Gateway Remote Teaching Policy

Purpose

This policy covers all educational provision delivered remotely, as well as the responsibilities of staff and students participating in distance or live online learning.

Gateway is committed to providing continuity of education to its students and will do so through a process of remote learning and online learning due to Covid-19.

This policy will be kept under constant review and revised in light of any government guidance.

Aims

Through Remote and Online Teaching Gateway will aim to:

Provide an inclusive education within a culture of high expectations.

Make learning an enjoyable and interactive experience.

Ensure all students achieve in relation to their individual potential.

Preferred Delivery

Gateway is committed to continuing with the delivery of education services to all our users and currently the preferred method of delivery is online using either Zoom or Microsoft teams.

Delivery will continue as agreed and students will be expected to attend all sessions as agreed failure to do so on a regular basis will lead to a discussion with learner to see why this is occurring.

Staff Expectations

When proving online learning, tutors are responsible for:

Safeguarding yourself and students.

Continue to deliver the training in line with existing schemes of work.

Follow any guidelines from Awarding Organisations.

Ensure all students are challenged and supported.

Provide learning that is inclusive in terms of relevance and quality.

Set a variety of tasks for the students to do and not just working on screen.

Actively follow up on non engagement or attendance of students.

When engaging with live learning tutors will:

Ensure computers used are in an appropriate area and if possible against neutral background.

Ensure live online sessions are kept to a reasonable length of time.

Ensure language and behaviour remains professional at all times.

Student Expectations

Students will:

Show a greater level of autonomy and self motivation, ensuring any work undertaken remotely is their own and to the best of their ability.

Submit completed work on time to meet all deadlines set.

Not record or take pictures of any participants in the training session.

Ensure language and behaviour remains professional at all times.

Student Contact Details:

Technical Issues : Contact your tutor

Any other Concerns : Jade@gatewayapprenticeships.com

Student Access to IT

Whilst we will be looking to deliver all sessions online if you do not have access to IT equipment or online access than contact us so we can make the appropriate arrangements including giving access to laptops to use at home.