

Remote Learning Curriculum



This information is intended to provide clarity and transparency to learners and parents/carers about what to expect from remote education at Bridge Training Ltd (BTL) if local restrictions require entire cohorts (or bubbles) to remain at home.

Bridge Training offer a range of vocational courses, therefore, what is taught to learners at home will vary dependent upon the nature of the qualification being studied.

All courses are underpinned by a supportive online environment – this includes Microsoft Teams, Google Classrooms, Bridge Training Moodle and e-portfolio systems.

All learners will have access to either their Teacher or Welfare lead who will ensure all learners are supported and encouraged to continue learning.

Learners will be taught broadly the same curriculum as they would if they were in centre, but the sequencing or order of the delivery may change. This is especially where a course is predominantly practical in nature. In remote delivery staff may re-order and focus upon theory work but some practical aspects may be demonstrated through video or live instruction.

We expect that remote education (including remote teaching and independent work) will provide learners with broadly the same number of hours of work as they are usually timetabled each day/week, however we are aware that long sessions online can be difficult and have adapted sessions to suit the learners.

The hours each learner is allocated online does depend on the individuals personal timetable. Most sessions are a maximum of 2 hours. Learners may be required to attend additional 1-2-1 sessions with teachers if they feel they are not progressing at the desired rate or benefit from some 1-2-1 support.

Accessing Remote Education

Learners should be clear on which learning environment they are using for their course and they will access any remote education through this platform. This is predominantly Microsoft Teams, Google Classrooms, Bridge Training Moodle and e-portfolio systems.

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

- All live online delivery will be accessible through mobile devices, these will be recorded
- There are some devices available for learners to borrow from Bridge Training, if required eg laptops, Ipads and text books (please speak with the vocational welfare lead)
- Workbooks and worksheets may be printed and sent to learners and supported through tutorials (online, email, phone)

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We expect that all learners who are able, attend the live lesson elements. Your camera can be turned on so you will be able to interact with others in your classes, but the background must either be blurred or a selected filter applied. It is the learner's responsibility to take part in remote learning sensibly and respect others. The lessons are recorded to support learning and those who cannot join live. Learners are not to alter any of the settings during the lesson. We take misbehaviour online as seriously as misbehaviour in centre at Bridge Training.

Learner protocols for online learning –

- Follow the instructions set by the member of staff and accept the invitation
- If you are asked to remain muted or to only use the voice functions please follow the instructions
- You should be in a public room, for example your living room, kitchen or dining room wherever possible
- Make sure you are appropriately dressed
- Do not amend any settings unless asked to do so by the teacher
- The session will be recorded
- Respect others and be polite
- Ask questions using the chat function or by raising your hand in the Teams function
- Engage and actively participate with your lessons
- Complete all tasks in a timely fashion and submit work to your teacher as instructed.

All of our platforms are held in one place;

<https://www.bridgetrainingmoodle.co.uk>

A PlayStation or Xbox to access remote Learning; Please note, the instructions are generalised and may not take account of every individual set up and nuances these may involve.

XBox



Plug a keyboard and mouse into the USB slots. An Xbox One has three of these, two at the back and one at the front. The Xbox 360 has two USB slots, one at the back and either one at the front or the side, depending on the model.

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Go to My Games and Apps and select 'see all'



Find the Microsoft Edge browser App and select

Type www.bridgetrainingmoodle.co.uk into the URL address bar and log in with the blue button in the top right-hand corner of the screen. To move around the browser you can either use your Xbox controller or a mouse.

PS4



Plug a keyboard and mouse into the two USB 3.0 slots, found at the front of the PS4. These are the sockets normally used for charging the controllers.

Press the PS4 logo on the controller

Go to the library and find the options for Games and Applications



Go into the Applications menu and find the internet browser, which is a blue square with WWW written inside it. Type www.bridgetrainingmoodle.co.uk into the URL address bar and log in with the blue button in the top right-hand corner of the screen.

To move around the browser you can either use your PlayStation controller or a mouse.

Engagement and Feedback

Our aim is to put learning and learners first, whilst maintaining a safe environment, therefore we will

- Continue delivery so that all learners will benefit from their education and training in full, this will be supported by face to face engagement of a cohort of learners deemed as needing on-site support, in addition to remote learning.

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- Follow the system of controls, which sets out what to do to minimise the risk of coronavirus (COVID-19) on both sites (see risk assessment for more detail).
- To ensure that Safeguarding protocols are maintained to the highest degree

We expect learners to be fully engaged with any form of remote learning, through the published Bridge Training timetables. They should be active in online live sessions (answering questions live or through chat facilities), complete and submit activities and work set by deadlines provided.

We would hope that parents/carers continue to support and encourage engagement at home. We would not expect you to provide subject specialist guidance but check that they are suitably engaged with the work provided.

Bridge Training will monitor engagement and progress against learning objectives; any concerns will be addressed through the usual methods; the welfare team, teaching staff and the Head of Education.

Teachers will ask learners to upload work via the learning platform (Google, Teams, Bridge Training Moodle or an on-line portfolio); this may include class work, notes, photographs and assessment questions.

Feedback will be given in line with our current policies and will additionally include

- quizzes marked automatically via digital platforms
- 1-to-1 interaction tools

SEND

We recognise that some learners, eg those with Special Educational Needs and disabilities (SEND) or those with an EHCP, My Plan, My Plan+, may not be able to access remote education without support from 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:

- Provide 'how to guides' to support online delivery and accessibility
- Email alternatives to lessons to learners and parents directly
- Allocate dedicated pastoral support sessions to learners who are having difficulties.

We acknowledge the difficulties this may place on families. We will work with parents and carers to support those learners. If offered a place onsite, we strongly urge them to attend. Whether the learner is onsite or offsite they will have access to a specialist teaching assistant and the EHCP Manager who will support and act on any concerns or issues raised.

Remote education for self-isolating learners

When a member of the teaching staff is ill, the usual absence procedure will follow: - Your teacher will set classwork for you. Should the absence be longer than 1 week we will consider sourcing some specialist supply cover as appropriate.

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If you have to self-isolate, you or your Parents/Carers will inform Bridge Training that you are unwell. If you are absent from Bridge Training due to Covid-19 symptoms or self-isolating, you will be marked 'C' on the register. Please contact Bridge Training to alert us and we will make sure your teachers are aware. You will be expected to keep up with the work, unless you are unwell.

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

Summary

Many of our learners have already shown great resilience, perseverance and self-regulation in the previous lock down period. We have no doubt that our learners will continue to do so as we look to the future. Remember that throughout this period our learners will still be developing skills such as communication, learning, teamwork, creative problem-solving, organisation and information.

Getting organised

- Find a suitable workstation at home
- Make it a clear space, with note paper, exercise books, pens etc
- Make sure you can access the online learning platform
- Use your timetable as a visual reminder of what your day looks like
- Upload all class notes and classwork at the end of the lesson
- Attend all lessons and tutor meetings
- Be an active participant; use the chat function to ask questions, initiate points, share ideas, speak up, make suggestions, get involved, contribute
- Ask if you are not sure or don't understand