

# Horizon Community College Teaching and Learning Policy

## COVID-19 Appendix

*Amended:  
September 2020  
Ratified:*





## 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 any student being absent from College, 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').
- Follow up and provide feedback to students who are expected to complete activities in their absence.

**To support all students to make progress in the event of their teacher(s) being absent\* from College, 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').
- Deliver the lesson 'live', through Teams as much as possible. The member of staff allocated to cover the lesson will ensure Teams is set up within the classroom and will supervise the class, whilst the teacher delivers the lesson.
- Follow up and provide feedback to students where required/possible.

\* Due to having had Covid symptoms but feeling better (still within the 10 day self-isolation period)

\* Due to self-isolation for 14 days - as a result of someone in the same household testing positive for Covid or track and trace notification of a positive Covid result or

\* Due to self-isolation as a result of a family member going for a Covid test or a family member awaiting a Covid test result or

\* Due to self-isolation before undergoing a hospital procedure

**Please note:** Teachers will not be expected to follow the procedure above if they are absent and are feeling unwell due to having Covid symptoms or non-Covid related issues (normal cover procedures apply).

## 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.