



Croydon
College



Remote education provision: information for parents

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

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

The remote curriculum: what is taught to pupils at home

A student's first day or two of being educated remotely might look different from our standard approach, while we take all necessary actions to prepare for a longer period of remote teaching.

What should my child expect from immediate remote education in the first day or two of pupils being sent home?

In this instance, students across the college will be informed by their course leaders and subject tutors to use the college Moodle pages in order to access materials for taught classes. For students undertaking apprenticeship provision this will be completed using one-file. Each student will be able to access these virtual learning environments via the use of their usual college credentials. Students will receive communication of this via their college e-mail accounts as well as a notification being sent to all NOK contacts for students 14 – 18 yrs via ParentMail. We will also publish details of this on the college website



Following the first few days of remote education, will my child be taught broadly the same curriculum as they would if they were in school?

Please see below some statements that may be helpful. In this section, please delete all statements that do not apply, and add details if appropriate:

- Remote lessons will be delivered using Zoom and MS teams. Links will be sent out to students from their subject tutors to their college e-mail accounts as well as placed onto the relevant Moodle pages.
- It is expected that students will be accessing the same sessions as indicated on their timetables, with live teaching activities in each session. Throughout these sessions teachers will direct students to relevant resources in Moodle as appropriate. These live sessions may include an element of off screen time during which instructions will be left for students to undertake an activity such as a research exercise. Students will then return back online in order to give feedback.
- We teach the same curriculum remotely as we do in college wherever possible and appropriate. However, we have needed to make some adaptations in some subjects. For example, in practical subjects and subjects involving professional practice units for which placements would take place, we may give students scenarios to work through and amend the planned assessment calendar so that practical; activities can occur when the college is able to open again and these can be undertaken in a COVID secure manner.

Remote teaching and study time each day

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

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

Foundation to L3	This will be determined by established timetables
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Accessing remote education

How will my child access any online remote education you are providing?

- Live remote lessons will be delivered by Zoom and Microsoft teams.
- Students will be able to access links to these live sessions via either the Moodle (VLE) pages for their study programme using their usual log in credential or Via their college E-mail accounts. Log in details were shared with all students during their induction to the college.
- A SSO (single sign on) is used within the college so that once students have logged into their Moodle account they can navigate from this to other applications such as MS teams and Zoom to participate in the live sessions.
- Students will have access to their progress tracker in Promonitor (known internally as MyPT) in order to monitor their continued attendance, targets they are being set and recorded achievements from marked work.
- Students will be able to access support for their live lessons via the relevant Moodle pages and will be able to use this platform to communicate with their tutors via instant messages, engage in discussion forums, download relevant power points, worksheets & data files and upload their work in a secure manner so that feedback can be given promptly (in line with the colleges Exams and Assessments Policies).

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

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



In this section, please provide high-level information (where applicable, and ensuring parents know how to contact the school for further details) about:

- Information has been collected from all students during enrolment to establish if there are any access needs to equipment and or internet connections. Tutors have then followed up these results by contacting learners individually.
- Students that did not have access to IT equipment outside the college are then able to apply for a laptop
- The college is following the government guidance regarding the allocation of college-issued laptops.
- If applicable, learners are contacted and advised of a specific time that they can come into the college to collect a laptop by the student services team
- Arrangements are in place that will allow learners who have no equipment or connectivity to attend the college and access the resources in the college library..
- These learners can attend online lessons using college PC's and are supported by the college's Learning Support Team.
- It may be necessary for learners to have printed work and resources sent to them. Any printed work will be posted out to learners and learners that are not able to submit work to the online systems are welcome to post their work to the college or leave at the college reception
- All government COVID guidelines are in place for any learners attending college during the current lockdown with clear expectations of learners maintaining social distancing, using the sanitation stations on arrival and wearing face coverings throughout the college, unless they have a valid exemption. .
- Anybody student the college during the current opening hours will have the opportunity to have a Lateral Flow COVID Test.



How will my child be taught remotely?

We use a combination of the following approaches to teach pupils remotely:

Some examples of remote teaching approaches:

- Live teaching (online lessons)
- Recorded teaching (e.g. links to planet E-stream via the Moodle pages)
- Access to learning packs that have been produced by teachers. (e.g. worksheets, workbooks, assessment briefs)
- Commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences. Links to these will be made available via the Moodle pages.
- long-term project work and/or internet research activities (as per the colleges full opening guidance)
- Interactive technologies such as 'padlet', 'nearpod' and 'socrative'. Students have been introduced to these technologies in learning that has taken place on site.



Engagement and feedback

What are your expectations for my child's engagement and the support that we as parents and carers should provide at home?

In this section, please set out briefly:

- It is expected that all students attend their virtual sessions as they would if attending lessons on site. Records of attendance and engagement in online activities will be monitored so support can be put in place for students whose virtual attendance falls below the college target.
- During the lessons it is expected that all students continue to comply with the college code of conduct
- Parents/Guardians should continue to support students access the classes as stated in their usual timetables and will be contacted by the relevant teaching team if a student is absent without any notification.

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

In this section, please set out briefly:

- Attendance to online sessions will be monitored via the completion of registers by the teaching team, in the same manner that lessons taught on site would be monitored. The college will also run engagement reports to monitor the completion of online activities.
- Areas of concern will be enacted on by the teaching team straight away and escalated to the relevant curriculum manager and head of school if concerns continue. Any concerns will be shared with parents/guardians for students aged 14 – 18.
- All actions that are taken are recorded on MyPT



How will you assess my child's work and progress?

Feedback can take many forms and may not always mean extensive written comments for individual students. For example, whole-class feedback or quizzes marked automatically via digital platforms are also valid and effective methods, amongst many others. Our approach to feeding back on pupil work is as follows:

In this section, please set out briefly:

- Written feedback is usually given via annotations on work that is uploaded to the Moodle platform. Teaching staff mark work submitted electronically, following which students will receive a notification of an update of their grade to registered e-mail accounts.
- Feedback during a lesson can take place verbally or in discussion forum's and instant messengers built into the college Moodle environment. This will also form part of 1-2-1 progress reviews tutors have with students.
- How often students receive feedback on their work will depend on their study programme and frequency of assessment. For all formal assessment tasks the college policy is that feedback is given in 10 days after submitting the assessment. For classwork and homework tasks, the teachers will provide feedback on a weekly basis so that learning can be undertaken before the next session.
- During the live lessons, feedback will be undertaken continuously throughout and relevant to the activities being undertaken.

Additional support for pupils with particular needs

How will you work with me to help my child 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:



In this section, please set out briefly:

- The additional Learning support co-ordinators are in contact with all learners and parents under SEND. Collaborative decisions are made about the best options to ensure that full engagement continues. Students will be contacted regularly, as appropriate, and based on individual circumstances. Students with identified SEND needs will be able the college site in a safe and COVID secure manner.

Remote education for self-isolating pupils

Where individual pupils need to self-isolate but the majority of their peer group remains in school, how remote education is provided will likely differ from the approach for whole groups. This is due to the challenges of teaching pupils both at home and in school.

If my child is not in school because they are self-isolating, how will their remote education differ from the approaches described above?

Students that are self-isolating will have the same support as outlined above.