



Remote Education Offer

Information for Students, Parents and Carers

In periods of national or local lockdown, or when a student or staff member needs to self-isolate, this is what you can expect from East Durham College in relation to remote education.

Please keep abreast of updates on the college website and on social media in addition to this information.

14 -16 year olds

Engage:

Where the college can remain open for identified groups, this provision will continue on a face-to-face basis for ALL learners in a Covid secure manner at both Willerby Grove and Houghall campuses. Those who are still unable to attend college will be able to access predominately live sessions from home. Students have already been shown how to access these sessions, however further guidance can be given if required. Remote delivery will be supplemented by web and paper based resources and on-line workbooks. Sessions will take place as per the current timetable. Wellbeing contact will be made daily with parents / carers via telephone.

Home Educated Provision:

This provision will continue remotely for ALL learners with predominately live lessons streamed in line with the current timetable. Remote delivery will be supplemented by online and paper workbooks and weekly wellbeing contact with parents / carers via telephone.

Schools:

Bespoke arrangements will be made with each school for individuals or cohorts of students who access provision at EDC.

16 -18 year olds

Where the college can remain open for identified groups, face to face teaching will take place for vulnerable students and the children of key workers. Please click on the following link for a full list of the vulnerable categories - [Vulnerable Student List](#). This provision will continue face to face in a Covid secure manner at Willerby Grove, Houghall and the Technical Academy.

Delivery for all other students will be predominately remote with classes following the normal timetable. Please access these classes as advised by your lecturer. Weekly wellbeing contact will take place with parents, carers and/or students via telephone or during tutorial sessions.

If you require access to specialist equipment or facilities to complete your programme, you may be invited into college in small groups to access these.

For students with special educational needs your Progression Coach or lecturer will already have been in touch; however, if you require more support please contact student services on 0191 5182000. As a student with special educational needs we can offer a bespoke programme for you relevant to your needs.

Requirements for work placement will be different depending upon your course and type of placement, please speak to your lecturer for further information on completing placement hours.

Adults

Adults who infill into full-time programmes with 16-18 year olds will access classes predominately remotely in line with the current timetable. For those on part-time courses you will have been informed of individual arrangements which will be updated regularly.

Apprentices

As far as it is possible and practicable to do so, apprentices off the job training will take place via remote learning on your timetabled day release session. Where apprentices require practical activities or specialist equipment to enable them to progress, they are eligible for face-to-face training, this will be communicated on an individual basis. For those apprentices who do not attend day release, your Trainer / Coach will continue to work with you via Teams and OneFile on a one-to-one basis to ensure that learning is uninterrupted. This will enable apprentices to continue learning and assessment. Where it is not possible to continue training, we will liaise with you and your employer to agree a break in learning and resume training when it is possible to do so.

Access to devices and connectivity

Students of any age on a full-time or substantial part-time programme who cannot access remote learning due to lack of a device, not enough devices in the home, using an inappropriate device or a lack of connectivity; can apply to the college for assistance. In most cases we will be able to supply a lap-top and / or data, however if you live in remote area and cannot access the internet then you may be able to attend college. Please note that an assessment is required to access a device; if you feel that you need support in this area please contact:

- 14-16 year olds – your Personal Learning Tutor,
- 16-18 year olds – your Progression Coach,
- Apprentices – your Trainer/Coach,
- Adults – your course lecturer.

If you require assistance to access remote learning, or feel you require specialist equipment to enable you to learn from home, please contact your Progression Coach or lecturer.

Exams and Assessments

In line with government guidance the college is regularly reviewing the exams and assessments that are required to take place for academic, vocational and technical courses. If required you will be asked to attend college to sit an exam or undertake an assessment, which will be carried out in a Covid secure manner. If you have any queries about this please contact your lecturer.

Support and Hardship

These are difficult times, and we would like to remind students that all of our support services are still available either face to face or online. This includes payment of free school meals and bursary for eligible students, the counselling service, on site nursery, hardship funds, careers advice and guidance and other types of support. For further information please call 0191 518222 or visit [Support at EDC](#).

Safeguarding


If you do not feel safe you can contact someone from our safeguarding team on **07852774750** or **07949437886** or email Safeguarding@eastdurham.ac.uk. For further information on safeguarding including how to protect your mental health please visit [Safeguarding Information](#).

The senior manager responsible for the quality and delivery of remote learning is Carina Tomlinson, the Vice Principal for Curriculum and Performance.

Virtual Learning Environment

Most remote learning will take place via the college virtual learning environment, Canvas, or on Teams. Your course lecturer will inform you of how to access learning for your course.

Whilst accessing remote learning there is a set of expectations to follow which you must follow. Basically we expect you to log on in time to access your lessons, complete any work given and return it for marking and assessment.

STUDENT Netiquette 

BE ON TIME
Be ready for online classes. Give yourself time to set up. Check your connection. Find a quiet place. Have your notepad ready.

BE POLITE
Chat, posts or messages can be seen by everyone. Think carefully about what you say or write. Be polite. Remember nothing is private on the internet.

BEHIND YOU!
Check what can be seen and what's behind you. You might be asked to use the videocam, so be comfortable and be yourself. Dress appropriately for the lesson.

YOU'RE ON MUTE!
Get used to the mute and unmute features. Mute when you're listening and unmute quickly when you are asked. Get involved!

Netiquette (noun)
The correct and acceptable way of using the internet

USE CHAT
Let everyone know you have connected, chat a 'hello' message. Use chat to ask questions as well as responding to questions.

RESPECT
Give each other time to speak. Avoid interrupting others. Listen and read carefully, it is easy to misunderstand and be misunderstood.

WORK TOGETHER
Be patient. Things can take a little longer because everyone has different technology. Help each other out.

KEEP CALM
If you lose connection, stay calm. Start again. Save work regularly. Check your Wi-Fi is working. Use each other and ask for help.