

## Remote Education Offer at East Riding College

### 1. Overview of Remote Education

East Riding College uses the Microsoft Teams digital platform to deliver and support all students remotely. In addition, all features of Office 365 and Moodle are available to support Virtual Learning Environments (VLE). Textbooks, eBooks and additional online resources are available as appropriate to students. This includes all substantial programmes including 16 to 19 study programmes, apprenticeships, adults and where required 14-16 students.

The remote curriculum is aligned to the classroom curriculum as much as possible. Methods of remote education are primarily synchronous online learning during timetabled lessons, supplemented with asynchronous education prepared by staff and accessed at any time by learners to meet their personal needs and circumstances.

All lessons will be sequenced as they would in the classroom and aims and objectives will be made explicit to all learners. Planning for remote learning is underpinned by contingency plans created by tutors and curriculum managers for all substantial programmes. These plans ensure teaching, learning and assessment are considered in line with updated Government guidance and that preparations are in place for a range of scenarios (e.g. teaching in College, partially remote, or fully remote).

The majority of learners will follow their normal timetable. Any changes to normal timetabled sessions will be in response to clear learner or staff requirements, of academic benefit, and clearly communicated to learners. Feedback and assessment will be provided by members of staff through a range of methods (e.g. online written feedback on submitted work, verbally, 1 to 1s, tutorials, questioning in 'live' sessions, chat groups). Where progress or assessment is more challenging remotely (e.g. practical subjects) alternative sequencing will take place to ensure learners continue the development of their skills and knowledge and are prepared for a future return to a practical learning environment.

Learner Services will continue to provide all services including safeguarding, bursary support, counselling and mental health support and offer personal support. Key contact details can be found in the final section of this summary.

Extensive support will be in place for students who have questions or challenges with remote learning. In addition to tutors, the e-Learning and Learner Services teams are in place during every College day to provide rapid responses to questions and issues. Key contact details can be found in the final section of this summary.

Weekly tutorials will take place and the College's careers guidance offer will continue remotely where required. Tutorial activities will be supported by the College scheme of work and the Spring Term cross-college tutorial update (including COVID-specific support updates). Enrichment activities will continue where possible remotely. Key contact details can be found in the final section of this summary.

## **2. Expectation of Learners**

Attendance and engagement receive the same priority as on-site face to face delivery and will be recorded by the tutors through their electronic register for all sessions. Attendance will be recorded and monitored, and staff will stay in regular contact with learners. Attendance and engagement will be reported weekly to tutors and curriculum managers to ensure learners are being monitored effectively.

Learners should engage fully in remote education (via live lessons, remote activities, questions, quizzes, homework, assignments etc.) completing all to the best of their ability.

Learners should be punctual and prepared for learning with all the equipment they need.

Learners should not leave their college account open if they are away from their computer.

It is preferable that learners and staff have their cameras **on** during the lesson with a blurred or added background and learners should wear headphones during their sessions if possible.

Learners should be dressed appropriately for lessons i.e. not in sleepwear or inappropriately dressed for a lesson.

Behaviour should reflect what is expected when on college site (no smoking in lessons, appropriate language in chat rooms, taking turns to ask questions etc).

Some sessions may be recorded for academic purposes (e.g. for future revision, to enable other learners to view). Where sessions are going to be recorded, staff will inform learners prior to the session/recording starting. Learners are expected to engage in the session as normal but they may turn their cameras off if they wish.

The College retains the same high expectations and standards for online learning as for face to face on site and as such the disciplinary procedure will continue to apply for inappropriate behaviour.

## **3. Arrangements for students studying courses that require specialist equipment or facilities**

The remote curriculum will be aligned to the classroom curriculum as much as possible. It is recognised some subjects may be more challenging via remote learning over a long period of time. The College will make best endeavours to deliver as much of the curriculum as possible to ensure learners can progress with theory and practical aspects in a safe manner. Where possible all reasonable efforts will be taken to ensure specialist equipment and software can be accessed remotely. Curriculum planning and sequencing will be amended if required, and based on the up to date Government guidance to ensure learners are in the best possible position when they have the opportunity to return to College.

#### 4. Support for students without devices, connectivity or a suitable environment for learning

All learners should have access to a digital device - a PC or laptop is more suitable than using a phone.

Learners who face financial hardship are encouraged to apply for a bursary laptop which is available on long-term loan. Any learners who face issues with IT resources and who are not eligible for a bursary laptop, are advised to contact their tutor and a laptop on a short-term loan may be available. Where learners face other connectivity issues which would not be resolved through the loan of a laptop, other options will be explored. This may include providing access to non-digital resources where appropriate.

#### 5. Support for students with SEND

Learners with an Education, Health and Care Plan (EHCP) are able to attend the eLearning Centres on one of the College sites in order to access their remote lessons if required. Learning Support Assistants will be on hand to provide support. This must be arranged in advance via the course tutor.

Learners with High Needs who are in the Foundation curriculum area have the option to attend lessons on site. This will be managed on an individual basis and where learners do not wish to attend on site, work will be set and resources will be made available remotely. Where this is not feasible, paper-based resources will be made available. Tutors and Learning Support Assistants will make regular contact with those learners who are not attending on site to provide appropriate support and to review progress, and monitor engagement and wellbeing.

#### 6. Key Contacts

Below is a list of key contacts that will be able to provide information and support to learners, parents, carers and employers. If you feel your issue is not covered by the contacts below please call the College Reception on 0345 120 0044 or email us [info@eastridingcollege.ac.uk](mailto:info@eastridingcollege.ac.uk).

- **Safeguarding** - When working remotely, if you have any concerns at all regarding your safety, please contact the Safeguarding team on **01262 455280** or via email at [safeguarding@eastridingcollege.ac.uk](mailto:safeguarding@eastridingcollege.ac.uk).
- **COVID Updates** - these are updated on the College website - [East Riding College](#)
- **Remote learning support or information;**
  - E-Learning support - [eLearning@eastridingcollege.ac.uk](mailto:eLearning@eastridingcollege.ac.uk)
  - Laptop and internet issues - [guidance-services@eastridingcollege.ac.uk](mailto:guidance-services@eastridingcollege.ac.uk)
  - Financial support information - [www.eastridingcollege.ac.uk/study-with-us/financial-support](http://www.eastridingcollege.ac.uk/study-with-us/financial-support)

- **Counselling information** - [guidance-services@eastridingcollege.ac.uk](mailto:guidance-services@eastridingcollege.ac.uk)
- **Personal issues or problems** (however big or small) - [Guidance-services@eastridingcollege.ac.uk](mailto:Guidance-services@eastridingcollege.ac.uk)
- **Financial support** - [financial.support@eastridingcollege.ac.uk](mailto:financial.support@eastridingcollege.ac.uk)
- **Bullying (including cyber bullying)** - [respect@eastridingcollege.ac.uk](mailto:respect@eastridingcollege.ac.uk)
- **Success Centre** - [ERC-SuccessCentre@eastridingcollege.ac.uk](mailto:ERC-SuccessCentre@eastridingcollege.ac.uk)
- **Progression and next steps** - [guidance-services@eastridingcollege.ac.uk](mailto:guidance-services@eastridingcollege.ac.uk)
- **Enrichment information** - [Jodie.Kempson@eastridingcollege.ac.uk](mailto:Jodie.Kempson@eastridingcollege.ac.uk)