



# **Hertford Regional College**

## **Remote Education Offer**

### **2020-2021**

#### **Introduction**

The Covid-19 pandemic has created considerable challenges for further education providers. Varying levels of infection rates have necessitated the need for Colleges to act swiftly to adapt their approach to teaching, learning and assessment - often moving from full time onsite delivery to fully remote online teaching and learning during periods of lockdown.

In many cases, since the start of the pandemic, further education providers, such as Hertford Regional College (HRC), have used a blended learning approach (a combination of onsite and remote online delivery), especially when localised restrictions have resulted in students being required to self-isolate or remain at home.

It should be noted that HRC places great importance on face-to-face onsite delivery, the College has worked hard to establish and maintain a safe learning environment, enabling the vast majority of students (outside of lockdown restrictions) to continue to attend the College and take part in onsite tutor led theory and practical lessons.

This document has been created in order that students (and parents of students aged 19 and below) know what to expect if they need to self-isolate or when local or national restrictions require them to remain at home.

#### **Department for Education Requirements**

Further education providers have been instructed by the Department for Education (DfE) to publish details of their remote education offer by the 18th January 2021. This document fulfils that requirement for HRC.

#### **Remote Education Arrangements**

Remote education has been thoroughly planned for all students. Most students already take part in some form of online learning as well as coming onto college premises for normal face-to-face lessons.

All students have been given training on how to access online delivered learning, for example, how to use Microsoft Teams, Moodle, SMART Assessor and other Educational Technology.

If a student must self-isolate or remain at home, they will be given access to a variety of relevant online learning resources.

## **Remote Education for Students Aged 14-16**

The College has only a very small number of 14-16 students, attending one day per week on a day-release basis from their schools. Should this provision be required to move online, it is the responsibility of the partner schools to provide a suitable remote education offer to these students.

The College will ensure that appropriate materials are provided in order that students are able to continue with their programmes, but it remains the schools' responsibility to engage these students and offer the necessary pastoral support.

## **Remote Education for Students Aged 16-19**

This group of students form the main student body of the college. The college will provide a range of remote learning methods for students aged between 16-19. Microsoft Teams and Moodle, the college virtual learning environment, are key delivery platforms for remote learning, these delivery platforms are well utilised by staff and students

The College expects face-to-face teaching and blended learning to continue for this group unless DfE guidance advises otherwise or national rules change.

The College provides flexibility and can deliver programmes remotely; this recognises that remote education is an existing model in further education. Staff and students will receive guidance on the use of appropriate software and platforms to ensure a smooth transfer to remote learning should the need arise.

## **Remote Education for Adult Students**

Remote delivery is already in operation for adult students across a wide range of curriculum areas. All adults, including those supported under partnership delivery arrangements, have full access to online resources and can attend via virtual classrooms and submit completed work using a range of online portals and platforms.

## **Remote Education for Apprentices**

Apprentices will continue to meet the 20% 'off the job' element by a range of flexible models that are already in place for their vocational area. Tutors and assessors are on hand to support all apprentices (including those supported under partnership delivery arrangements). Reviews will be conducted remotely with employers and the apprentice to ensure knowledge, skills and behaviours continue to be developed. Targets and actions will be set accordingly, and progress will be reviewed and monitored against planned expected end dates.

## **Remote Education for Higher Education Students**

Remote delivery has become established practice across HE programmes with large elements successfully planned and delivered remotely. Microsoft Teams and live streaming of lessons forms the main part of the remote offer, with scheduled tutorials and group working utilising Microsoft Teams functionality. The virtual learning environment acts as a hub of information with dedicated resources, portals, and learning materials available to students.

## **Delivery Arrangements**

Students that self-isolate or are asked to remain at home will access their lessons primarily through

Microsoft Teams, Smart Assessor, Moodle and email communication with their tutors. If face-to-face lessons continue to be delivered then self-isolating students will be able to watch them through Microsoft Teams, access recordings of them, or access the learning materials. Self-isolating students must continue to engage with lessons as per their timetable. However, college staff will be flexible when supporting those students that for health reasons cannot access their lessons at the planned time. College staff will follow awarding body and Ofqual guidance regarding assessment.

Students supported via programmes offered through partnership delivery arrangements will be contacted and notified of remote education arrangements via the relevant delivery partner. The College will ensure that appropriate materials are provided in order that students are able to continue with their programmes.

### **Expectations of Students**

Students are expected to continue engaging in their lessons using the variety of resources that have been set up for them, for example, Microsoft Teams and SMART Assessor to access online lessons and resources, and the virtual learning environment via Moodle to access learning resources and assessments.

Remote learning expectations have been shared with students including how to keep safe online.

Students are reminded that full attendance and being polite and respectful when accessing online lessons is hugely important for their success. Tutors will raise any concerns about student participation with Progress Monitors who will take appropriate action using college policy and procedure.

Where students are unable to participate due to illness or other issues, college protocols for reporting absence remain in force and registers will be marked accordingly.

### **Arrangements for Students Studying Courses that Require Specialist Equipment or Facilities**

Where remote learning impacts on specialist equipment or resources, the College will prioritise this aspect of learning once face-to-face teaching resumes. Where possible, practical elements of programmes will be front loaded to ensure minimal impact to student progress should a full lockdown and remote learning be required. In extreme situations, adaptations will need to be made to assess practical learning outcomes differently i.e. with an adapted assessment based on a virtual practical demonstration in line with awarding body guidance.

### **Support for Students Without Devices, Connectivity, or a Suitable Environment for Learning**

College staff will evaluate digital access for students and provide equipment where a need is identified. Other digital resources are also available for students who are having problems with internet connectivity and access. For more information students should contact their tutor.

### **Support for Students with Special Educational Needs and Disability (SEND)**

During periods of self-isolation or lockdown students with SEND will continue to receive remote learning support through their specialist tutors and Learning Support Assistants.

Team members will maintain contact with students with SEND to provide guidance during periods of remote learning and support staff will remain available via telephone during the day to answer any queries that students and parent / carers may have.

Students with SEND may have alternative methods of remote delivery dependent on need, for example paper-based materials sent out for students, or teachers filming themselves demonstrating good

independent living skills.

Where applicable, EHCP reviews will continue through a remote process in agreement with the local authority, parent / carer, and student.

Students without digital resources can apply for these from college.

Students that require additional support at home are sign-posted to local authority social care.

### **Further Information**

If you have any questions or if you require further information about the College's remote education offer, please email the college at [info@hrc.ac.uk](mailto:info@hrc.ac.uk).

### **Document Management:**

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