**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:

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| **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
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| 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)
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| 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
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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.