Bexhill College Remote Education Provision: information for parents

This information is intended to provide clarity and transparency to students and parents/guardians/carers about what to expect from remote education if local restrictions require entire cohorts (or bubbles) to remain at home.

For details of what to expect where individual pupils are self-isolating, please see the final section of this page.

The remote curriculum: what is taught to students at home

All lessons are delivered live following the timetable of the individual student. Lessons are delivered through Microsoft Teams – all students have access to a free Microsoft account which they can access of any laptop, PC or mobile device.

Any student who has not enabled their Microsoft Account can do so here (they will just need to use their College email and password) Sign in to your account (microsoftonline.com) For any support with this students can email itsupport@bexhillcollege.ac.uk

Remote teaching and study time each day

How long can I expect work set by the school to take students each day?

Students will be expected to attend all lessons on their timetable as normal and punctually. Students will also be expected to complete all directed study prior to lessons as they would be if they were on the College site.

Accessing remote education

How will students access any online remote education you are providing?

All lessons are delivered through Microsoft Teams, which all students have access to. Students can access lessons on any laptop/PC or mobile device - although for maximum benefit a device with a built in or plug and play webcam and microphone is most appropriate for use.

For assessment and/or directed study activities, students may also be directed to use Moodle. All students have a Moodle account which they can access. For support with Moodle students should email itsupport@bexhillcollege.ac.uk

If a student does not have digital or online access at home, how will you support them to access remote education?

We recognise that some students may not have suitable online access at home. We take the following approaches to support those pupils to access remote education:

- Students without access at home who are able to attend College can book a PC in the LRC by completing the *Access to the College during Remote Learning Weeks* form which can be found on the Student Portal
- Students in receipt of the bursary can apply for a College laptop and 4G router if they do not have wifi or sufficient data from their network provider – to apply contact Bursary Officer (annbentley@bexhillcollege.ac.uk)

What are your expectations for student engagement and the support that we as parents and carers should provide at home?

We would welcome the support of parents/guardians/carers with remote learning by encouraging students to:

- attend all their remote lessons

- attend all their remote lessons punctually

- follow their normal routine as if they were attending College – getting up in good time to ensure that they join remote lessons on time

- complete directed study activities in preparation for remote lessons as they would do if they were onsite

- follow the Remote Learning guidelines (a copy of these are below) and engage in lessons – students need to ensure that their cameras are on for the duration of lessons (advice on blurring/changing backgrounds is contained in this document)

We must remind parents/guardians/carers that they should not sit in on lessons, or interrupt lessons, or use the Microsoft Teams account of students to contact staff during or outside of College hours. This is to safeguard all College students and staff and if it happens the account of the student will be temporarily disabled.

All Microsoft Teams live lessons are recorded for Safeguarding purposes to protect students and staff members.

How will you check whether students are engaging with their work and how will I be informed if there are concerns?

Parents/guardians/carers will be informed of non-attendance to remote lessons in the same way as they would be for onsite lessons, via phone or text. Personal tutors, Support Staff and/or teachers will also contact parents/guardians/carers via phone or email for persistent or sustained non-attendance and/or non-completion of work.

Parents/guardians/carers can also monitor student attendance via the Parent Portal – (https://www.bexhillcollege.ac.uk/docs2/about/info_for_parents.shtml)

How will you assess my student work and progress?

Students will continue to receive written feedback on work and assignments. Teachers will provide feedback in the following ways:

- verbal feedback in live onsite and remote lessons

- electronic annotation directly onto work which will then be visible to students

- upload marked work to Moodle or Teams for students to view

- other marked activities such as Moodle quizzes

Feedback to work will be provided within 2 weeks of the work being submitted.

How will you work with me to help a student who needs additional support from adults at home to access remote education?

We recognise that some pupils, for example some pupils with special educational needs and disabilities (SEND), may not be able to access remote education without support from adults at home. We acknowledge the difficulties this may place on families, and we will work with parents and carers to support those pupils in the following ways:

Students who receive support through the Study Centre will be supported in the following ways:

- High Needs students will continue to receive one to one support from a Study Centre Teaching Assistant in all lessons and in additional one to one sessions

- For all other students with Additional Learning Needs, the curriculum Teaching Assistants will provide the same level of support as the student had received on the College site

If a student needs additional learning support they or you should contact the Study Centre (studycentre@bexhillcollege.ac.uk) requesting help.

Remote education for self-isolating students

Where students are required to self–isolate then they can:

- Join lessons live via Teams (with the exception of some practical lessons such as Sport where work will be set on Teams or Moodle for students to complete)

- Access recordings of lessons and lesson materials on Teams and Moodle if they are too unwell to access the lessons live

- Access all assignments and directed study through Teams or Moodle

Student Guidelines for Interacting Live Online.

This is the guidance for students using interactive video features of Teams

- Do read the Information Technology Security and Use Procedures (Policy TL7) which can be found on the Student Portal)

- Do follow the instructions presented here and given by your teachers during lessons

<u>Safeguarding yourself.</u>

- Only use your College email or login to join lessons or conferences

- You must put on your camera and/or microphone when requested to do so during lessons, tutorials and support sessions – all of which are recorded for safeguarding purposes

- Use the blur/background feature in Teams

- You must be appropriately dressed as if you were at College

- You must use appropriate language that does not include anything offensive, obscene, racist, homophobic or abusive

- You must be respectful of other users in the language that you use and in your onscreen behaviour (i.e. not take control of the screen!)

- Students who make persistent misuse of live video conference and/or fail to adhere to the ground rules are subject to the College Disciplinary procedures

<u>Technical and Accessibility considerations</u>

- Test your device and setting with a friend before joining lessons for the first time

- Check privacy settings of webcam and microphone

- Tape over your camera between sessions

- Ensure video is properly closed down after a session

- If you have IT issues then use ITsupport@bexhillcollege.ac.uk to ask for support and help and check the Student Portal as there is advice and support on there

- Students without access at home who are able to attend College can book a PC in the LRC by completing the ***Access to the College during Remote Learning Weeks*** form which can be found on the Student Portal