



Guidance for online learning

It is always the intention for Brockenhurst College to deliver teaching and learning 'face-to-face'. However, at times, the College recognises that online learning may be required.

It is important that appropriate rules and standards are clear to ensure students and staff can stay safe and the best quality teaching and learning can be delivered. Online learning should be considered an extension of classroom learning. The College expects students to adhere to the Student Code of Conduct at all times. Below are guidelines for students and staff to ensure that everyone can benefit from remote and online learning in a safe and effective manner.

Student expectations and responsibilities

- All online sessions are part of the student's timetabled programme and attendance is mandatory
- Arrive on time and be ready for learning
- Proactively contribute to the learning taking place and engage with teachers and peers
- Be dressed appropriately
- Be in a suitable and public place for learning free from external noise and distractions as much as possible
- Ensure that there is nothing offensive in nature that might be able to be seen from cameras. Backgrounds should be appropriately blurred with cameras enabled.
- Students are reminded that it will be possible for the lecturer and other participants to see and hear them
- Ensure the use of appropriate language and behaviour as in a normal classroom
- Any absence should be reported in the usual way by parents/carers emailing attendance@brock.ac.uk or contacting the College by phone on 01590 625555

A failure to adhere to these guidelines may result in disciplinary action.

Staff expectations and responsibilities

- Teaching and learning is delivered through Microsoft Teams, with links available for students to access provided through Canvas
- Links, resources and materials should be shared in advance of the lesson to allow for an engaging and punctual start
- As usual, registers should be completed punctually
- Students should have their camera on and microphone off by default. This will allow everyone to learn without the risk of distracting background noise while ensuring that the teacher can see participants in the lesson. These can be switched on when needing to ask a question or interact with others.
- Lessons must be recorded, including any breakout rooms
- Staff must arrive on time and be ready for learning
- Staff must be dressed appropriately and in a place suitable for teaching that is free from external noise and distractions as much as possible
- Backgrounds should be appropriately blurred



1-1 online learning

There may be times when it is beneficial for a student and a member of staff to have a 1-1 online meeting. For example, a foreign language oral tutorial, to work through assignment feedback or have a catch-up session.

Further staff expectations and responsibilities

Staff should inform their line manager of the details of the planned delivery. Parents/carers informed in advance and permission recorded by staff on Metis.

Staff should always consider safer working practices and where possible a parent/carer is present or nearby during the call and speak with the parent/carer at the beginning and end of the call. Ideally, parents/carers should be close or nearby throughout.

Although the likelihood of a problem occurring is very low, staff should use the professional discretion and end the call immediately. Staff should make a written record of any concerns and inform their line manager as soon as practically possible.