

Newton Abbot College

(Estuaries Multi Academy Trust)

Remote Learning & Emergency College Closure Guidance Parental Guidance

There may be an occasion where, for myriad reasons, students cannot come into Newton Abbot College to access their learning. This could affect an individual, year group or whole cohort of students if the College had to shut. In the event of such occasions, decisions to close the College are made based on the best interests of student and staff safety.

Potential reasons for why students might not be able to access onsite learning includes but is not exhaustive to:

- long term illness
- Staff shortage
- Pandemic
- Environmental issues
- Adverse weather conditions

In order to be fully prepared for any of these situations and ensure as little disruption to student learning occurs as possible, the Newton Abbot College Remote Learning Guidance and Emergency School Closure plan (especially in the case of long-term closures) is outlined below.

This Remote Learning & Emergency College Closure Guidance aims to:

- Ensure consistency in the approach to remote learning for students who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

Individual absence

An individual absence refers to;

- an absence that is not a whole year group or whole class and where the teacher will still be responsible for teaching at least part of the group in College.

Work will be set on the College Virtual Learning Environment (VLE - See appendix) where students will have access to a wide range of curriculum appropriate resources so that they can continue with their learning from home as best they can.

The work set closely resembles that being covered in college in the hope that, when a student returns, they should not have any significant gaps in their skills, knowledge or understanding when compared to their peers.

Students and parents - Roles and responsibilities

Students

Students will be responsible for:

- Taking time to navigate around the online platform and check log in details are working. Go to the correct year group and subject area to access resources
- Completing the lesson activities and spending as close to the usual lesson time for each subject each week on the learning, if individual students are well enough to do so
- Saving the work completed to a laptop/Chromebook or in a handwritten form so that the learning can be returned to or brought into college

- Communicating with parents on what has been covered at home
- Communicating with subject teachers for subject-specific issues or IT support in the event of a technical problem via email: info@nacollege.devon.sch.uk

Parents

Parents will be responsible for:

- Communicating the reason for absence and anticipated length of absence to the College
- Checking the student username and password is working from home for the VLE and for SMHW. College username (e.g 20jsmith), College email address (e.g 20jsmith@nacollege.devon.sch.uk) plus the password set by the student
- Looking through the learning material, preferably with the student, locating the correct year group and relevant subject
- Contacting the College in the event of a problem gaining access to the learning materials, or if there are any concerns about the learning provision: info@nacollege.devon.sch.uk
- Encouraging the absentee to complete learning as best they can within the specific set of circumstances

Large group absence

A large group absence refers to;

- A whole class or part/whole year group are absent from the College for a period of time. Staff will still be required to be in College within their normal working hours and will be required to continue to teach those students in College in other classes or year groups as per their timetable.
- Where this is the case, you will be informed when the situation is communicated to you.

Where it is a whole class in one subject that are absent the work will be a combination of work set on the VLE and on Show my Homework (SMHW).

Where it is a whole year group all work will be set on SMHW one day in advance (after 12pm and before 6pm). Teachers will provide guidance, support and feedback to students completing the set work in a timely fashion.

Students and parents - Roles and responsibilities

Students

In addition to the roles and responsibilities in an individual absence, students will be responsible for:

- Ensuring they are contactable during the school day
- Complete work to the deadlines set by teachers
- Seek help if they need it, from teachers or ALCs
- Alert teachers if they're not able to complete work

Parents

Parents will be responsible for:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it info@nacollege.devon.sch.uk

