

The Manchester College Remote Education Offer

The Manchester College is committed to delivering teaching and education remotely in line with Government guidelines associated with the national restrictions implemented on 5 January 2021 to ensure the safety of students and staff.

The Manchester College has a wide range of provision covering traditional academic qualifications such as A Levels & GCSEs to technical and professional qualifications across a range of levels combining both academic and practical specialist skills. Due to the differences in qualifications, levels of learning and adaptations put in place by individual awarding organisations, the College has adapted its delivery to reflect these different requirements. This document outlines the learning and assessment you can expect to experience whilst the current restrictions require students to learn, and colleagues to work, from home.

Learning online

The College uses **Microsoft Teams** as the platform for the delivery of learning and student engagement. This must be the only platform used to deliver and support students' learning and wellbeing. You can engage with Teams using a smart phone, but you need to use a tablet, laptop or desktop computer to get the full functionality from Teams. Whichever type of electronic device you use, it must be able to connect to the Internet via Wi-Fi or an Ethernet cable. If you do not have access to an appropriate electronic device then please contact your Achievement Tutor or access the Student HUB, where you will find contact details for support to assess your individual requirements and ensure one of the following are in place for you:

- Provision of a laptop or tablet
- Provide alternative learning material (for example, via post)
- If you do not have access to a laptop or a tablet or where alternative materials are not appropriate, we will provide access to a College campus in order to use a computer on site (16-18 year olds or 16-24 year olds with an EHCP only).

Whilst working online the following support will be available

- Support with Wi-Fi dongles and support with the cost of additional data
- Support via our Library team with the resetting of passwords and how to access Microsoft Teams
- Support with any online safeguarding concerns.

In addition to this the following support is also available to students either face to face (where necessary) or online:

Careers, employability and progression support
Achievement Tutor and Mentor support
Financial and welfare support
Additional Learning support

Face to face Teaching and learning

The College is currently open for students in those groups identified within the government guidance provided. For all other students, lessons will take place remotely, mostly online, in each student's designated timetabled session. The College recognises that many students require the use of specialist equipment and software to learn and achieve, and will continue to work within the guidance adapting and informing students of any changes.

Due to the current restrictions, the College has reviewed the sequencing of learning and adapted this to maximise the theory aspects of individual courses whilst the restrictions on access to specialist equipment are in place.

If you are a student with special educational needs and/or have an Education, Health and Care Plan and have an individual support plan in place, this will be adapted to reflect your individual needs. If you have a support worker then they will join you in your remote lesson. If you require any further support or advice please contact your Achievement Tutor.

The College has recently produced a document to support students to get the most out of remote and online learning. It's called '[Secrets of Success: A guide to getting the most out of your online learning and independent study](#)'. Please make a point of reading this and try to follow the tips and advice it provides. You can find it on the [Student HUB](#) or ask one of your teachers for an electronic copy.

Booster Sessions

Students who received a grade 4 or below in GCSE English or maths last academic (2019/20) are entitled to access booster sessions relating to any part of their programme of study. Students should continue to attend their booster sessions, if you would like more advice about booster sessions please refer to the Student HUB and a member of the team will contact you.

Assessment and Exams

We are reviewing all information received from awarding organisations and applying their recommended adaptations to individual qualifications. The College will provide regular assessment weeks to review student progress and inform you of the outcomes.

We recognise that some students require specialist equipment to complete assessments and examinations and we will continue to review access to College sites under the guidance in place for colleges. In the event that restrictions are relaxed and make access to facilities possible, then the College will look to prioritise students requiring specialist equipment or needing to complete examinations on site that cannot be rescheduled.

The College will ensure that we have a robust quality assurance process in place to govern how our curriculum departments and teachers arrive at any teacher assessed grades and to ensure we apply absolute fairness in determining student grades.

- We will provide regular assessments to ensure students' knowledge and progress is assessed and recorded
- We will continue to provide you with feedback designed to help you to continually improve the standards of your work
- We will inform students when any summative or final assessments will take place
- Methods of assessment will be in line with the guidance provided by the relevant awarding organisation
- We will provide updates via the **Student HUB** on the confirmed assessment methods to be used by different awarding organisations once these are received.

Work Placement

The college is working under the government advice and guidance provided regarding attendance at work placements. The majority of work placements have been placed on hold, however, your employability tutor will work with you to ensure you can return once safe to do so. In the interim, your tutor and the Employability team are working hard with employers to ensure virtual placement

experiences are available. Please refer to the **Student HUB** or speak with your tutor for further information. Your employability lesson will continue as per your individual timetable.

Staying Safe

Our first priority is your safety, this may be whilst attending college or learning on line. As you are already aware from attending college, information on the **Student HUB** and in your tutorials, a number of safety procedures have been place since the start of term. These include staying safe whilst on campus and whilst learning online. An update on how to keep safe on line is available on the **Student HUB** along with details on who to contact if you require help or support.

Whilst we appreciate the difficulties you may be experiencing adapting to remote learning, our first priority is to ensure you remain safe at all times. If you require any further support with any aspect of your course or you feel you might benefit from personal support please contact your Achievement Tutor or the team via the **Student HUB**. Please continue to monitor the **Student HUB** for further information and updates.

As soon as we know the Government's plans for Colleges to reopen, we will notify you of what this means for you and your course. We will also provide you with details of the measures by which we will keep you safe on site on your return, these are likely to continue to include 2 metre social distancing, the wearing of face coverings, one way systems and hand sanitizing facilities. Our College Covid-19 track and trace team will remain in place to ensure we continue to manage effectively any positive cases on site.