

Remote Studying Guidelines for Students, Parents and Carers

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

Guidance for all students

- The College is endeavouring to maintain a “business as usual approach” to ensure that all our students have every opportunity to successfully complete their qualifications. Following your usual timetable will provide a structure to your day and give you as much continuity as possible

- Students and teachers will be accessing Teams for timetabled lessons for the whole Study Programme including Maths, English, Tutorial and Directed Study, which will be delivered remotely online and consisting of learning tasks and assignment-based work.

All students should be aware of how-to login to Microsoft 365 and Teams, but if this is not the case, students are expected to contact their Course Tutor or Curriculum Leader for the department. Learning Support Assistants (LSAs) and Personal Welfare Tutors (PWTs) can also help with this

- Any students who do not have access to devices or the internet at home should let their Teacher or Tutor know and they will be provided with paper-based resources to support with any individual needs

- Parents can access the student timetables using the Parent Pro-Portal. Access to the Parent Portal can be gained through your young person

- Attendance to the Teams platform will be logged and monitored.

- Resources, handouts and/or presentations for the lessons will be uploaded and the teacher for that session will also be online at an agreed 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, 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, as outlined in the Student Submission Guidelines

- 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

Remote Studying Guidelines for Students, Parents and Carers

Guidance for Effective Remote Studying

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

1. 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

2. Morning and Daily Routines

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

3. Agree Boundaries with Other People in the Home

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

4. 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.

5. 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 whilst observing social distancing advice and staying at least two metres away from anyone not in your household.

6. Communication and Connecting

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

Feeling Stressed or Anxious?

We recognise that students may be feeling extremely anxious, stressed and even fatigued by this situation, and many may also be unwell or caring for loved ones. If any student feels overwhelmed, we encourage them to reach out to their course tutor or PWT through Teams or email and someone will be able to provide extra support during this difficult time.