**LFE Staff Expectations and Requirements for Online Learning**

At various stages throughout the Coronavirus pandemic, online learning will be required to replace face-to-face delivery.

During these times, LFE is absolutely focused on continuing to provide an outstanding educational experience for all learners.

The following guidance reflects what LFE deem~~s~~ to be good practice for online learning:

|  |  |
| --- | --- |
| **Topic** | **Why/Notes** |
| Sufficient resources for lessons. | The use of a laptop or desktop computer is preferable. Alternatively, an iPad/tablet may be used.  Mobile phones are not ideal devices for online learning, but may be utilised if there is no alternative.  Request that learners also have access to paper and a pen for each lesson. |
| Lessons should continue to run in line with current timetables. | This provides learners with the same amount of contact time as they would receive in the centre, while also ensuring a structure to the learner’s daily routine. |
| All sessions should start with a video conference call. | This will allow you to:   * check for attendance and ensure everyone is ready to learn * provide an opportunity to review previous learning * set a structure for the lesson ahead and communicate expectations for learning * offer the opportunity to complete fun/starter activities |
| Introduce tasks of an **appropriate size** and at a **suitable pace**. | This allows the learner to concentrate on clear and concise information, in manageable portions.  *Providing the learner with large amounts of content, resources, and tasks all at the start of a lesson could cause confusion.* |
| Utilise cloud-based classrooms during lessons, such as Microsoft Teams, Google Classroom, Class Do-jo and Showbie.  Other cloud-based classrooms can be used. | This will support:   * non-verbal communication * sharing of resources * submission of formative assessment (during/after lessons) |
| Learners should be actively engaged for the entirety of the lesson. | This could be via tutor delivery, research-led task, group tasks or other normal lesson activities. |
| All sessions should end with a video conference call. | This will allow you to:   * check learners have remained on timetable throughout * recap learning that has taken place * check learning outcomes are met |

If the focus of the lesson is to provide learning opportunities and complete assignment work, the above principles should still apply.

**Ensuring Online Learning is Safe**

LFE expects all staff to adhere to the relevant policy boundaries and these must be maintained at all times. Additional measures would include the following.

* Language must be professional and appropriate, including any family members in the background.
* Any computers being used should be in appropriate areas and the background should not be blurred.
* Staff and learners must wear suitable clothing, as should anyone else in the household.
* Staff should never use a personal email account to contact a learner.
* All communication provided will have an educational purpose.
* All contact online being observable and interruptible.
* In the instance of one-to-one delivery, all video conference calls should be recorded for the duration of the session.
* Learners should be informed that sessions are being recorded in advance.
* If any learner needs to visit the bathroom/toilet during a learning session or break that is being conducted on a mobile device, ensure they are informed/reminded **NOT** to take the mobile device with them.