



# **Remote Teaching Learning Assessment Policy 2023-2025**

Policy reviewed: August 2023 by Director of Quality

To be next reviewed: August 2025

To be reviewed by: Director of Quality

# **Remote Teaching Learning Assessment Policy**

**(to include Blended Learning)**

## **Content**

- Purpose and Scope
- Aims
- Definitions
- College preferred delivery
- Expectations and responsibilities of staff
- Expectations and responsibilities of students
- Safeguarding
- Student access to IT
- Other related College policies

## **Purpose and Scope**

This policy covers all educational provision delivered remotely, as well as the responsibilities of staff and students participating in either remote, distance and or/live learning, for example through Zoom or Teams including specifically designed online blended learning courses approved through curriculum planning.

This policy also includes responsibilities of staff and students participating in all virtual remote and online learning including in the event of college closure.

The College is committed to providing continuity of education to its students and will do so through a process of remote learning.

This policy is under constant review and may be revised at any time as necessary in light of Government guidance and developments in remote learning.

## **Aims**

Through remote teaching the College will aim to;

- Ensure that every student achieves in relation to their individual potential and aspiration target grade.
- Promote the achievement of students through the development in knowledge, understanding, skills and behaviours (academic and employability skills).
- Provide an inclusive education within a culture of high expectations.
- Make learning an enjoyable, interactive, developmental and enjoyable experience.
- Promote assessment for learning.

## Definitions

**Distance or Remote Learning:** Students study independently using virtual learning environments – for example via live online lessons, accessing and completing posted resources (from a VLE platform) or telephone/email support.

**Blended Learning:** A formal approach to education that creates an integrated learning environment where face to face and online teaching learning assessment take place, with the purpose of giving learners a diverse and engaging learning experience.

## College preferred delivery

Where staff and /or student are participating in any remote or online learning as either a regular learning method or a one-off session the College expectation is that teaching learning and assessment should continue as timetabled via a remote learning platform. The College's preferred platform is Zoom and Moodle.

Classes should continue as timetabled (subject to expectational or agreed circumstances) and virtual attendance should be recorded in the usual way via the online register system, with staff selecting the appropriate mark for virtual attendance. In addition to online, delivery may also consist of

- Tasks posted and tracked in Moodle.
- Independent study tasks set.
- Completion of printed packs for students who have access barriers
- Attendance to live virtual lessons (via Zoom)

## Expectations and responsibilities of Staff

When providing remote learning, teachers will be available during their usual working hours.

When providing any type of remote learning, teachers are responsible for;

- Safeguarding yourself and your students. College email, College phone numbers, the college website and Moodle/other college sanctioned IT platforms will be the only forms of communication used during contact with all students.
- Continue to deliver content in line with existing schemes of work (as far as possible) making the necessary adaptations for remote and online use or as directed to by Awarding Organisation.
- Providing inclusive learning materials and communication with students of which continue to meet the expectations of the college in terms of relevance, quality, equality of opportunity and safeguarding.
- Ensure all students are challenged and supported and that work is correctly attributed to them.

- Pay due care to the nature of the tasks set, so that students have a range of activities to complete and not exclusively working on a screen.
- Clearly and effectively communicate expectations, tasks and deadlines to students.
- Give due regard to individual learning needs of their students. For students with special education needs (SEND), teachers must consider how best to support these students and/or in liaison with a Learning Support Assistant where applicable.
- Provide timely formative and summative feedback on work completed and submitted remotely by students that aids progression and develops understanding of next steps. (Also see Assessment and Internal Quality Assurance Procedure)
- Engage in regular contact (as timetabled) with students for academic and health and wellbeing purposes.
- Actively follow up on none engagement or attendance of students.
- Maintain the security and confidentiality of student personal information (such as email addresses and phone numbers where required) by using the approved College information system only (Pro Monitor)
- Maintain the security of electronic devices. For example, use of password, device lock. (Also see the Colleges Acceptable Use Policy IT, ILT Equipment & Resource and e-Safety IT and ILT Equipment Resources Policy)
- Effectively and timely reporting any safeguarding concerns about students. Staff will report issues using CPOMS via the staff portal.
- Remind students that each live online lesson will be recorded and that student video cameras are not to be shared.
- Having a clear understanding of how to access college systems and data remotely. In cases of a technical issue, please log on the IT Help Desk or, for all sites, email [ILT.Helpdesk@sandwell.ac.uk](mailto:ILT.Helpdesk@sandwell.ac.uk)
- Seeking support with effectively using virtual learning platforms where required. Support can be found from your Head of Section and/or the Quality Team.

**When engaging in live online learning lessons teachers will:**

- Only use college approved and not third party approved systems.
- Deliver live online lessons to groups only. (more than 1 student).
- At the start of every lesson, advise students that the lesson is being recorded for reference purposes. If you intend to share the recording with students then clearly state this on the recording at the start of the session. The live class will be recorded and backed up, so that if any issues were to arise, the video can be reviewed.
- Safely store all recordings on College approved systems only.

