

Online Learning Provision

Purpose of this document

The information in this document is intended to provide clarity and transparency to students and parents/guardians about what to expect from online learning where national or local restrictions require the whole College, class 'bubble' or individuals to remain at home.

What is taught to students at home?

Students will have access to resources available via Moodle (the College's Virtual Learning Environment) and tutors will contact groups to agree work to be completed.

Moodle Frequently Asked Questions (FAQs) and sources of support is available at <https://moodle.capel.ac.uk/>.

If students have any difficulties accessing Moodle they should email moodle-helpdesk@capel.ac.uk.

Will courses continue to follow the same curriculum as if students were in College?

Courses will continue to be taught online which will include live lessons on Microsoft Teams (for full-time courses and apprenticeships), resources on Moodle and distance learning tasks to complete, allowing tutor interaction, assessment and feedback. The nature and frequency of assessment and feedback will reflect the individual courses and student needs. Tutors will clarify the individual expectations for specific courses. Attendance to online lessons is closely monitored and communication is vital, so if any students are struggling to access these lessons they must speak to their tutor.

Given the practical nature of our courses which require technical resources, equipment and training, some elements of normal timetables will change. For example, there will be alternatives for practical sessions and it may not be possible for students to complete all of their work experience or industry placements.

Please do not worry. We will ensure that no student is disadvantaged and we will work closely with Awarding Bodies to agree adapted or delayed assessments where appropriate so all students are supported to complete their qualification.

How will students access online learning?

Students can access resources for their course on Moodle and will have been given login details during their induction. Where appropriate tutors will email invitations to Microsoft Teams meetings to their course group, and students can follow the link within these invitations to join the live lesson.

How will 16 to 19 year old students be taught remotely?

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

- Live teaching (online lessons) via Microsoft Teams
- Recorded teaching (e.g. Oak National Academy lessons, video/audio recordings made by teachers)

- Interactive resources on Moodle
- Printed paper packs produced by teachers (e.g. workbooks, worksheets)
- Commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences
- Practical projects with resources posted home (e.g. leatherwork, some art and design related tasks)
- Long-term project work and/or internet research activities

What are the College's expectations for student engagement?

Students should continue to study from home and join online live lessons where possible to do so. They should also take part in tasks set by tutors and ensure they stay in regular contact with their tutor.

We appreciate the difficult circumstances many students and their families are working under at the moment. If anyone is struggling to take part in the scheduled lessons they must speak to their tutor so support and adaptations can be arranged.

Student online protocols:

1. Where possible, all students should set up their home computer in a quiet space
2. Students under 19 years of age should set up their home computer in a quiet yet shared space, or at least a space that can be monitored by parents/guardians
3. Student must dress appropriately for their online lesson
4. Online lessons must only use College email addresses
5. When students log on to the College's Virtual Learning Environment (Microsoft Teams, Google or Moodle), they are agreeing to The College ICT Acceptable Use policy and statement when they enrol. This is set out in the Student Handbook. Please be aware that the safe use of ICT is monitored on College equipment for all learners' safety.
6. We ask that students do not disclose their location online and do not give away personal details, for example in a chat facility. Whilst tutors will explain the importance of this, it is to safeguard students.
7. Where lessons are recorded, they must not be shared with third parties or uploaded to social media without consent and organisational approval
8. Students must not live stream any of their online lessons
9. Taking photos of others whilst engaged in learning including using photos online in any context (unless directed by a tutor) is not permitted
10. Students must not share online lesson meeting links with anyone
11. Students know how to report if they have an issue or a concern about the sessions
12. The online learning platform must not be used by the parties for any other purpose other than learning e.g. sharing photos or general messaging

13. Students should keep password logins safe and must not disclose them to anyone
14. Students should conduct themselves in a professional manner and respect others' work and property online
15. Any defamatory, offensive or illegal material aired online by the student, or inappropriate behaviour by the student, will result in disciplinary action and intervention as detailed in the Student Code of Conduct

Additional support for vulnerable and disadvantaged students and students with special educational needs who may not be able to access remote education without support

We recognise that some pupils, for example those with Special Educational Needs and Disabilities (SEND), may not be able to access remote education without support. Our Student Services team work closely with individual students to ensure that they are supported when required to study from home.

Learning Support Assistants (LSAs) continue to support individuals and small groups through online live lessons including the use of breakout rooms and chat (as appropriate). Counselling and mentoring services also continue to be delivered remotely (please email counselling@capel.ac.uk for further details).

Individual vulnerable students and those with Education, Health and Care (EHC) plans may be able to attend College to receive face-to-face support, and this is assessed on an individual needs basis. If you fall into this category and would like to continue to come into College during a national lockdown or have any queries, please email learningsupport@capel.ac.uk.

Remote education for self-isolating students

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

Where possible, and depending on the nature of the course, self-isolating students may be able to join a lesson remotely whilst their peers are in College. Where this is not possible the tutor will set the student work to complete at home, if they are well enough to do so. This may be workbooks/worksheets, tasks on Moodle, projects or coursework.

Studying safely online

When studying online it is important to remember online safety tutorials. Visit the 'online learning' section of Moodle and have a go at our 'e-safety' activities at <https://moodle.capel.ac.uk/course/view.php?id=1109§ion=6>.

More information on online safety and links to activities can be found at <https://www.bbc.com/ownit>.

[This internet safety leaflet](#) is a useful guide for parents and a source of further information.

EdTech Demonstrator Programme

The College is delighted to be taking part in the EdTech Demonstrator Programme, which is supported by the Department for Education (DfE), the Education and Training Foundation (ETF) and the Institute of Education (IOE) at University College London.

The programme includes accessing support and sharing best practice from a network of schools and colleges across England who exhibit excellent practice in the use of technology and online learning. The College continues to expand and build our online learning resources and actively share and embrace best practices from across the sector.