

Health Futures UTC Continuing Education Remotely

Students will:

- Be issued with exercise books in which to complete work
- Follow their normal timetables from home
- Register with their teachers via e-mail at the beginning of each lesson, in accordance with their timetable
- Check Satchel1 for instructions about each lesson and to access any resources for that lesson
- Have the opportunity to access some live lessons through Microsoft Teams, but not penalised if they do not have the technology to use Teams from home
- Make notes and complete tasks in their exercise books, or electronically, if they have the technology available at home
- Be given at least one piece of assessed work each week for each subject. This work will be submitted to their teachers on Satchel1 and may be an electronically produced document or a photograph of the work.
- Improve their assessed work as directed by their teachers
- Be able to contact their teachers and learning support (where applicable) during the lesson for additional support
- Have access to pastoral support should they need it

Teachers will:

- Prepare lessons in line with their schemes of work, adapting resources to enable students to access the learning from home, including those students without access to a laptop

- Put details each lesson on Satchel1 including resources and links to relevant material online
- Check 'insights' on Satchel after each lesson to ascertain how many students have engaged with the lesson and chase students who have not, included those who registered for the lesson
- Report non-engagement to the pastoral team
- Set at least one piece of assessed work each week
- Assess the work and feedback to students via Satchel1
- Be available for all students for the duration of each lesson to answer questions and clarify teaching points

Teachers, support staff and pastoral staff will endeavour to ensure all students are still receiving class work, and the support they require just as they would whilst in school.

The Health Futures UTC Admin e-mail account will still be managed throughout the day and e-mails will be forwarded appropriately.

This e-mail address is admin@healthfuturesutc.co.uk

Updated: January 2021