



Remote Education Offer

This document outlines what students and apprentices (and parents/guardians of students and apprentices aged 19 and below) should expect from the College if they need to self-isolate or local restrictions require them to remain at home.

- **what remote education will be made available for different learner cohorts (16 to 19, apprentices, adult learners)?**

The nature of the remote education will vary depending on the course studied. Where remote education is appropriate, the College will aim to:

- Provide frequent, clear explanations of new content, to be delivered online by a teacher or through high-quality curriculum resources or videos.
- Gauge how well students/apprentices are progressing through the curriculum using questions, assignments and other suitable tasks.
- Enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure student/apprentice understanding.
- Set assignments so that students/apprentices have meaningful and ambitious work in line with published assessment schedules.
- Provide feedback, at least weekly, using “digitally facilitated or whole-class feedback where appropriate”.
- Have systems for checking, at least weekly, whether students/apprentices are engaging with their work, and inform the student (and parent/guardian/employer where appropriate) immediately where engagement is a concern.

- **delivery arrangements, such as timetabling, virtual learning environments and assessment arrangements**

Remote education will be delivered in line with a student's/apprentice's normal timetable. For example, if they usually attend college Monday, Tuesday and Wednesday their remote education will be provided on Monday, Tuesday and Wednesday.

The College's preferred online platforms are Microsoft Teams and Moodle. Some courses will use Zoom. Your course tutor will inform you of the platform and ensure you are able to access the platform in the event of a Covid-19 lockdown or period of self-isolation. You will need your college email address and password. Please keep these safe.

There are numerous resources on Moodle

(<https://moodle.hlcollege.ac.uk/course/view.php?id=1007>) to support you using the online platforms effectively.

It is important for students and parents/guardians to have regular conversations about staying safe online.

- **expectations of students**

You should treat remote education in a similar way to the classroom. Our expectations can be found here:

[https://www.hlcollege.ac.uk/files/Our%20Expectations%20\(A3%20HLC%20WEB\).pdf](https://www.hlcollege.ac.uk/files/Our%20Expectations%20(A3%20HLC%20WEB).pdf)

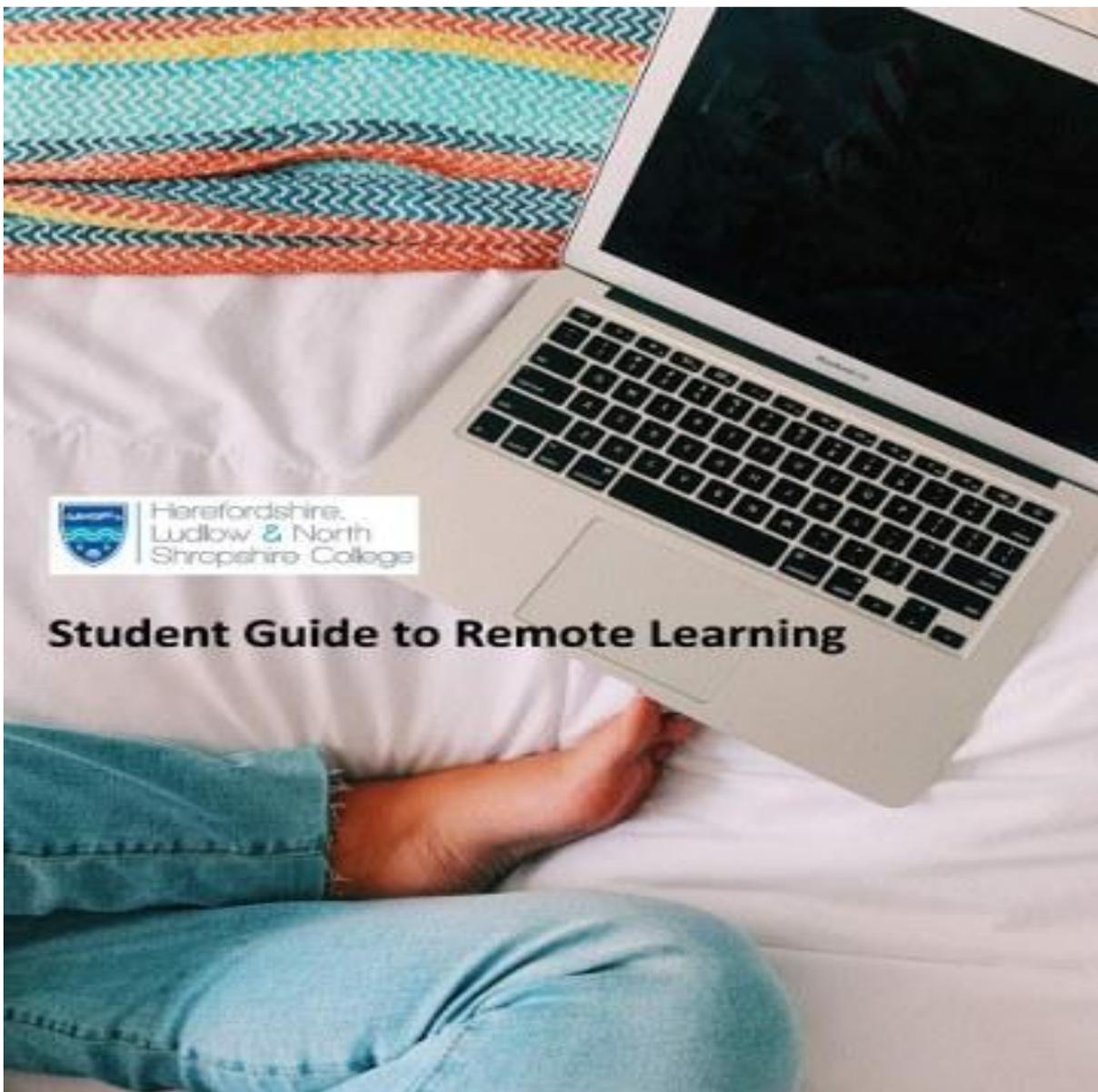
We have a guide to working from home here:

