TRC Remote Education Offer

In establishing our remote education offer, we have been informed by the latest research evidence and the guidance provided by central government. We have further applied all that we learned from the last period of national lockdown.

Our curriculum is delivered using a blended learning programme and staff and students have received training to enable them to access and effectively use the ICT required for this. This has meant that moving to Remote Education has been less problematic logistically, because staff and students 'normally' deliver/access parts of the curriculum (including Tutorials and Subject Support Sessions) online.

Remote Education for students who need to self-isolate or quarantine

- **Individual cases -** After informing Student Services of their absence, students should contact each of their subject teachers and inform them that they need to learn remotely. They should also contact any other staff member that supports them in college, if relevant, so that alternative arrangements for support can be made. Teachers will ensure that students continue learning in the same sequence as the rest of the class by setting work via email and / or asking students to remote into their lesson via Teams in line with their normal timetable. Teachers will also provide individual support via Teams / phone during the subject's weekly timetabled support slot and or provide feedback on completed work via email / OneDrive. Students should continue to engage in online Tutorials via Teams as normal.

- **Class closures –** In the event of a class closure, the timetable for the subject will continue remotely on Microsoft Teams. We expect that students:
    o Log onto Teams to register punctually at the start of all lessons (including subject support where required).
    o Continue to abide by the expectations set out in the 'Learner Agreement' and 'Learner Agreement for Distance Learning' policies (every student has an electronic copy of both documents).
    o Check their email account daily and respond where needed/requested.
    o Save their work to OneDrive (uploading pictures of handwritten/created work) in line with deadlines set to enable their Teacher to monitor engagement and provide feedback. Send this via email in the case of OneDrive assess issues.
    o Inform their Teacher / Tutor / Learning Support Liaison if they are experiencing any difficulties or require support.

Remote Education during national lockdown / local closure

→ **Delivery arrangements for Remote Education (all Level 2 and Level 3 students- 16 to 19)**

In the event of a national lockdown / local closure, the normal college timetable will continue remotely on Microsoft Teams, with students registered at the usual starting time.

The amount of time per lesson/Tutorial spent on Teams will vary. There is no 'one size fits all' approach. The range of courses offered require different teaching, learning and assessment strategies and vary in the amount of direct teacher input needed. Equally, some students need a higher level of support/input than others.

→ **Expectations of students**

- We expect that students:
    - Log onto Microsoft Teams to register punctually at the start of all lessons and Tutorials (including subject support where required).
    - Continue to abide by the expectations set out in the 'Learner Agreement' and 'Learner Agreement for Distance Learning' policies (every student has an electronic copy of both documents).
    - Check their email account daily and respond where needed/requested.
    - Save their work to OneDrive (uploading pictures of handwritten work) in line with deadlines set to enable their Teacher to monitor engagement and provide feedback. Send this via email in the case of OneDrive assess issues.
    - Inform their Teacher / Tutor / Learning Support Liaison if they are experiencing any difficulties or require support.

→ **Arrangements for students studying courses that require specialist equipment or facilities (including printing)**

Some subjects will make specialist materials available to students (e.g. through the loan of resources in Art). If you think you require specific support within one subject, please contact your teacher in the first instance.

If you require printing, you can email lrcenquiries@thomroth.ac.uk and arrange to come into college. Please make sure you are not printing unnecessarily: most work can be submitted to teachers through OneDrive.

→ **Support for vulnerable students and those with Special Educational Needs and Difficulty (SEND)**

Vulnerable students and those with SEND can access onsite support to suit their needs. Where it is more appropriate for an individual to stay at home, the Faculty of Learning Support and Student wellbeing will offer online and phone support.

Specifically, **students who are registered through the flexible-learning centre** can access college provision by arrangement with Melanie Allen and her team in CLASS.

Students with additional needs that require personalised support have been contacted individually via Melanie Allen and the team in CLASS to make clear what provision is available for them and how this can be accessed.

→ **Support for students without devices, connectivity or a suitable environment for learning**

Considerable effort has been made to identify **students with no or limited access to appropriate ICT devices/ broadband,** via interview at the point of enrolment, ongoing referral from Teachers or Support Staff and a consistent point of contact for individual students to self-refer to in Student Services, Karen Robinson (Tel: 01709 300600 / email karen.robinson@thomroth.ac.uk). We can support these students through the loan of laptops. Likewise, if students have no Wi-fi and/ or are relying on mobile data, we might be able to increase their data (depending on contract provider).

If students require **a quiet environment for learning**, including ICT access, limited spaces are available in college for this purpose. If you would like further information about this, please contact our LRC staff on lrcenquiries@thomroth.ac.uk for further information.

Please note: we would ask that all students wishing to access college during this period consent to voluntary testing upon their first accessing the site.

→ **Why is college not offering places to the children of key workers?**

The revised guidance for post-16 providers like TRC is that those students who are the children of key workers should work from home where this is possible. Unlike learners of a primary or secondary school age, our students rarely require supervision to ensure their safety. During the first lockdown, while we initially opened for the children of key workers, none decided to access this provision. We are therefore of the view that limited places would best be offered to the students identified above. If the children of key workers fall into any of the three categories above, they are of course welcome to access the provision identified.