Remote Learning Provision and Guidance
(Update with effect from Autumn Term 2023)

Victoria College does have the provision for remote learning via its Microsoft Teams platform. However, remote learning is not an automatic right to a student if they are absent from College. As a general rule, if students are unwell and at home they are not well enough to access learning and should focus on getting better before returning to College.

What DOES potentially qualify for remote learning

- A period of ill health absence, leading to a recovery period at home when the student is deemed fit and well enough to access learning but unable to access the College environment.

Examples of this could be a rehabilitation period after a significant physical injury, long term illness recovery at home, or remote and ongoing treatment for a major health concern.

What DOES NOT qualify for remote learning

- Covid-19 infection, in line with updated guidance from GoJ which now brings such infection in broad alignment with general illnesses (please see https://www.gov.je/Health/Coronavirus/pages/index.aspx for more information);
- General ill health or minor injury absence;
- Holiday or trip absences;
- Unauthorised absences;
- Industrial Action or external factors (e.g. extreme weather) leading to year group or whole College closure.

Authorisation of remote learning

Agreement to remote learning must take place with appropriate Head of Year and Assistant Head (Student Progress) before it can commence.

Parents must email to specifically request provision in advance and with the reason for doing so.

Each case will be considered on its own merits. The Headteacher's decision is final.

Student Expectations

1. Be online on time and follow the normal timetable using the appropriate Teams channels;
2. Be mindful that the lesson planned may not allow for exactly the same experience as those in class, due to logistics of the lesson (e.g. practicals);
3. Complete all set work;
4. Check ShowMyHomework and @vcj.sch.je emails on a daily basis for any notifications;
5. Get in contact with teachers or Head of Year with any uncertainties or questions, using Teams chat or by vcj.sch.je email addresses only;
6. Stay to the end of remote lessons, but inform teachers if they leave before the end, either verbally or via the Teams Chat.

Student Checklist

I can access Show My Homework at home on a mobile phone AND on a computer	
I can access my @vcj.sch.je email address at home on a mobile phone AND on a computer	
I can access the Office 365 suite of applications	
I am a member of a Microsoft Team for each of my classes	
I know that I am to contact my teachers via email OR Teams and not via Show My Homework	
I will check Show My Homework on a daily basis	
I am aware that I will be following my normal timetable	
I know that if I miss a live lesson, my parents or guardians may be informed	

Staff Expectations

1. Be online in the appropriate Teams channel within 10 minutes of the start of a lesson;
2. Take the register and inform the Head of Year if the student is not present;
3. Audio and visual should be checked with remote learners at the start of every lesson, so there are no issues with seeing or hearing lesson delivery;
4. Consider the placement of cameras and provision of resources to allow participation of the student in the learning taking place;
5. Check in with remote learners at least once every 15 mins in a lesson;
6. Check in at the end of a lesson with remote learners to clarify any homework expectations;
7. Teams Chat to be enabled so remote learners have the ability to ask questions, where audio is not used as the primary means of communicating. Teachers will respond when is safe and appropriate to do so in the context of their lesson.