Queen Elizabeth Sixth Form College

REMOTE LEARNING POLICY

In exceptional circumstances, for example, during a local or national lockdown, or due to a student self-isolating for a short period of time, staff will ensure teaching, learning and assessment is achieved and managed through remote means, with the support of Academic Coaches, Guidance Directors and members of the Learning Support team, where necessary.

POLICY

The College attaches considerable importance to the teaching and learning of all students. Staff will therefore use Google Classroom and an online platform to deliver timetabled lessons to all students remotely when necessary.

POLICY GUIDELINES

1. Subject staff should ensure that all students in their classes have signed up and have access to their department's Google Classroom, and any other platform that may be used by the department during a lockdown.
2. Teaching staff will be trained to deliver remote interactive lessons with students.
3. Platforms to share best practice will be provided for staff, allowing them to have access to high quality tools to help enhance their delivery of online lessons. Where appropriate, staff should implement and embed these methodologies to ensure the smooth delivery of remote learning.
4. Members of Senior Leadership will have access to a sample of department Google Classrooms to quality assure materials.
5. Teaching staff will take registers using Voyager for every timetabled lesson. Attendance will be treated in the same way as a normal face-to-face lesson and students should be contacted to ascertain the reason for any missed remote lessons.
6. All students will be regularly assessed to check understanding and feedback will be given at least weekly for academic subjects and at least fortnightly if undertaking technical or applied general study programmes. This may be in the form of retrieval practice quizzes, essays, short answer questions or by any means the departments deems appropriate for their subject area. Where possible, staff will assess students through traditional means that will mirror the way a student will be assessed at the end of their course.
7. Feedback should be provided to support progress in learning, which is responsive to students' needs. Feedback on how to progress will be timely and frequent (this may take the form of whole-class feedback where appropriate).
8. If a student does not have access to a suitable device or internet connectivity at home to complete their work, they must contact College and arrangements will be made to ensure the student is given the necessary support to complete their remote learning studies.
9. It is the duty of the teacher to ensure that all adhere to the safeguarding guidelines when hosting live sessions.
10. It is the responsibility of all staff to ensure that students are supported as effectively as possible.
11. During a local or national lockdown, members of the Learning Support team will continue to support students they have been assigned to.
12. The College will provide opportunities to deliver online learning within the curriculum to ensure both students and staff are kept abreast with the delivery of online lessons.