

# Horizon Community College Teaching and Learning Policy COVID 19 Appendix

*July 2020*

*This policy should be read in conjunction  
with a range of associated college  
policies*





# TEACHING AND LEARNING POLICY

## COVID 19 Appendix

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## Section 1 Aims of the Appendix

Following Government guidance from September 2020, the college will be open to all students. Students will access their usual timetable, but within a 'school-in-school' model. In the event of students not being in attendance for whatever reason – their own illness, quarantine, a lockdown (be it a 'bubble', college, local or national closure), this appendix outlines the provisions that are to be put in place to support their learning and ensure they can continue to make progress.

## Section 2 Virtual Learning – outside of a lockdown

**To support all students to make progress in the event of an absence, teachers will:**

- Continue to plan lessons as normal
- Ensure that any resources used for that lesson are uploaded to that class Team on Microsoft Teams
- Ensure students have received a notification of the resources being uploaded (this is automatic using the Teams 'Channel')
- Followed up and provided feedback to students who are expected to complete activities in their absence

## Section 3 Virtual Learning – During a Lockdown

**To support all students to make progress in the event of a 'bubble', local or national lockdown, teachers will:**

- Use Microsoft Teams to teach live lessons as per their normal timetable
- Plan lessons using electronic resources that can be shared during a live lesson
- Set activities as assignments using Teams
- Continue to follow the college policies for Teaching & Learning and Behaviour for Learning when teaching live lessons
- Comply with the college Safeguarding policies when live teaching