Remote Education at JCC

Information for Students and Their Parents/Carers

This information is intended to provide clarity and transparency to students, parents and carers about what to expect from remote education during this period of national lockdown.

Following the first few days of remote education, will I be taught broadly the same curriculum as I would if I were at college?

Students will be taught the same curriculum remotely as they would be taught in college. This means that we will teach the whole syllabus set by the exam boards for all courses.

In a small minority of cases, we may need to make some adaptations, where the national lockdown makes it difficult to cover the specification safely. For example, if a student studies sports or performing arts, a lot of the practical work will be postponed for now.

The wider curriculum, outside of lessons, will also be taught. For example, students will still have a group tutorial each week online and some online enrichment activities will still take place.

How long can I expect work set by the College to take me each week?

We expect that remote education (including remote teaching and independent work) will take students broadly the following number of hours each day:

AS-Level Students	5-7 hours per week per subject studied
A-Level Students	8 hours per week per subject studied
Full-time BTEC Students	25 hours per week (5 hours per day)
GCSEs	5 hours per GCSE, per week
ESOL Students	25 hours per week (5 hours per day)

How will I access the online remote education you are providing?

All courses in the College are using a digital platform to teach all students and this is the primary way of accessing your remote learning. In almost all subjects, the platform we are using is *Google Classroom*.

All students have the email addresses of their teachers to make contact, as and when required.

Students are encouraged to check their emails every day for key messages from their teachers and from other members of staff in the College.

If I don't have digital or online access at home, how will you support me to access remote education?

We are taking the following actions to support students who are struggling to access remote education:

- Students are able to request their own Chromebook through our bursary scheme, if they are eligible for it. We have already issued a large number of devices in this way.
- We can loan a Chromebook to any student who does not have access to a suitable device. We have already issued many devices to students on a long-term loan basis. Students will need to sign a loan agreement and use policy before we issue the devices.
- We have access to a range of Sim Cards to provide additional data for a mobile device, should any student need it.
- We have a very limited number of wireless routers available for students who need them.
- We are due to receive a bank of additional laptops from the government. These have not yet arrived but will be available to those students who need them, as soon as we have them.
- All students will be provided with any printed materials that they need.

How will I be taught remotely?

A wide range of methods will be used to teach our students remotely. These include a combination of:

- Digital resource packs, including notes, worksheets and activities
- Some printed resource packs (already distributed)
- Video recordings of lessons, lectures and demonstrations
- Email/*Google Classroom* submission of written work
- Written or audio feedback on your work
- Recordings of worked examples e.g. in maths and science
- Small group online support
- Discussion threads/forum
- Online 'live' subject support
- Some online teaching
- Longer-term project and research work with weekly feedback
- Text books and wider reading of books and articles that you have at home

The mixture of these methods, and the extent to which they are used, will vary from subject to subject. Some topics within the same subject will be better suited to some methods more than others.

What are your expectations for my engagement?

- Students will study every day for a similar amount of time that they would do, if they were in college.

- In addition, the time that students would usually spend completing homework should still be used for independent study and revision.

- Students are expected to complete all learning tasks, activities and assessments set by their teachers. All work will contribute towards a student's end-of-year- grade.

- Every day, all students are expected to register their attendance, following the same instructions that have been sent out for blended learning. If students do not register their attendance, the Personal Progress Tutor will call home.

- Students are expected to attended any online sessions that are arranged by their teachers and tutors. This includes the weekly 1:1 tutorial on *Microsoft Teams*.

How will you check whether I am engaging in my work and how will my parents be informed if there are concerns?

- Teachers will observe how each of their students are engaging with remote learning.

- Student attendance will be checked every day.

- Teachers will evaluate participation levels on *Google Classroom*, *JCC Connect* and monitor closely the submission of written work and activities.

- Teachers will keep Personal Progress Tutors and Heads of Departments well informed about the engagement from their students. In the first instance, Personal Progress Tutors and our Academic Coaches will make calls to any students who are not engaging sufficiently.

- If a student continues not to engage in their remote learning, parents and carers will be informed by telephone.

- Each student will have at least one call a week from their Personal Progress Tutor and we will aim for an additional discussion once per week from an Academic Learning Coach on *Microsoft Teams*

How will you provide feedback on my work?

Teachers which mark student work each week and provide regular feedback about a student's progress in a similar way to how this is done in college. Types of feedback on a student's work might include:

- Written feedback about a student's work and activities submitted through *Google Classroom*

- 'Live' verbal feedback using the meeting software on *Google Classroom* or using an equivalent such as *Zoom* or *Microsoft Teams*

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- Email Feedback

- Audio recorded feedback to groups and individuals

- Self-assessment exercises where teachers provide the correct answers/responses to activities

If I have additional needs, what extra support will you provide for me?

We recognise that some students, for example those with 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:

All students that have disclosed an additional learning need have been allocated a key worker who works as part of the Inclusive Learning Support team. This member of staff will provide 1:1 support during live lessons (where appropriate) and arrange 1:1 study sessions to support the remote learning process.

In addition to the weekly calls from the Progress Tutor team the key worker will contact their students to ensure they are able to actively engage in remote learning.

Students will be provided with support to access the range of assisted technology that is available to support their learning and for those students that require modified resources these will be sent electronically and via the post.

The Inclusive Learning Support team will regularly contact parents to discuss their son/daughter's progress and are able to provide advice and guidance on study skills.