
- Complete assessed work in line with the rules set out by their awarding organisation.

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

The College is committed to supporting students to access online education. Wherever possible and on a needs basis The College will support students by:

- Continuing to keep study centres open as long as it safe to do so.
- Supporting students with access to laptops and, where necessary, Wi-Fi or mobile data dongles arranged through contact with their Teacher or progress coach.
- Offer support to students with IT issues through the central ITS helpdesk.
- Consider the best, most appropriate medium to continue to engage students in education, including offering alternative methods of contact such as phone calls or postal correspondence.

## 8. Support for students with SEND

Every student with SEND and/or an Education, Health and Care Plan will have an individual support plan.

If a student is enrolled on an Entry level, Level 1, 2 or 3 course or an apprenticeship and have an EHCP they will join remote learning along with other students in the same classes. Support staff will work with them and their teachers to make sure they still get the support needed. Support workers will join online classes to offer support, in the same way as they joined classes in college.

If a student is deaf and has a communication support worker, they will join in remote learning classes, to provide the sign language and other support normally provided in college. They can also arrange to do follow up work if required.

Some students with SEND will still be able to attend a weekly support workshop in College to support with assignments or log onto their live online sessions. Sessions are designed for on-line delivery; education support workers will interact in the class and offer online support following your class if required. Speak to your support worker or tutor if extra support is required.

Teachers and support staff will make sure that students know how to join and take part in online classes. Timetables with links to classes will be issued.

If students find it hard to use a computer Teachers will send worksheets and tasks in the post, and teachers will phone to talk about the work students have been asked to complete.

If students have any questions, please contact the college support team. Leighton Anderson Head of Support at Buxton – [l.anderson@blc.ac.uk](mailto:l.anderson@blc.ac.uk) and Sue Boden head of Support at leek [s.boden@blc.ac.uk](mailto:s.boden@blc.ac.uk) and the most appropriate staff member will call on the telephone or send an email. Please tell us how you'd like us to contact you, and don't forget to provide a number to phone or text you on.

During this lockdown we will Continue with enrichment activities as we did before, information provided by your Progress Coach, Rachel in enrichment or your tutor. Please keep an eye on the website for details. Key support staff will also be contacting students about opportunities to stay in touch with friends through our online social groups.

## 9. Guidance for Effective Remote Studying

These are suggestions to help you with remote studying and your health and well-being.

### Create a Space for Work

- Where possible try to create a space for studying in line with your timetable that is quiet and away from distractions

### Morning and Daily Routines

- Continue your usual routines as if you are going to College, from your breakfast to shower and dressing routines.

### Agree Boundaries with Other People in the Home

- It maybe that you are sharing your studying day and workspace with other people in the home. Agree a set of boundaries with them for you to study effectively.

### Structure and Schedule your Day

- Organise your studies and your goals for day. This will help you manage your time and workload. Make sure you understand the targets you are working towards and the deadlines to achieve.

### The Great Outdoors and Breaks

- Schedule in small breaks throughout the day and a lunchtime. Move about during the day as you would if you were at College and try to get some fresh air with maybe a walk at lunchtime.

### Communication and Connecting

- Remote studying can feel quite isolating at times, so stay in regular touch with your Course tutor, progress coach and friends from your course. If you are feeling isolated, talk to your progress coach or course tutor who can provide you with the support you require.

### Staying Safe Online

- It is important that you remember to stay safe online, as we are using the internet more it can expose you to more risks. Please read through our helpful guides on how to stay safe, which can be found here <https://www.blc.ac.uk/about-blc/essential-student-support/>

### The college behaviours

- We expect all our learners to actively engage and take part in remote learning and we require you to maintain the same behaviours and as we would for on-site delivery. More information can be found in our student handbook <https://www.blc.ac.uk/wp-content/uploads/2020/08/BLC-Student-Handbook-2020.pdf>

Although this document sets out our commitments as an institution we work with many Awarding Organisations and partners. In some instances, continued delivery will not be compatible with their guidelines. In these instances, we will follow the guidance set out to us by the Awarding Organisation or partner.