- Only share recordings with students if stated at the start of the session and of voices only. (No camera images of students will be shared unless separately agreed with Quality and written permissions obtained).
- Wear suitable clothing (as per expectations of being on a college site), as should anyone else in the household.
- Ensure computers used are in an appropriate area, for example, not in bedrooms; and where possible be against a neutral background. (Static, minimalist backgrounds provide less distraction to learners) A professional /appropriate virtual background may also be used.
- Ensure live online lessons are kept to a reasonable length of time.
- Ensure language and behaviour remains professional and appropriate at all times (as per expectations of being on a college site), as should anyone else in the household that could be over heard.
- Staff will only use platforms provided by Sandwell College to communicate to students.
- Staff will record, the length, time, date and attendance of all live online learning lessons held.

## **Expectations and responsibilities of Students**

### **When engaging in all types of remote learning students will;**

- Continue to adhere to the Acceptable Use of ILT policy and Student Development and Disciplinary Procedure when working remotely.
- Show a greater level of autonomy and self-motivation, ensuring any work undertaken remotely is their own and to the best of their ability.
- Engage in all remote learning activity as a directed to do so by their teachers.
- Submit completed work timely to meet any deadlines et by your teacher.
- Ensure they are clear of how to navigate any remote learning platforms and timely contact their teacher if further assistance or guidance is required.
- Use all virtual platforms in a formal and professional manner. (Inappropriate behaviour could result in disciplinary inline with the Colleges Disciplinary procedure.

### **When engaging in live online learning lessons students will;**

- Only use college approved and not third party approved systems
- Carefully follow all instructions given by your teacher (before and during the live online learning lesson).
- Be on time and mute your microphone on joining.
- Not share video cameras.
- Not record or take photographs of the teacher.
- Engage in audio conversation when asked to do so by the teacher.
- Use the chat function to engage with peers and ask questions when given permission to do so by the teacher.

- Remain professional at all times when engaging in both written and verbal communication and to only annotate on slides/whiteboards when instructed to do so by your teacher.
- Ensure language and behaviour remains professional and appropriate at all times (as per expectations of being on a college site), as should anyone else in the household that could be over heard.
- Remain attentive during the live online lesson without distractions (where possible).

### **What Parents/Guardians can do:**

1. Please support your child and encourage them to study. If possible ensure they have a quiet space.
2. The College will provide you with access to timetables so that you are aware of when your child should be studying.
3. Please contact the College if you need any equipment.
4. If your child is finding studying difficult encourage them to speak to their teacher/s.

### **Student Contact Emails**

Technical issues- Contact your personal tutor

### **Sandwell Central and Central Saint Michaels Sixth Form**

Safeguarding concerns – [safeguarding@sandwell.ac.uk](mailto:safeguarding@sandwell.ac.uk)

Learning Support SEND – [mike.reeves-cowling@sandwell.ac.uk](mailto:mike.reeves-cowling@sandwell.ac.uk)

### **Cadbury Sixth Form College**

Safeguarding concerns - [safeguarding@cadbury.ac.uk](mailto:safeguarding@cadbury.ac.uk)

Learning Support SEND - [sian.whitehouse@cadbury.ac.uk](mailto:sian.whitehouse@cadbury.ac.uk)

## **Safeguarding**

The college safeguarding teams will identify their vulnerable students on the basis of risk;

**Red** - most risk of harm or neglect and fewest protective factors (would include those

with a child protection plan).

Amber - a moderate risk of harm, but with some protective factors (would include those identified as 'Child in Need'; and those with a social worker).

Blue - some concerns escalating or unmet needs; or have been red or amber and need monitoring.

All staff use CPOMS for recording and alerting of any Safeguarding concerns.

## **Student Access to IT**

Whilst we recognise that remote learning will be predominantly online, we remain committed to meeting the needs of all our students and will endeavour to provide alternative means as required. This may include paper-based activities and printed materials.

The College is committed to providing students without access to IT at home with appropriate IT resources, wherever possible. The College will conduct regular surveys with students to ascertain those students without access to IT through Pro Monitor and provide support where possible subject to review of individual circumstances.

If students need any equipment the College can be contacted at the following email [enquiries@sandwell.ac.uk](mailto:enquiries@sandwell.ac.uk) or ring telephone: 0121 667 5000. You will be required to provide in writing your full name, student ID number and full details of requirements. In order to assess the eligibility of your application, the College will ask you to provide further specific details related to circumstances and income.

1. Eligible students will continue to receive support from College welfare funds.
2. The College know it is stressful and if there are any concerns students should speak to their teachers and they will help.

## **Other related College policies**

- Acceptable Use Policy IT and ILT Equipment & Resources
- e-Safety IT and ILT Equipment and Resources
- Safeguarding (Child Protection) Policy & Procedures (including Prevent)
- Student Development and Disciplinary Procedure
- Assessment and Internal Quality Assurance Procedure
- Academic Assessment Appeals Policy
- Assessment Malpractice and Maladministration Policy