**Remote education offer overview**

1. **what remote education will be made available for different learner cohorts (14 to 16, 16 to 19, apprentices, adult learners) and** **delivery arrangements, such as timetabling, virtual learning environments and assessment arrangements**

**14-16** – all our students will be offered online learning opportunities via Google Classrooms with timetables agreed and shared with each cohort on each campus.

**16-19** – all our students will be offered online learning opportunities via Google Classrooms with timetables agreed and shared with each cohort on each campus.

**Adults** – wherever possible and practical adult courses will be delivered online and individual tutors have communicated with their classes separately.

**Apprentices** – all apprentices will be offered online learning and will be contacted by their assessor once a week.

If there are any general enquiries, suggestions or ideas about how we can improve or develop then please do get in touch via the emails below, depending upon where you study:

* Eastbourne: [COVID.Eastbourne@escg.ac.uk](mailto:COVID.Eastbourne@escg.ac.uk)
* Lewes and Newhaven: [COVID.Lewes@escg.ac.uk](mailto:COVID.Lewes@escg.ac.uk)
* Hastings: [COVID.Hastings@escg.ac.uk](mailto:COVID.Hastings@escg.ac.uk)

1. **Expectations of students**

**Protocols for Virtual Teaching - For Students and Parent/Guardians**

These protocols focus on interacting with the virtual/remote lesson. They apply to any of the platforms that may be used Google Classroom / MS Teams / Zoom etc.

**Students participating in live lessons/steams**

Live lessons are a really useful way of allowing students to gain knowledge and understanding and are a key part of our teaching and learning strategy. They provide students with the opportunity to ask questions about their work and talk to their teachers and fellow students directly.

It is essential for everyone to follow our live lesson guidelines and we request that all students:

* Enable their cameras e.g. keep the camera on. This is to support the teacher to gauge engagement and check students understanding and that they are learning.
* That you use a background filter
* Wear comfortable clothing that is suitable and appropriate for remote learning; for example not to wear nightwear; this is an employability skill and requirement
* Set their microphones to mute and only unmute when asked by their teacher.
* Signal they have a question by writing “questions” in the comment /chat box or by “raising a hand” within the live lesson.
* Speak in a respectful way, including through the chat function, and must stay on the topic of the work.
* Do not take any pictures/screenshots or record the lessons; or distribute/share anything with others or on social media

***Lessons should not be recorded unless all participants give permission in advance to do so and this is documented by the teacher e.g. google form***

**Students using Comments / chat features**

Using the comments or chat functions in online sessions is an essential way for students to ask their teacher for help, seek clarification or provide inputs into the session. It is essential that all students follow these protocols:

* Please do not used slang phrases, use academic English in your comments to your teacher.
* Do not make comments to other students; please only comment on the work, reply to questions posed by your teachers, contribute to a conversation started by your teacher or write a question you would like to ask
* Any inappropriate comments will be recorded in a screen shot and sent to the Head of Curriculum who will communicate with parents.
* If students are not following these expectations, they may be ‘muted’, so they can no longer make comments.

If students are not following these protocols they may be ‘muted’ by their teachers and they may be removed from the classroom. If this happens, the matter will be dealt with in line with the Student Management Policy.

1. **Arrangements for students studying courses that require specialist equipment or facilities**

We will prioritise the return of students of all ages and levels that require access and use of specialist equipment and facilities once lockdown restrictions are lifted or relaxed.

1. **Support for students without devices, connectivity or a suitable environment for learning**

**Use of College IT facilities**

Our Learning Resource Centres will remain open for children of key workers and vulnerable students ([definition here](https://www.escg.ac.uk/docs/covid-19/vulnerable-young-people-definition/)).

Any student can come onto our college campus sites to access IT and their virtual learning if they do not have IT equipment at home or feel safer attending college to complete their studies.

Students must however book to attend college and will be working in Covid-19 safe environments in our Learning Resource Centres or Libraries. Please contact the following people to book to attend college to complete your virtual learning onsite:

* Eastbourne: [Eastbourne.Library@escg.ac.uk](mailto:Eastbourne.Library@escg.ac.uk) or phone [030 300 39161](tel:03030039161)
* Lewes: [Lewes.Library@escg.ac.uk](mailto:Lewes.Library@escg.ac.uk) or phone [030 300 38311](tel:03030038311)
* Hastings: [Hastings.Library@escg.ac.uk](mailto:Hastings.Library@escg.ac.uk) or phone [01424 458586](tel:01424458586)

If students are unable to access IT either at home or via one of our campuses then please do inform us and we can see whether the college is able to provide equipment on a loaned basis. If you or your young person is in this situation, please complete[**this online form**](https://www.escg.ac.uk/coronavirus-information/it-request/). Please note: we do have a limited stock of IT equipment and cannot guarantee that we can support every request and will prioritise vulnerable students but we will do our best to endeavour to find a solution for you.

If students have an X Box or PlayStation they can use this to access our learning. If students needs a mouse and keyboard then please complete [the online form](https://www.escg.ac.uk/coronavirus-information/it-request/).

1. **Support for students with SEND**

Our provision for SEND students remains open from Lewes, Eastbourne and Hastings campuses. Parents/carers are aware of arrangements for their young people and additional information can be found at <https://www.escg.ac.uk/support/send-for-parent-carers> or via communication with students tutors or Curriculum Managers – Lesley Watson (Hastings) or Christine Adolph (Eastbourne and Lewes).