

## **Remote Education Offer at Waltham Forest College**

This guidance is to inform all of our students, including part-time and adult students and apprentices, along with their parents/carers/employers what to expect from Waltham Forest College in periods of national or local Covid-19 restrictions and enforced lockdowns. The measures will generally extend to students who may be asked to self-isolate during college open-status.

The College has established a Lateral Flow testing site based on the fourth floor (café on 4 site). Students are encouraged to be tested when they come on-site. Test results are available in 30 minutes and the tests are offered to control the spread of asymptomatic COVID.

### **Arrangements for remote teaching and learning**

During periods of remote learning, Waltham Forest College expects our teaching colleagues to deliver as many planned timetabled hours as possible to our students.

We expect that existing planned timetable hours will largely be maintained wherever possible. There may be some instances where planned delivery is not possible, and we will therefore allow staff to plan with a degree of local flexibility with approval from college leadership teams, to ensure that teaching, learning and assessment is adapted to best suit the needs of our students. Schemes of learning and assessment will be adjusted to accommodate the nature of delivery; for example, some practical elements may need to be deferred until our staff are able to return to face-to-face delivery. This position will continue to be monitored and will be reviewed in the event of extended remote learning.

As far as possible, lessons will be delivered via live online teaching using Microsoft TEAMS in lieu of face-to-face delivery and this is regularly sampled and monitored through our internal quality processes to ensure the quality and experience of this delivery is appropriate and that our students are safe and well. Students have access to Virtual Learning Environments (VLEs), Smart Assessor and Microsoft Teams. Live lessons will typically be delivered via Microsoft TEAMS and all teaching colleagues have access to guidance associated with good practice whilst delivering online live streaming and remote learning.

We are providing regular training, support, and sharing of good practice to our teaching staff to support our teaching staff in the delivery of virtual and blended learning. Staff are further supported by the E-Learning Coordinator and the Digital Champions. There is additional support for staff including identified Professional Learning Mentors, continuous professional development (CPD) and regular email bulletins. Students access support and training as part of their programme. Students can access support remotely or on-site through the Learning Resource Centre where further help is available to help with accessing learning remotely.

## Contact with students and support

The Learning Resource Centre is open to assist students who are having difficulties in accessing remote learning and support students to study independently or virtually. All staff are kept up-to-date with the latest government guidance and durations of lockdown through College communications. Student attendance and engagement continues to be recorded for both on-site attendance (for those classified as vulnerable or children of critical workers) and for remote learning. Teachers, educators, learning support and pastoral staff maintain regular contact with all students and, where appropriate, work with external agencies.

Curriculum Heads and Tutors maintain regular contact with students to ensure they are aware of any changes to delivery and assessment arrangements in line with Government guidance.

Tutors remain in regular contact with all students and will be the first point of contact for any queries or support requests from students. Any student requiring additional support, either academic or pastoral, can access this remotely or on-site. Tutors are responsible for referring students to appropriate support services and work closely with the Be Safe Team, Learner Services and Additional Learning Support to refer or arrange for additional support where appropriate. The Be Safe Team continue to be available; arrangements are also in place to ensure that the Be Safe Team are available during College holiday periods.

We are aware that the spread and impact of the coronavirus is a cause of anxiety and uncertainty. The Welfare and Wellbeing Team are available to provide support and advice to both students and parents/carers in a variety of ways, and the team can be contacted by emailing [besafe@waltham.ac.uk](mailto:besafe@waltham.ac.uk) or by phoning 020 8501 8111.

You may find the following resources informative and reassuring:

- [Young Minds](#)
- [Anna Freud](#)
- [Mind](#)
- [World Health Organisation](#)

The College will continue to provide remote counselling service during the national lockdown period if you would like more information please email [counselling@waltham.ac.uk](mailto:counselling@waltham.ac.uk)

## Arrangements for assessments and examinations

Waltham Forest College follows instructions and guidance provided by the Department for Education (DfE), Public Health England and Ofqual in relation to exams and assessments.

We have taken the decision to cancel BTEC exams taking place during the national lockdown. This is because of our concern for the safety of our students and staff in the current COVID situation. This is a decision we have not taken lightly, and we are working hard to ensure that all students will achieve the grades they deserve by the end of the year.

This cancellation was communicated to students scheduled to sit exams and via college websites and social media channels.