Whole College Absence

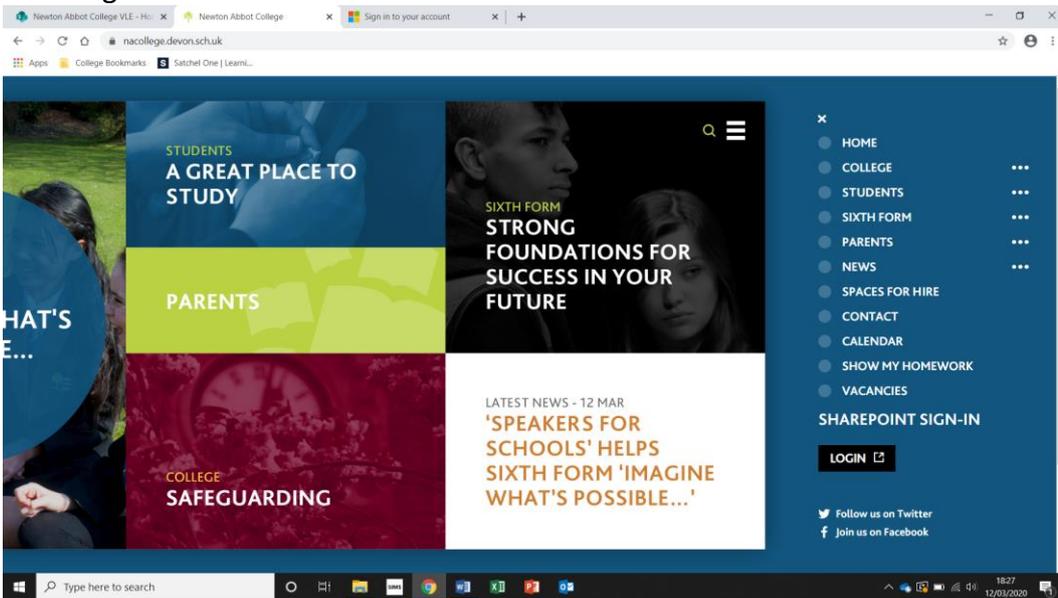
- All work will be set on SMHW one day in advance (after 12pm and before 6pm). Teachers will provide guidance, support and feedback to students completing the set work in a timely fashion.

Students and parents - Roles and responsibilities

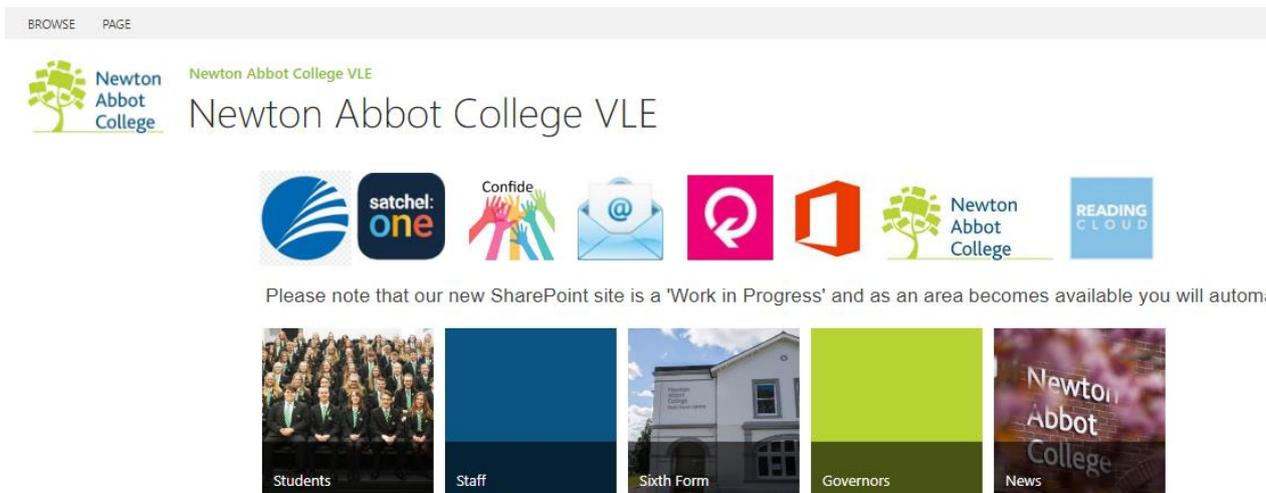
- Student and parental roles and responsibilities are as per individual and large group absences

Appendix

- Students can access the College VLE through the College website. To do this click on the SharePoint black log in button.



- This will enable students to access their College emails and by clicking on the red box staff can access their folders.



- A guide on how to log on to the various on line systems is available at <https://www.nacollege.devon.sch.uk/students/home-learning>