<https://www.nsc.ac.uk/files/Home%20Learning/Home%20Learning%20Guidance.pdf>

It may be helpful if you:

- Setup a daily routine.
- Find a comfortable, quiet space to study. Your background should not distract other participants if you are required to have your webcams on. You may be asked to put your webcams on at different points in the lesson for teachers to check your understanding.
- Be mindful of ambient noise and movements. They should not distract others. You will probably be asked to put your microphone on mute to start live lessons. Then follow the teacher's instructions.
- Keep your notebooks with you. Your brain remembers more when you use pens and paper. Typing your notes may not be as effective.
- Regularly monitor the online platform to check for announcements and feedback from your teachers.
- Complete assignments with integrity and academic honesty and meet the timelines.
- Communicate proactively with your teachers if you need additional support or if have any issues.
- Collaborate and support your peers in their learning.

We have put together a Microsoft Sway presentation to help support you in accessing your remote education [Student Guide to Remote Learning](#).



We know this is a difficult time and we have staff you can talk to. If you require support or are at risk of harm, then email studentsupport@hlcollege.ac.uk (if you are a Student at Hereford, Holme Lacy or Ludlow) or safe@hlnc.ac.uk (if you are a student at Oswestry or Walford).

There are lots of resources to help you that can be accessed on Moodle <http://moodle.hlcollege.ac.uk/>, for example, a PowerPoint titled Coming to Terms with College Changes Linked to Covid-19:

<https://moodle.hlcollege.ac.uk/mod/resource/view.php?id=114128&redirect=1>.

- **arrangements for students studying courses that require specialist equipment or facilities**

In the event of a student needing to self-isolate, we will make time for the student to catch up activities they missed that require specialist equipment or facilities upon their return.

In the event of a Covid-19 lockdown, teachers will need to change the sequence of their delivery if specialist equipment and/or facilities are required. This will affect courses differently. Teachers will focus on the underpinning theory and will do their best to develop skills using online teacher delivery, high-quality curriculum resources or videos.

Depending on the length of the Covid-19 lockdown, some courses may have to reduce or cut out some teaching that requires specialist equipment or facilities. If this situation arises, the College will follow OFQUAL and awarding organisation guidance to ensure that no student is disadvantaged.

- **support for students without devices, connectivity or a suitable environment for learning**

In line with the guidance published on 5 January 2021 by gov.uk,

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>, students who have difficulty engaging with remote education at home (for example due to a lack of devices or connectivity) can attend College. Where possible, we will loan devices to students. Where we are unable to meet the demand for devices, students can attend college. To discuss your individual situation, please phone Student Services directly:

Hereford and Holme Lacy: 0800 032 1986

Oswestry: 01691 688000

Ludlow: 01584 872846

Walford, Telford, Whitchurch and The Gateway: 01939 262100

If we are unable to loan a device, staff will take your name, course, tutor name and ask you what days you usually attend. Once approval to attend college has been granted, students will need to make their own way to college safely, bring their own refreshments and they will work in the LRC, accessing their online learning. Staff will be around to offer support if needed and in line with Covid-19 protocols.

- **support for students with SEND**

Students with SEND will continue to receive the identified support as far as possible. This will be delivered remotely if the student is working at home during a period of self-isolation.

In the event of a Covid-19 lockdown, all students with an education and health care plan (EHCP) will be contacted by the learning support team to establish whether they can work effectively at home or wish to attend college in person. The support in place identified on their education and health care plan (EHCP) will continue as far as possible, remotely or in person.