

Keeping Learning Happening – Teaching, Learning and Assessment

March 2020 Student Guidance – Online learning

These are extraordinary times and we need to work collaboratively to meet the challenges ahead together. Teachers and support staff have been working hard over the last few days to put everything in place to support your learning remotely. Do have a little patience if things are not perfect straight away.

Please check your college email and our WQE website every day.

When will my lessons take place?

- You should plan for your timetable to work to the same pattern remotely and keep to a consistent routine. Your teachers will be available online on the days you have usual timetabled slots and will ensure any resources or work is available to you ahead of normal timetabled slots. If there is any need to vary this we will let you know. We will operate in our usual college hours 9am until 4.10pm.

Don't forget the Easter Holidays! Teachers will not be available during the Easter break: from 6th April to 17th April 2020

How will I know what work I should be doing?

- Your teachers will be communicating with you directly. They will use your college email address to do this, and you should not use personal email. Work will be meaningful and assessed, we will expect teachers to check on work done during the lesson time, and the independent learning time as normal.

What software and hardware will I need?

- Teachers will only use the standard software (all students have access to the Microsoft 365 apps and WQE Online). Some courses may use other software as well. You do not need to buy anything new. Teachers will be told to make work simple and clear so it can be seen on phones as well as larger screens.

Where can I get IT support?

- If you need technical support please contact us during our normal office hours are 8.30am to 4pm.

How will I get feedback on the work set?

- Your teachers will be sending you work directly via email and getting it back from you this way or uploading tasks to WQE Online. They will be available for you to email in your usual lesson time. They will be assessing work as usual and will be emailing that directly back to you. File sizes need to be manageable or saved on OneDrive with shared links.

How will you know if I am doing the work?

- We will be in regular contact with all teachers and PPMs to check. We will be following our usual procedures and will call you and your parents/carers if there is an issue with your independent working.

Sickness – what if I am sick, what should I do?

- Please follow our usual protocols and call the College. They will let your teacher know.

I am finding this whole situation very worrying, what can I do?

- You can contact your PPM by email in the usual way and they will phone you back to discuss any issues. They will be in contact throughout the college closure to discuss your progress and help you with strategies for managing your work.
- If you have anxieties or concerns about your mental health during the period when the college is closed, there is support for you. You can email safeguarding@wqe.ac.uk and the WQE Welfare and Skills team will contact you to offer support.
- There are helpful organisations you can contact which are set up specifically to support students through online counselling: www.Kooth.com
www.studentsagainstdepression.
- <https://youngminds.org.uk>
- <https://www.mind.org.uk>
- <https://www.mentalhealth.org.uk>

You can call Samaritans on 03300945717 and if you feel you need urgent help phone the NHS First Response Team on 111 Option 2

If you already see a college counsellor, they will have discussed arrangements with you.

Will my Summer exams take place as planned?

The Prime Minister has said: ***'Exams will not take place as planned in May and June, although we will make sure that pupils get the qualifications they need and deserve for their academic career.'*** As soon as we have any further information to clarify this statement we will share it with you.

I need help, but I am not sure who the best person is to speak to?

- If you are not sure who to contact, please ring the College on -116 247 1147 and we will do our best to route your question to the right person.

I haven't got work or communication from one of my teachers who do I contact?

- Please email your PPM in the first instance and they will be able to communicate that to the relevant area.