



Remote Learning - Guidance for Students and Parents

This document is to provide guidance on how lessons will run should Public Health England order that we send a group of students home due to an outbreak of Covid-19 at Frome College or enforced closures either regional or national. Significant investment has been made in technology and training available to teaching staff to improve students' experience of remote learning.

It may be that the whole of the student's class is learning remotely or there may be some students at home, whilst others are in college.

Students at home will follow their timetable as normal and engage with lessons through three possible methods:

1. Live Lessons

Live lessons will run through Microsoft Teams. Teachers will set up teams for all their classes and students will be advised on how to join in Teams. Teachers will let students know when their lessons are being held through assignments in Frog. The lesson will then be streamed live from the teacher's classroom and your child will be able to interact with the lesson by watching via a webcam in the classroom and answering questions using their microphone or through chat, as instructed by the teacher. Attendance at these sessions is not optional and a register will be taken at the start. It will be important to deal with any access issues quickly, students should communicate with their teacher if they are having access difficulties.

Watch this video on how to access Teams and enter a classroom set up by teachers:

[Using Microsoft Teams as a student.](#)

2. Pre-recorded lessons

This second option may be necessary depending on the teacher's circumstances. These are videos teachers have made, often with them talking through a PowerPoint. These lessons will be made available at the time they have the lesson and students will receive a recorded lesson for each lesson on their timetable. Teachers may provide a link to a video on Frog as files will usually be too large to easily download. Students should tell teachers if they have difficulties accessing any videos they send.

Alternatively, videos may be pre-recorded and students can watch and comment on them through Microsoft Teams.

Teachers will track whether videos have been accessed.

3. Work Posted on Frog

The third option is that their teacher will provide activities on Frog for them to complete during their timetabled lesson.

It is possible that students will receive a mixture of the three methods, as appropriate. In the event that students are in school whilst one of their teachers is self-isolating then the teacher will use the methods above to teach students from home, whilst a cover teacher supervises their class as normal.



Students will be expected to submit completed work as directed by their teacher, through Frog or via their college email or Microsoft Teams. They will receive feedback as normal. Homework will also be set in addition to their normal timetabled lessons.

It is worth noting that we are reliant on technology and varied expertise for this to work effectively, so we ask that you bear with us if accessing lessons is not always as slick as we would desire. Students should let their teacher know if they are experiencing poor sound or visual quality.

Safeguarding during live lessons.

- Please be aware that all lessons may be recorded.
- Cameras and microphones should be switched off unless otherwise instructed- for example if the teacher asks them a direct question. Then the **microphone only** should be switched on.
- Students should always be suitably dressed for the lesson – no pyjamas, just in case a camera accidentally gets switched on.
- When taking part in the lesson, students should be in a family space rather than their own bedroom.
- Family must be made aware when a student is taking part in an online lesson.
- Inappropriate behaviour during the lesson will result in the students responsible being removed from the lesson and potentially further lessons.
- All communication with teachers should be through Frog or by college email, never by personal email. Teachers have been told not to respond to students' personal email accounts.
- Students can access their college email by following this guidance: [Accessing your College email from home.](#)

Frome College

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