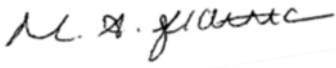


Provision For Remote Education Cambian Dilston College

Policy Author / Reviewer:	Marie Flatman
Approval Date:	April 2024
Version Number:	2
Date for Review:	April 2025
Policy Level	Local - site
Staff Groups Affected:	All members of staff at CDC are expected to be aware of this policy.



Signed:

Marie Flatman
Principal, Cambian Dilston College
April 2024

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1. Monitoring and Review

The Policy Author will undertake a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later one year from the date of approval shown above, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require. This will be reviewed and approved by the College Principal.

2. Information for Parents and Carers

This information is intended to provide clarity and transparency to learners and parents/carers about what to expect from remote education if local restrictions or College require entire cohorts to remain at home.

For details of what to expect where individual learners are self-isolating, please see Section 7.

[The Remote Curriculum: What is taught to learners at home?](#)

A learner's first day or two of being educated remotely may look different from our standard approach, while we take all necessary actions to prepare for a longer period of remote teaching.

[What should my individual expect from immediate remote education in the first day or two of learners being sent home?](#)

Initially, all learners will be provided with a pack of work which will have been tailored to their individual abilities and levels of understanding. Learning will endeavor to follow the bespoke timetables as far as is practicable and further guidance and advice will follow initial lockdown procedures in terms of telephone support from education and clinical colleagues. Many learners at Cambian Dilston College thrive on routine and regularity and it is anticipated that some learners may take a while to settle to the revised practices of home learning.

Parents/carers will receive communication from their individual's Personal Tutor/Keyworker typically weekly or more frequently as appropriate – separate to the learning materials which will be posted outbound.

[Following the first few days of remote education, will my individual be taught broadly the same curriculum as they would if they were in College?](#)

All learners at Cambian Dilston College follow a bespoke, personalised curriculum offer. Each individual has their own unique needs and whilst some will require less direct support to understand and complete tasks, others require more intervention.

Some of our learners will find completing work, without the support of their dedicated 1:1 Teaching Assistant/Learning Support Assistant very difficult and therefore, tasks have been designed to be accessible in the home environment. It is likely that parent/carers will be required to support their individual to access the learning and instructions regarding tasks and appropriate support mechanisms, such as sensory breaks, will be shared by the relevant staff members.

Home learning tasks will reflect as much of the bespoke curriculum as possible:

- Work packs/research projects will be sent home, refreshed weekly and reviewed accordingly. Feedback to support improvement will be provided.
- Remote therapeutic support will be provided by a member of our clinical team, as required; this will include SALT, OT, and Mental Health Practitioner input.
- Where suitable, online learning will be facilitated and access to learning platforms such as BBC Bite size will be used to support with extension tasks and further learning.
- It is not appropriate or practical to deliver whole class learning, via Teams etc. Some learners are not able to access remote learning for a variety of reasons therefore each pack will be tailored to each young person's learning style and discrete need wherever possible.

3. Remote Teaching and Study Time

Every learner is an individual and tasks will vary on how long they are expected to take to complete. However, through liaison staff will be able to provide more resources as appropriate or alternatives as necessary.

Some tasks which are practical for example: Art related tasks depending upon the learner involvement may take a significant period of time due to the engagement of the learner.

Timetables will reflect creative and physical learning opportunities in addition to more formal learning opportunities. As activities are bespoke to the individual learner allocated clinical interventions where applicable will form part of the learning activities.

4. Accessing Remote Education

How will my individual access any online remote education you are providing?

Our learners are able to access a number of learning platforms such as BBC bite size for example. The platforms will be selected to suit the individual needs of the learners and individual. Therefore, is not an exhaustive or restrictive list.

If my individual does not have digital or online access at home, how will you support them to access remote education?

We recognise that some learners may not have suitable online access at home. We take the following approaches to support those learners to access remote education.

We will provide

- If required, if appropriate and in agreement with parents/carers, Cambian Dilston College, where possible will provide individual learners with a laptop (on loan) if they are unable to access IT at home where possible. Not all learners have access to Wi-Fi, therefore learning packs will be available via post as well.
- 1:1 calls will be available to support with learners who may be struggling to understand specific learning tasks
- Learners may be provided with work packs and projects where IT access maybe be required. When this is the case web site links will be sent to homes, via email.
- Cambian Dilston College has a programme of learning in place to support individuals to stay safe on line. Staff will share regular updates and bulletins with parents/carers to include those from the National Online Safety portal as applicable. Regular updates help parents/carers to stay informed on the latest online safety news, quickly gain practical tips and advice, and access free online resources.
- Cambian Dilston College will not require parents/carers to print educational resources; these can be provided as required. Twice weekly support calls will ensure communication with regards to whether additional resource/activities are required.
- Tutors will arrange to collect or receive work, for review, in agreement with parents/carers. Feedback will be provided via telephone and/or email. Staff will ensure

that all COVID-19 safeguards are implemented when collecting work. If parents prefer, they can post the work to College; all costs will be reimbursed by the College.

