



PUBLICATION OF REMOTE EDUCATION OFFERS

January 2021

BEACONS OF **EDUCATIONAL EXCELLENCE**
TRANSFORMING THE LIVES OF INDIVIDUALS
AND COMMUNITIES



Scope

This document outlines the SCC Group remote education offer. This document has been published so that students and parents know what to expect of the College if they need to participate in remote teaching and learning. 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 student to develop.

Online Systems for Remote Education

The College maintains Microsoft Office 365 and Canva (our Virtual Learning Environment). These systems will be used for delivery and assessment of remote education. Our IT Support Team is available to assist any students who encounter issues accessing these systems.

Delivery Arrangements, such as Timetabling, Virtual Learning Environments and Assessment Arrangements

Teaching and learning is to continue, as is reasonably practical, as per the student's usual timetable via Microsoft Teams. If a student is unable to attend a remote lesson due to ill health, they are expected to follow the College's absence reporting procedure, so that their teachers can arrange bespoke support and wellbeing follow-ups.

Practical activities are limited and adapted throughout the duration of remote learning, this varies for each curriculum area and the individual subject teacher will provide further instruction.

All students can access their lesson resources via the College's virtual learning environment; Canvas, which is regularly updated with the relevant lesson materials.

All work placement activity is postponed throughout lockdown periods, in alignment with Government guidance and further updates will be provided on an individual subject basis via the student's respective teacher.

The College is closely monitoring updates from Ofqual, the Department for Education and the associated Awarding Organisations to adapt assessments as is required. At present, January examinations have been postponed and summer examinations have been cancelled for GCSE and A level students; being replaced by Teacher Assessment Grades. All teaching and learning is to continue until the end of the academic year, in order to be able to certify student achievement. Further updates regarding General Qualifications are pending. All future updates will continue to be communicated via individual subject teachers, in addition to letters via email to parents and students.

Where assessments must take place remotely, the College will take steps to 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 guidelines issued by the Awarding Organisation or University Partner.

The College will also ensure that students have:

- Information about the ways in which their achievements will be judged, and the relative weighting of units, modules or elements of the study programme in respect of assessment overall.
- Timely formative assessment on their academic performance to provide a basis for individual

constructive feedback and guidance, and to illustrate the awarding institution's expectations for summative assessment.

14 to 16 Students (Home Education Programme)

14 to 16 students who are part of the Home Education programme will continue to access their timetable as usual, using Microsoft Teams. The Head of Pastoral Support is the personal tutor for this cohort and will carry out weekly welfare checks and provide bespoke support as required.

16 to 19 Students

16 to 19 students will continue to access their timetables as normal, via Microsoft Teams. Students will continue to be taught the content as per their specifications, in alignment with any existing and future amendments from Ofqual and the Department for Education.

Practical activities are limited and adapted throughout the duration of remote learning, this varies from curriculum area and the individual subject teacher will provide further instruction.

16 to 19 students also have access to lesson resources via the College's remote learning environment: Canvas. These resources can be accessed at any time outside of timetabled hours. As required by some courses, students have also been provided with additional paper resource packs to complement the teaching taking place during remote lessons.

Teachers are in regular contact with students to provide any bespoke academic and pastoral support outside of timetabled hours, as per usual practice.

Work placement activity is postponed during lockdown periods, in alignment with Government guidance. Further updates will be provided on an individual subject basis via the student's respective teacher. The Pastoral Team is also providing extensive one-to-one and bespoke support to students who fall into the following categories: Looked after children, Safeguarding, mental health, vulnerable.

Apprentices

All apprenticeship activity is continuing via digital engagement, either via Microsoft Teams or Zoom. Apprenticeship delivery staff are using Canvas and Smart Assessor to facilitate this process, as well as regular keep in touch phone calls.

Where apprentices would usually attend College on a day release or block release programme, these sessions are being delivered digitally, following the normal timetable. Teachers supported by the apprenticeship delivery team are facilitating these on Microsoft Teams. Practical activity is limited, but apprentices are being encouraged to undertake additional practical learning with their workplace mentors where possible.

The Apprenticeship Recruitment Team continues to function digitally, and can support any apprentices who may require employment support or advice.

The Apprenticeship Pastoral Team are working remotely to support any apprentices who may need advice, guidance or support on any challenges they are currently facing.

Adult Students

Adult students are continuing to access their curriculum timetables remotely. Additional paper resource packs have also been provided to supplement and support online learning.

Adult students can also access Canvas, the college remote learning environment where additional resources, links and interactive activities have been made available for students to access content outside of their timetabled hours.

Teachers are also in regular contact with students to provide any additional academic and pastoral support outside of timetabled hours.

Expectations of Students

Students participating in remote education will:

- Notify the College of any absence from learning by telephoning 0161 631 5000 before 10:00am.
- Ensure that the College has accurate contact details for the student.
- Complete work set and communicate with teachers as long as they remain fit and well.
- Engage with all remote lessons and meetings for all aspects of their study programme.
- Complete any assessed work in line with the rules set out by their awarding organisation and meet any deadlines set by their teachers.
- Only use platforms specified by the College (e.g. Teams, Canvas, Google Classroom). Teachers will communicate which platform(s) they will be using as not all teachers will use the same.
- Dress appropriately, as should anyone else in their household.
- Access their lessons in an appropriate area of their home.
- Behave in their remote lessons in the same way as their lessons in College. The behaviour expected from students in the classroom is the same as what is expected during remote learning (e.g. no foul language, no talking over others in the lesson, no disruptions). The teacher will remove students from the lesson if there is any disruption and normal College disciplinary stage warnings will apply.
- Mute their microphones unless directed otherwise by the teacher.
- Use their webcam, if possible.

Arrangements for Students Studying Courses that Require Specialist Equipment or Facilities

For our specialist courses, practical teaching and skill development have been prioritised in the first term in anticipation of any future restrictions. Students will continue to follow their timetabled curriculum as planned. Practical skills development continues remotely via online demonstrations, workshops and expert industry speaker sessions. Additional support materials have been created to support students with practical teaching and learning online.

Additional paper resources have been sent out to support students with their learning and students can also access Canvas, the College's remote learning environment where additional resources, links and interactive activities have been made available for students to access outside of their timetabled hours.

Teachers are also in regular contact with students on these courses to provide any additional academic and pastoral support outside of timetabled hours.

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:

- Supporting students most in need with access to laptops, tablets and, where necessary, Wi-fi dongles or sim cards.
- Offer support to students with IT issues through our IT Helpdesk.
- Consider the best, most appropriate medium, to continue to engage students and paper packs of materials have been provided for those students who require/prefer them. Additionally, alternative methods of contact such as telephone calls have been made available where necessary.

Support for Students with SEND

Students with SEND are continuing to access their curriculum timetables remotely.

Specialist equipment normally used in College has been provided for students to use at home to access the curriculum.

In-class Learning Support Tutors join all remote lessons to support students who receive in class support and provide additional one-to-one bespoke support before and after remote timetabled sessions to support students' learning as required. One-to-one study skills and dyslexia support appointments are continuing remotely.

Additional paper resources have been sent out to support students with their learning and students can also access Canvas, the College's remote learning environment where additional resources, links and interactive activities have been made available for students to access outside of their timetabled hours.

The Pastoral Team is also providing extensive one-to-one and bespoke support to students who fall into the following categories: looked after children, safeguarding, mental health, vulnerable.

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.