Remote Education Offer 2020-2021

The College has sought to integrate online learning with learning delivered on-site over a number of years, in order to provide forms of blended learning which are most suited to different subjects and differing student expectations. The pandemic has greatly accelerated these developments and has meant that students and teaching staff have had to adapt quickly to differing mixes of online and on-site learning.

This document sets out what students (and parents of students aged 16-18) can expect in relation to remote learning, if they need to self-isolate or if national or local restrictions require them to remain at home; including:

- what remote education will be made available for different learner cohorts (14 to 16, 16 to 19, apprentices, adult learners)
- delivery arrangements, such as timetabling, virtual learning environments and assessment arrangements
- expectations of students
- arrangements for students studying courses that require specialist equipment or facilities
- support for students without devices, connectivity or a suitable environment for learning
- support for students with learning difficulties or disabilities

Remote Education for 14-16 Students
The College currently has a small number of 14-16 students, attending one day per week on a day-release basis from their schools. Where this provision is required to move online, the College will work in partnership with secondary schools to provide a suitable remote education offer to these students. The College will ensure that appropriate materials are provided in order that these students are able to continue with their programmes. Schools will continue to engage these students and offer the necessary pastoral support.

Remote Education for 16-19s, adults, apprentices and HE Students
The College will provide a range of online learning approaches for each of these groups of students. Two key delivery platforms are used for online learning, these are Microsoft Teams (cloud-based team collaboration software) and Moodle (a virtual learning environment or VLE). These two platforms ensure that the online elements of blended learning can be delivered effectively and, when necessary, all learning can be moved online. Elements of practical workshop learning and assessment in a number of programmes cannot be delivered online, therefore these will be delivered on-site whenever attendance is permitted. Adaptations to assessment requirements, agreed with the relevant awarding bodies will be made where necessary to support students to achieve their qualifications. Where students may have problems accessing online learning off site, the College will support the acquisition of suitable devices and/or connectivity wherever possible (see below). In addition, College IT facilities remain open and accessible, where on-site attendance is permitted.

Delivery Arrangements
Online learning will be integrated into the timetable of learning hours for most courses. When students are unable to attend the College site, they will continue with their learning for a similar number of hours overall; though the timing of sessions may be adjusted. Teaching staff will prioritise practical and workshop learning during periods where attendance on-site is permitted, to reduce any

disadvantage should learning need to move online. Wherever possible, the College will seek to continue with assessment processes. including internal assessments and externally set assessments where it is considered safe to do so..

The college Virtual Learning Environment (VLE) is well-established and provides all students and staff with effective access to resources. The IT Services team support both staff and students with their digital access, including the loan of digital equipment according to need and availability.

Pastoral support will continue to be provided throughout any period where students are needing to work remotely. Students will have regular contact with teachers using the VLE and Teams to facilitate continued support for their learning. The Progression & Academic Support Services (PASS) Team will maintain contact with students who are working remotely to provide support and monitor concerns that arise; including mental health issues. This support will focus, in particular, on young people and vulnerable students. The Wellbeing Mentor will also provide support to those students experiencing more significant challenges in their emotional or mental health. A range of resources are available for students to access additional online support for pastoral issues such as homelessness, mental wellbeing and domestic violence.

Expectations of Students
Detailed and accessible Guidelines for Online and Remote Learning are provided for all students on the VLE (https://vle.newbury-college.ac.uk/mod/page/view.php?id=20424). These guidelines address a range of issues including safe communication; the use of Teams; advice on safe and effective working from home; maintaining good health & personal welfare; and the processes for reporting any concerns whilst working remotely. Students are expected to participate in all remote learning opportunities provided, to ensure progress is maintained. Where students are unable to participate due to illness or other issues, college protocols for reporting absence remain in place and registers will be marked accordingly. Teaching staff will raise any concerns about student participation with the PASS team who will take supportive action using college policy and procedure.

Arrangements for Students Studying Courses that Require Specialist Equipment or Facilities
Where remote learning affects those students requiring access to specialist equipment or resources, the College will prioritise these aspects of learning whenever on-site learning is permitted. Where possible, practical elements of programmes will be 'front-loaded' to minimise the impact on student progress. Where awarding bodies decide that assessment has been necessarily affected by remote learning, adaptions will be made to assess practical learning outcomes using different strategies; in accordance with awarding body requirements.

Support for Students Without Devices, Connectivity or a Suitable Environment for Learning
To facilitate online learning for young people the College seeks to provide digital devices and connectivity either through the use of 16-19 discretionary bursary funds, any additional funds provided by Government and/or through the loan of College owned equipment. The College will assess the individual needs of any young person who has difficulties with accessing online learning. Students who cannot access online learning can be defined as 'vulnerable' during a period of remote learning and can, therefore, use on-site facilities, where it is safe to do so. The College works with local authorities to ensure that 'looked after' young people and those with social worker support, access the scheme to provide devices.

For adult students, funded by the Education & Skills Funding Agency (ESFA), the College will utilise the changes to the adult education budget (AEB) for 2020-21 to use adult learner support funds to purchase IT devices for students, or to meet students' IT connectivity costs; where these costs are a barrier to accessing or continuing in their training. Students throughout the College may also be

supported through the loan of College owned equipment, where this is available.

Support for Students with learning difficulties or disabilities
During periods of remote education the learning needs of students with learning difficulties and disabilities will be individually assessed. Young people with Education, Health & Care Plans (EHCP) and other students with learning difficulties and disabilities may be defined as vulnerable learners during periods of national lockdown and, therefore, may be permitted to attend onsite learning where it is safe to do so. Where it is agreed that students with learning difficulties and disabilities need to learn remotely, online learning using the VLE and Teams may be used as appropriate. Teachers may also use alternative methods of remote delivery dependent on need. Where applicable, EHCP reviews will continue through a remote process, in agreement with students, local authorities and parents/carers.

Further Information
If you require further information about the College's remote education offer, please email info@newbury-college.ac.uk , use the online contact form at https://newbury-college.ac.uk/contact-us , or telephone 01635 845000.