

REMOTE TEACHING, LEARNING AND ASSESSMENT POLICY

The College is committed to the equality of opportunity and to a proactive approach to equality, which supports and encourages under-represented groups, promotes inclusivity and values diversity.

1. Policy Statement

WQE is committed to providing high quality Teaching, Learning and Assessment opportunities for students. Whilst core delivery of this is expected to be carried out on site, the College also offers remote learning solutions.

The Remote Teaching, Learning and Assessment Policy covers the online tools that are suitable for use, examples of teaching strategies, expectations, safeguarding regulations and communication rules that are necessary for online delivery.

This policy has been produced in conjunction with advice from the following sources:

- Safer Remote Learning during Covid-19: Information for School Leaders and DSLs (2020)

[Safer Remote Learning during Covid-19: Information for School Leaders and DSLs | The Education People](#)

- Safeguarding during Remote Learning & Lockdowns (April 2020)

[Coronavirus - Safeguarding \(lgfl.net\)](#)

- Safeguarding and remote education during coronavirus (COVID-19) April 2020

[Safeguarding and remote education during coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](#)

- Get help with remote education (Dec 2020)

[Get help with remote education - GOV.UK \(www.gov.uk\)](#)

- Undertaking remote teaching safely (Nov 2020)

<https://learning.nspcc.org.uk/news/2020/march/undertaking-remote-teaching-safely>

- Guidance for safer working practice for those working with children and young people in education settings (April 2020)
- Video conferencing services: security guidance for organisations (April 2020)

[Video conferencing services: security guidance for... - NCSC.GOV.UK](#)

2. Aims and objectives

- Every student has access to teaching and materials for all of their lessons, all of the time;
- All planned assessment, both formative and summative, can take place throughout the year and mechanisms are in place to submit it remotely
- All members of staff acknowledge that the quality of teaching and teaching materials directly affects the achievement and attainment of our students and is of paramount importance for a successful college;
- There is a commitment by all members of staff to provide consistently high standards of teaching even when conducting that remotely in order to have a direct positive impact upon the progress, engagement and aspirations of our students;
- Online feedback to students following all assessment is effective in developing their understanding of their next steps;
- All members of staff understand what is meant by the term 'good online teaching and learning';
- All members of staff understand their role and responsibilities in improving the quality of online teaching;
- All members of staff understand how the quality of online teaching impacts upon the ability of a teacher to reach and exceed the Teachers' Standards (Appendix 1);
- All members of staff understand the role of CPD and appraisal in developing and improving the quality of online teaching, learning and assessment;
- All members of staff are informed about the clear and transparent procedures in place for monitoring and evaluating the quality of online teaching;
- All members of staff understand how to provide online learning that conforms with current safeguarding regulations and practice

3. Remote Teaching Learning and Assessment

Online tools suitable for use

Staff must set student work using one of the following:

- WQE Online
- Microsoft Teams - Staff must only use Microsoft Teams as an audio/video platform to communicate with students, the use of WhatsApp, Zoom and Skype are not permitted for use in the teaching of timetabled lessons, small group work or 1-2-1 work. Other software may however be used during College marketing events such as Open Day or Taster sessions.
- Email
- Horizon may be used as an audio platform

Examples of teaching strategies

- Course areas on WQE Online are populated with all the materials and resources necessary for the delivery of the course
- Teachers can set assignments online and students can submit directly online
- Teachers can mark work and share feedback with students

- Relevant videos can be uploaded by teachers and links to useful websites
- Staff can set quizzes as well as setting up discussion forums for specific topics
- Past papers can be stored
- Teachers can record virtual lessons and post them so that students can revisit learning
- PowerPoints for lessons can be stored and staff can record voice overs of these to make them more interactive
- Students can be directed to useful articles for research
- Breakout rooms in Microsoft Teams (staff move between breakout rooms to monitor) – Content may be recorded and stored on staff member Stream Account.

Expectations and safeguarding regulations and communication rules

Staff should under no circumstances share their personal address, email, telephone number or any other personal information with students. If they do so accidentally or inadvertently, they must notify the DSL immediately.

Staff should deliver virtual lessons via *video* link, using their WQE webcam either on their desktop or laptop (In exceptional circumstances this may not be possible, by prior arrangement with ELT). Staff are able to hold meetings with students using video link (see expectations listed below).

The expectation is that students will have their cameras turned on during lessons and other communication with staff. Cameras on for all parties improves participation, can improve safeguarding, the ability to see identify with ease students in lesson and facilitates some students with specific learning differences.

Staff should record lessons and store them in their College Microsoft Stream, this safeguards all concerned. Students will be clearly notified that they are being recorded by a large banner across the Teams screen, to which they consent by remaining in the lesson (as per Microsoft Team Privacy Terms and Conditions).

Staff can be asked to provide this recording for safeguarding, investigatory purposes or by prior arrangement with another staff member or college leader. Staff can also make this recording available to any student from the class who was unable to be present or may wish to listen to the lesson again. Staff may share the lesson recording with other students in the College if the other class members all consent (electronic/written evidence), for example where there are multiple groups learning the same subject.