How will my individual be taught remotely?

We use a combination of the following approaches to teach learners remotely: Cambian Dilston

College may provide 'live' teaching (online lessons) further to liaison and planning with parents/carers and following full safeguarding procedures; these will be conducted in the following ways:

- Live lessons, using Teams or Zoom, will be conducted by a member of the education team
- Preparatory work will be sent home to support learners to familiarise themselves with upcoming 'live' lessons
- Links for commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences may be sent to the home for additional learning
- Education staff will make contact home to check on progress, learning and emotional wellbeing
- Head of Education will have access to all virtual lessons and will conduct safeguarding and quality assurance checks randomly and document findings

5. Engagement and Feedback

What are your expectations for my individual's engagement and the support that we as parents and carers should provide at home?

- There is an expectation that learners will complete, or attempt to complete, work set by the College in a timely manner and to the best of their ability. Parents/carers are required to inform College staff if their individual is experiencing difficulties in order to enable additional support to be provided.
- Parents/carers are expected to support learners with their home learning by encouraging them to complete work set by the College.

- A single page document will be sent to the parents/carers of each learner to ensure they have emails, telephones and contact details of all relevant people and internet links for support if needed.
- Food vouchers, to the sum of £15 per week, will be sent to the home address of any learner in receipt of free College meals.

How will you check whether my learner is engaging with their work and how will I be informed if there are concerns?

- Each learner will be provided with a bespoke timetable to include a blend of formal, informal, creative, physical and therapeutic learning opportunities wherever possible.
- Learners will receive their entitlement re: clinical support as far as is practicable
- Parent/carer support will be provided, as required, via the education and clinical teams and external support signposted as required
- Parents/carers are requested to report all concerns, regarding non-completion of work or a decline in emotional wellbeing/behaviour, to the education team or Head of Education as soon as possible in order that appropriate levels of support can be identified
- Staff welcome positive and constructive feedback to inform practice. Staff will do everything within their gift to appropriately support learners and their parents/carers.

How will you assess my individual's work and progress?

Feedback can take many forms and may not always mean extensive written comments for individual learners. Our approach to feeding back on learner work is as follows:

- Learners' work once completed can either be posted back to College or when this is not possible then College staff will collect completed work from the home address.
- All postage costs will be reimbursed further to provision of receipts.
- Completed work will be marked/reviewed by an appropriate staff member and in accordance with individual and quality assurance models. All feedback will be shared via email or during phone calls home as applicable.

- Tutor assessment will ensure that tasks are appropriately pitched as much as possible.

6. Additional Support for Learners with Particular Needs

How will you work with me to help my individual who needs additional support from adults at home to access remote education?

We recognise that some learners may not be able to access remote education without support from adults at home. We acknowledge the difficulties this may place on families, and we will work with parents and carers to support those learners in the following ways:

We already provide highly bespoke support and curricula for each of our learners and young people. We recognise that any change can dysregulate individuals and are able to adapt learning experiences and support accordingly. We have positive relationships with parents/carers and other agencies and see no reason why remote learning should compromise our positive home to College relationships.

In addition to the academic and therapeutic provision provided, we will ensure that statutory meetings such as Annual Reviews, LAC and EHCP meetings will continue according to schedule. Additionally, each learner will receive their statutory Careers and Advice Guidance from our Independent Advisor as appropriate within any given COVID-19 guidelines and restrictions.

7. Remote Education for Self-Isolating Learners

Where individual learners need to self-isolate but the majority of their peer group remains in College, how remote education is provided will likely differ from the approach for whole groups. This is due to the challenges of teaching learners both at home and in College.

If my individual is not in College because they are self-isolating, how will their remote education differ from the approaches described above?

Where a learner is required to self-isolate, sessions will be provided following the protocol as described above. Remote support will be provided, as described. As with all illnesses, learners with COVID19 and presenting with symptoms, will not be required to complete work; the focus is to get well and it is therefore not appropriate for any individual to be required not to undertake learning when feeling unwell.

In the event that an individual is asymptomatic and therefore well enough to undertake completion of work, the above procedures will be implemented.

As with all illnesses, Cambian Dilston College will complete the mandatory welfare checks during absence and illness and support where necessary