Academic exams scheduled for Summer Term have been cancelled, including GCSEs and A-Levels. Waltham Forest College is currently awaiting further guidance from the DfE and Ofqual on the plans for assessment and exams this year, including arrangements for vocational

assessments and exams scheduled later this academic year. Ofqual and the DfE are currently consulting with college leaders and Awarding Bodies to look at the different options for the forthcoming assessments and exams. Where appropriate and safe to do so we are continuing to offer on-site practical/technical assessments and exams. These are undertaken with current COVID guidelines, a full risk assessment and safety measures in place.

End Point Assessments for Apprenticeships will continue where possible and appropriate and the College will continue to follow guidance on this. Any such assessment will be subject to detailed risk assessments and Waltham Forest College will not place apprentices or staff at risk.

Waltham Forest College will communicate any updates directly to students and parents and will publish it on the Waltham Forest College website once it has been received

### **Expectations of Students During Periods of Remote Learning**

All students are expected to continue their learning from home wherever possible, in line with their existing timetables and information provided to them by their teachers. Where it is not possible, Waltham Forest College will endeavour to assist through the provision of equipment, or by providing a safe alternative arrangement to remote learning including coming on-site, with suitable COVID safe measures in place, to undertake practical assessments. Some learners will continue to attend in person in line with government expectations, and our College remains open to these groups of learners by agreement and arrangement. Any student who is unable to work from home is able to attend the Learning Resource Centre for support and guidance to assist with accessing remote or independent learning.

The majority of work placements are deferred. In the event that a work placement is available, a full COVID risk assessment will be undertaken to ensure that a placement is appropriate and meets the individual needs of students and employers.

If students currently attend work as an apprentice, they should continue to attend unless they are told otherwise by their employer. Their Skills Trainers and lecturers will continue to support them where possible virtually and, if appropriate, and subject to COVID risk assessment, could in some instances visit the workplace. This would need to be agreed with the employer and College Leadership Team. Day or block release training will continue online, as will the majority of progress reviews.

All students should continue regular contact with their Tutors and direct any questions to them.

[Click here for more information on Student Code of Conduct: Remote Learning.](#)

### **Learners with Special Educational Needs or Disabilities (SEND)**

At Waltham Forest College, vulnerable students are formally identified early in the academic year and are supported through specific education and learning plans. Students with specific needs are supported via educational health care plans (EHCP) and college arrangements for learning support. These plans have been reviewed to ensure continuity of support during lockdown and arrangements are personalised to individual needs. Students continue to attend college in-person where that is deemed to be most appropriate to meet their needs. Where this is not appropriate or parents feel unwilling to send their young person into College during lockdown staff and support workers will continue to support to enable remote learning.

The college continues to provide comprehensive support for students receiving in class support. The usual support the students receive has been transferred online and the same learning support practitioners they have in class with them or providing their out of class support are doing that via Microsoft Teams. The staff are also hosting Annual Reviews of EHCPs online with participation from the local authority SEND teams where possible.

Any student who is struggling and would like to come onsite to join their remote lessons can do so in our Learning Resource Centre. Parents and carers have been sent letters to outline all the arrangements and to remind them of the free and confidential counselling service that is available to students in need. Virtual Supported Parents / Carers Briefing evenings have been arranged to provide an update of key topics and to give them the opportunity to take part in discussions with specialists for the team.

Students on discrete SEND programmes: Pathways to Independence and Pathways to Employment are all offered a mixture of onsite and remote delivery as the college recognises the importance of continuing to provide some face to face learning for these students.

### **Access to Specialist Equipment and Facilities**

During temporary periods of remote learning, access to campus facilities is unavailable for most learners. Learning plans for all courses are regularly reviewed on line with changing guidance to consider elements that require access to specific equipment or access to facilities such as shops, salons, or industrial kitchens.

This is continually monitored and during longer periods of remote learning, access may be arranged where it is necessary for assessment and where this is in line with government guidance.

In some cases, specific software may be provided via the deployment of additional licences or virtual networks. This will differ by course and by college depending on the demands of the course.

### **Support for Students Without Suitable Access to Learn Remotely**

Waltham Forest College is committed, wherever possible, to provide loaned laptops, dongles and data bundles to learners who would otherwise not have access to a computer/laptop or the internet.

During a move to remote delivery, arrangements to support these students are highly personalised. Where possible, we are providing suitable equipment utilising Government and Bursary funding available to the College. Some students may be able to continue attending college in a safe environment to access remote learning on campus and they can do this by attending the Learning Resources Centre.

The Learning Resource Centre will continue to remain open for our most vulnerable learners and children of critical workers, Monday-Friday 09:00-16:30