Recordings are the property of WQE College and staff are only permitted to use them internally and for the purpose in which they were created.

Students are not permitted to record the lesson independently, uploading recording/images of staff members or other students to the internet. WQE will safeguard staff from students using footage in malicious or defamatory ways by applying the Student Guidance and Intervention policy, if such incident arose.

WQE expectations when delivering virtual video/audio lessons/communication:

- No 1:1s video meetings with students, unless this is by prior arrangement with a senior staff member and content must be recorded and subsequently available (e.g. student interviews)
- Wherever possible, staff should use College devices and contact students only via the student college email address / log in. This ensures that our filtering and monitoring

software is enabled. If staff are unable to use their College devices for any reason for the purposes of their work, they must contact a senior team member before using a personal device to deliver lessons or contact students.

- Staff and students engaging in online learning should display the same standards of dress and conduct that they would in the real world;
- Staff must abide by the clearly defined operating times (stipulated on the College timetable) for virtual learning and consider the impact that virtual teaching may have on students and their parents/ carers / siblings time
- Staff must not continue a video virtual lesson if a student is not appropriately dressed or is acting in a way that gives rise to a safeguarding concern.
- A staff member can eject a student from the virtual lesson if they are behaving in a manner that is negatively impacting the learning of other students by being abusive and/or behaving in a manner that gives rise to a safeguarding concern. The safeguarding Team must be contacted immediately.
- Resources / videos for a virtual lesson must be age appropriate – the student may not have support immediately to hand at home if they feel distressed or anxious about content
- Staff and students have made reasonable appropriate steps to ensure that virtual lessons are delivered/received in an environment similar to that of a physical lesson, conducive to learning i.e. virtual background in place, personal space not displayed, quiet environment, internet connection is secure and reliable, no other individuals taking part in the delivery of the lesson (unless by prior arrangement using College policy)
- Individuals who are not employed by WQE should not be permitted to take part in the lesson at any point – Non-WQE members will appear in the Lobby and must not be admitted
- Language must be professional and appropriate, including any persons/family members in the background.
- Students who do not have access to IT facilities should be sent work via post, so they are not penalised. This work should be sent to the appropriate admin support on site who will print and post the work
- WQE will where possible provide IT facilities for students, especially those who on identified on the College closure list as being vulnerable.
- When utilising breakout rooms in Microsoft Teams staff should rotate around the rooms with frequency and ensure compliance with the College Student Guidance and Intervention Policy

The College will engage with parents and carers advising them of how to keep their children safe online during periods of time where their on-line activity is highly likely to increase.

4. Expectations regarding the balance of face to face and remote Teaching, Learning and Assessment

- a) WQE primarily delivers learning onsite and aims to extend the student experience with a wealth of online learning activities and resources*
- b) Students should have access to varied methods of delivery throughout their programme

- of study
- c) All courses have dedicated areas on WQE Online populated with materials and activities for use in advance of a session, during session learning time as well as to allow students to extend their learning independently
 - d) Teachers use a combination of email, WQE Online and Microsoft Teams to deliver course content in a multitude of ways
 - e) The College expects students to engage with the materials and activities provided in excess of their planned timetable hours

**N.B. during the COVID 19 Government imposed lockdown, WQE has converted all Teaching, Learning and Assessment activities to remote access. It is the expectation that teachers will provide a virtual timetable in line with students' current working pattern*

5. Responsibilities

- a) Oversight of the College's Remote Teaching, Learning and Assessment sits with the Associate Principal for Learning and Improvement
- b) Day to day management, upkeep and innovation of WQE Online is the responsibility of the ILT Development Assistant. This role works closely with leaders and staff in maintaining individual areas as well as being responsible for the whole site, both outward facing and backroom management
- c) All student facing functions are represented on the VLE and leaders of those areas are therefore responsible for the content displayed in their sections
- d) Microsoft Teams backroom management sits within the IT Systems team
- e) Quality assurance of this product when delivering content for students sits within the line management structure of the Curriculum Area.

6. Follow up and review and monitoring

- a) Materials placed on our online learning platforms are due the same level of scrutiny as any teaching materials, schemes of work, lesson planning or lesson delivery
- b) It is expected that teachers develop their use of remote delivery methods over time and therefore this will be reflected in PRD targets for individuals
- c) Curriculum Areas should be considering the development of their online working as a college priority and as such will be including aspects of this work in their development plans

7. Related Policies

This policy is to be read in conjunction with other policies and procedures such as those listed below:

- College Safeguarding Young People Policy
- Staff Code of Conduct
- COVID19 – College safeguarding policy addendum
- Teaching, Learning and Assessment Policy
- Lesson Observation Policy
- Computer equipment rules of use - Staff
- Computer equipment rules of use - Students

Authorised by	The Principal
Date	December 2020

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Circulation	Teaching staff / all staff / parents / Students on request
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