

Guidance on distance learning v.2



GUIDELINES FOR STUDENTS AND PARENTS

Since Collyer's closed on Monday 23rd March and we moved to distance learning, our students have responded fantastically well and shown amazing resilience and flexibility in dealing with the change. Now that we know the closure is for a longer period of time, we have updated our guidance on distance learning to ensure students are able to progress and achieve their potential. Our aim is to find a reasonable balance of expectations, considering our duty of care to staff as well as students:

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.
- Due to the extended closure teachers will increasingly experiment with new apps or platforms to support distance teaching and engage students in learning – for example Microsoft Teams, Stream or Yammer. This will depend however on the subject and the nature of the content and will differ widely.

Minimum levels of teaching

- The VLE / SharePoint remain the default learning platforms for all subject resources.
- Work will only be set for 1A students – Intermediate and 2A students have now completed their studies. Separate guidance will be provided to these students to support progression.
- Schemes of work should be adjusted to allow for teaching throughout the whole term with no exam leave. We will close for INSET from Monday June 1st to Friday June 5th. The last day of teaching will be Friday 10th July.
- Teachers should email all of their classes each Monday morning to set a week's work and assessment.
- All teachers should check their emails twice daily.
- One piece of work can be marked per class per week where appropriate.
- All subject teams should actively include further aspects of distance learning into their teaching and learning materials. What and how will be up to each subject based on the content.

Assessment, tracking and support

- Assessment that is set for 1A students until May half term will form part of teachers' judgements when deciding on Transfer Grades in June.
- When setting assessment, we recognise that students may not always be able to complete them on time or to the best of their ability due to household circumstances whilst distance learning.
- If any students have not engaged with or completed work set in a given week, teachers will email home supportively to query if any help or guidance can be provided.

External exams and coursework

- Intermediate and 2A students should refer to emails sent in the last few weeks about awarding of grades. A further update was placed on the [college website](#) on Friday 10th April regarding the awarding of vocational and Functional Skills grades.
- We are awaiting further guidance from Ofqual about the detail of Centre Assessment Grades and will update all students and parents as soon as possible. A [consultation](#) on the process opened on 15th April that the college will respond to.