

## **What is Lancaster & Morecambe College's Remote Education Offer?**

### **Remote Education for 14 to 16 Learners**

LMC only have a very small number of 14 to 16 learners. We'll ensure that appropriate materials are provided, in order for these learners to continue with their programmes.

### **Remote Education for 16 to 19 Learners**

LMC will provide a range of remote learning methods for learners. Full Time learners can expect to follow their regular timetable and communicate with tutors in sessions using Microsoft Teams. This format will be used to communicate with learners, to deliver taught sessions, to provide resources to support learning, to discuss learning points and to submit work for assessment. EHCP / Vulnerable learners (as defined by government and DfE) will also be able to access the same resource but are able to access on site learning if required to meet their identified, individual needs. Microsoft Teams will be the delivery platform for remote learning to be utilised by staff and learners.

Adaptations to assessment requirements will be made where necessary to support learners to achieve their qualifications. Following the completion of the national consultation, course tutors will be able to provide more detail to learners on the assessment process for their specific qualification. We expect that teaching and learning will continue under this format until guidance from DfE advises otherwise or under a national rules change.

### **Remote Education for Apprentices**

LMC apprentices will continue to meet the 20% 'off the job' element by a range of flexible models already in place by their vocational area curriculum teams. Apprentices will use Microsoft Teams or SmartAssessor VLE to receive support and take part in online workshop sessions. Apprentice tutors will contact apprentices to confirm delivery modes and methods over the coming lockdown period.

All one to ones, online classes and reviews are currently conducted remotely with employers and apprentices to ensure knowledge, skills and behaviours continue to be developed. Targets and actions will be set accordingly, with progress reviewed and performance monitored against planned expected end dates.

Working with awarding bodies, in line with their assessment criteria, apprentices can take End Point Assessment, to be arranged through their tutor and LMC Exams department.

### **Remote Education for Adult Learners**

Remote delivery is now in operation for adult learners across curriculum areas such as Skills for Life, Maths, English and Access to HE. Learners will be engaged with tutors across their regular timetabled sessions to continue qualifications. Tutors will

provide additional support to learners that cannot access all sessions in order to maintain position within assessment and learning.

### **Delivery Arrangements**

LMC will use a range of delivery options through normal timetables which will be dependent on the needs of learners.

LMC tutors are working on expectations that assessment processes will continue including internal progress assessments and externally set assessments (according to national guidance), ensuring that Covid-19 safety guidelines are followed for any external examinations.

LMC tutors and pastoral support will maintain contact with learners who are working remotely to provide support and monitor concerns that arise (for example, mental health) through email, telephone and online using Microsoft Teams. Resources will be available for learners to access additional online support for topics such as keeping safe online, mental wellbeing and resilience.

### **Expectations of Learners**

Learners are expected to participate in all remote learning opportunities provided to ensure progress is maintained. Where learners are unable to participate due to illness or other issue, our protocols for reporting absence remain in force and registers will be marked accordingly. Please use the absence helpline to register illness and therefore non-attendance in class.

Teaching staff will raise concerns about learner participation with line managers who will take appropriate action using our policy and procedure.

### **Arrangements for Learners Requiring Specialist Equipment or Facilities**

Where remote learning impacts on specialist equipment or resources, LMC will prioritise this aspect of learning once face-to-face teaching resumes. Where possible, practical elements of programmes will be referred to through remote delivery to ensure minimal impact to learner progress.

In certain situations, adaptations will need to be made to assess practical learning outcomes differently. Curriculum teams will identify specific examples during delivery where this may be the case.

### **Support for Learners Without Devices, Connectivity or a Suitable Environment for Learning**

LMC will provide devices to learners where they do not have proven access to a device. Curriculum teams will assess what support a learner requires based on individual circumstances and needs. Where the learning environment is deemed, LMC has purchased a considerable number of devices to support learners during the lockdown periods to meet learners' IT and/or connectivity. This has been decided where costs are a barrier to accessing or continuing education and training.

LMC will work with local authority colleagues to ensure children looked after, and those with social workers, access the scheme which provides devices for them. LMC are accessing additional data for individual learners to provide connectivity options for those learners who do not have access to the internet.

### **Additional Support for Pupils with Particular Needs**

Learners with special educational needs and disabilities (SEND) will continue to receive remote learning support through learning support tutors and learning support assistants. Course tutors and the Additional Learning Support Team will maintain contact with learners with SEND to provide guidance to learners, including parents during periods of remote learning.

LMC learners with SEND may have alternative methods of remote delivery dependent on need, for example paper-based materials sent out to learners on a weekly basis.