

Remote Learning

Guidance for Students and Parents

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01329 815 200

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OUTSTANDING



Remote Learning



As we move to distance learning for all learners, we are keen to ensure that you are remote-learning ready. Please find below our guidance regarding remote learning.

EXPECTATIONS

We expect students on all qualification-based courses to have meaningful work set for them including assessment and feedback. Our intention is to use the Microsoft Teams application for communication with all students in addition to using Oracle, Turnitin, Onefile and other applications that you may already be familiar with. You should have now received an invite to one or more Microsoft Teams which has been aligned to your course/class or apprenticeship coach. You will have received an invite via your Fareham College email account. Please see below for further instructions regarding access to your college email account.

Through Microsoft Teams, and other applications that you already use, you need to be aware of the processes individual teachers/coaches are putting in place to continue with teaching and learning for all courses. Please can you let your teachers/coaches know if you have issues with online learning because you do not have any access to the internet. Fareham College staff may be able to print some paper-based work if available/appropriate for collection on-site.

The expectation is that teachers/coaches will be e-mailing you as well as using the range of functions on Microsoft Teams. We are encouraging teachers/coaches to use interactive/live methods of delivery and where they feel comfortable to use face-to-face contact and video/audio function in chat on Teams. Live teaching will also use file-sharing or voice delivery without video. Whilst using interactive live methods the record function on teams will be used. This will enable you to revise/revisit learning and safeguards all. This also helps to maintain a sense of normality and will allow you to interact with each other as well as your teacher/coach. This may help to reduce the sense of isolation and reminds everyone they are still part of the Fareham College community.

Our Attendance Team will still be operational. Attendance will be monitored and will be recorded through you responding to a welcome post at the beginning of a session or by acknowledging a task set by the teacher and submitting work via the assignment function on Microsoft Teams. If there is a lack of engagement from you, teachers and coaches will be recording this information in the usual way using Fareham College systems. Our Attendance Team and others will continue to follow this up with the respective students/parents.

We do not want or expect teachers/coaches/students to be online 24/7 which is why our expectation is that you stick to your usual timetabled lesson times for any interactions where possible. We understand this might not always be feasible and some flexibility may be required. However, college days and lesson times need to be respected as far as possible in order to create a routine for both students and teachers. Please be mindful of the guidelines around spending too long in front of a computer screen and take regular breaks.

Work set should reflect the length of the lesson and we would expect learning to be a mix of delivery/interaction with a significant proportion of independent directed tasks. Flipped learning or homework/DIS should continue to form part of your learning activity.

If you are being asked to submit work through Microsoft Teams, please do so promptly and by the deadline set by your teacher/coach. Your teachers/coaches will be helping you with this kind of activity if you are unfamiliar with Teams.

Please remember to back up your work before submitting it to your tutor through Microsoft Teams.

SUPPORT

Should you require support from a Study Facilitator or a member of the ALS team, you can email studycentre@fareham.ac.uk for information, advice, guidance and support. Emails will be answered between the hours of 9 and 5, Monday to Thursday and between the hours of 9 and 4 on a Friday. Help guides for useful apps, Chrome extensions and websites to support you with your remote learning are available by emailing this address.

If you are unwell during this period please phone into the attendance line on **01329 815 200** or email attendance@fareham.ac.uk and keep communicating with your teacher/coach where possible regarding your health.

SAFEGUARDING/ HEALTH & SAFETY

Online learning expectations will be set from the start. This is crucial to the success of online learning. Normal college rules around respect and language apply. Disruptive behaviour will be challenged and the usual levels of discipline will also apply.

- / Students need to approach the lesson in the normal manner expected by the College, you should be prepared, dressed appropriately and be sat at a table ready to work. All lesson content is for the use of the learners and must not be shared inappropriately.
- / It is important to only use academic platforms and college contact details. Microsoft Teams post stream and chat function as well as your college e-mail will be used for individual communication.
- / If you are struggling with your Fareham College email address and having difficulty logging onto the College systems then please try the following:
 1. Your username is your first initial, your surname and the last three digits of your student number e.g.: jblogs456
 2. The first time log in, your password is your F number (with a capital F) followed by an ! e.g. F123456!
 3. Your new password must be eight characters including a capital letter and a number. For password resets, please contact it.services@fareham.ac.uk so that your request can be logged and dealt with in a timely manner.
 4. safe@fareham.ac.uk is the email address to support learners who require emotional wellbeing and or safeguarding support. This is for all non-urgent questions or concerns and will be checked by staff during usual college working hours (9am-5pm Mon-Thurs, 9am-4.30pm Fri).
 5. There may be some difficulties in getting to grips with remote/online learning but trust that it will be ok and there will be solutions to all problems. Please contact your teachers/tutors/coaches for specific support with Microsoft Teams as well as other applications that they may be using.

THE VERY BEST OF LUCK WITH THE REST OF YOUR STUDIES!

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