Publication of remote education offers

Following the Government’s announcement on Monday 4 January 2021, the College is closed and all teaching will move to online delivery until further notice.

We understand that this new national lockdown will be difficult for everyone, and that each person will have their own personal circumstances to contend with during this time.

We want to reassure students that the College is here to support them throughout this difficult time.

Carmel’s approach to both blended and remote learning is detailed below.

Blended and remote learning at Carmel

Blended learning is a formal approach to education that creates an integrated learning environment where face-to-face and online teaching, learning and assessment become complementary, with the purpose of giving learners the most complete learning experience possible in the context of the current crisis.

Remote learning is a formal approach to education where the learner and teacher are separated and cannot meet in a traditional classroom setting. Teaching, learning and assessment take place through a virtual digital platform where the teacher delivers live lessons; interacts with students virtually; sets and receives assessments virtually; provides a range of virtual resources with which learners interact with as per each academic subject.

Whilst face-to-face learning is the College’s preferred methodology, a blended and on occasion, purely virtual learning or remote experience may be necessitated.

Essentially, blended learning at Carmel operates across 3 platforms, with remote learning operating via Carmel Connect and Microsoft Teams:

Face-to-face
Carmel Connect (Remote)
Microsoft Teams (Remote)

Aims:

1. To ensure that blended/remote learning delivery meets the very high teaching, learning and assessment expectations set by the college.

2. To ensure that any assessment methodology is rigorous and in line with normal college departmental assessment strategies. That assessment is valid, reliable and does not disadvantage any group or individual learners.
In addition to supporting staff and quality assuring the processes involved here, the college will:

• Ensure that teaching/delivery/assessment is timetabled to support blended learning when learners are working remotely; that staff have access to appropriate resources to deliver

• Ensure that the designated platforms facilitate the management teaching, learning and assessment.

• Ensure the setting of assessment/assignments/set work is undertaken in the face-to-face sessions and that deadlines are clear. Where face-to-face is not possible, that this work can clearly be set remotely, and the teacher can ensure that the learner is able to access and engage with all the appropriate learning materials, submit work and receive constructive feedback.

• Ensure that when learners submit work measures are taken to ensure the work is authentic and has been completed by the learner

• Maintain and store securely individual student work.

Expectations for remote learners

Students need to access their remote lessons on time at the allotted times. It is important that when asked to do so, students engage within the lessons and complete and upload work set as required.

If students are going to be absent from their online lessons, this needs reporting using the normal college process. Alternatively, students can email the college info@carmel.ac.uk stating their name and the reason for their absence. Students are required to do this for every day that they are absent. Where possible, all absences should be reported first thing in the morning.

If students are self-isolating and still well enough to attend their online lessons, they should still let the College know they are self-isolating. If a student receives a positive Covid-19 test result, please report this to your Personal Achievement tutor (PAT). This can then be put on the register so teaching staff will be aware that the students may be unwell and therefore not able to attend lessons.

Timetabling

As per the current Department for Education guidance, all lessons are being delivered remotely i.e. via Microsoft Teams. All students are currently on an altered timetable, with two 2-hour lessons for each subject per week.
**Vulnerable students**

Vulnerable students are being contacted directly about the arrangements for coming into College whilst the site is closed.

**SEND**

Students with SEND who have timetabled support sessions will continue to be supported remotely. Structured support is in place for these students.

Students with EHCPs will be offered support on site.

**Counselling**

Students are still able to access the College’s counselling service whilst the College is closed - all appointments will take place over the phone. Students can refer themselves to this service by contacting their PAT.

**Accessing remote learning/IT issues**

We have been considering the problems which might limit our student’s ability to access the online teaching that is already in place - please refer to the FAQ guide below:

<table>
<thead>
<tr>
<th>Equipment/Device Issue</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>I don't have access to a suitable device.</td>
<td>Enquire about borrowing a device from the College.</td>
</tr>
<tr>
<td>I am struggling with a bad internet connection or bandwidth at home.</td>
<td>Work in College when this is possible, or enquire about borrowing a dongle from the College.</td>
</tr>
<tr>
<td>I am not able to print at home.</td>
<td>Subject areas will advise you on ways around this.</td>
</tr>
<tr>
<td>I cannot access the correct software.</td>
<td>IT solutions available through the College's IT department.</td>
</tr>
</tbody>
</table>

**Teacher assessed grades**

You will no doubt have questions about how teacher assessed grades (in place of summer exams for GCSE and A level) will be generated. At this stage, we have no further information from the Government about this. They are consulting with students, schools and colleges, and we hope that they will provide us with details as soon as possible.

The College will continue to update you as and when we have more information to share.

15 January 2021