

# Guidance on distance learning



## GUIDELINES FOR STUDENTS AND PARENTS

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From Monday 23<sup>rd</sup> March Collyer's will be closed 'for the foreseeable future' and all students will continue their studies via distance learning. These guidelines are intended to support our learners through this period and help them maintain their engagement, confidence and motivation. We know the Collyerian spirit will prevail during these challenging times and that we will look after one another until we can return to normal.

### Communication

- College email should remain the primary communication method between staff and students.
- Teachers will email their classes at the beginning of each week to set work.
- In most cases work will be either on the VLE or SharePoint and staff have spent the last couple of weeks anticipating the need to organise distance learning.
- As it becomes clearer how long the closure is for, teachers may introduce new apps or platforms to support distance teaching and learning – for example Microsoft Teams or Stream or Yammer. This will depend however on the subject and the nature of the content and will differ widely.

### Minimum levels of teaching

- As much work and teaching materials as possible will be uploaded to the VLE / SharePoint.
- All teachers should check their emails twice daily.
- One piece of work will be marked per class per week where appropriate.
- In addition – given the long closure – all subject teams will consider including further aspects of distance learning into their teaching and learning materials. What and how will be up to each subject based on the content and the best mode of delivery.

### Internal exams

- We will keep under consideration a possible postponement or cancellation of transfer exams. A decision will be taken after Easter. All students should remain focused and complete work set as if there are no exams then we will agree a robust alternative basis for progression into 2A that is informed by in-year progress and recent performance.

### External exams

- All external exams planned for April, May and June have been cancelled. The DfE have just published guidance on their intended arrangements for postponed external exams and the [awarding of grades today](#). Further details will follow soon. We will consider carefully the implications of this for our students and update you further as soon as possible but our current advice is to continue studying hard despite the disappointment and disruption.

### Advice for distance learning

In some ways learning remotely could be viewed as similar to exam leave – it is important to manage your time well and keep motivated. Some simple hints and tips are below:

- Consider sticking to your regular college timetable and working on each subject during your regular lesson time
- Make sure you maintain the same level of motivation and complete all work set as well as assessments
- Socialise online to respect 'social distancing'. Take regular breaks. Reward yourself for work done. Don't hesitate to email teachers when you are stuck or need guidance.