

## **AMS Contingency Plan in Case Students Need to Isolate or Local Restrictions Prohibit Activities.**

This guide is designed so students (and parents of students aged 19 and below) know what to expect of AMS (their FE or HE provider) if they need to self-isolate or local restrictions require them to remain at home.

We all hope our students and staff stay healthy but if you become ill or have to self-isolate due to contact with others who are unwell or local restrictions; AMS will work with you to continue your education online. We are here to help so please don't hesitate to ask for help.

We have drawn up the below guideline for **Remote Learning**:

### **MyAcademy**

All the course materials, videos and assessments can be found on MyAcademy which can be accessed anywhere.

### **Online Classes**

Your centre will arrange a timetable of online classes and tutorials using either Teams or Zoom.

### **Assessment Arrangements**

All assessments on MyAcademy have been adapted, where possible, for remote assessment.

If you have any problems with your assessment the first thing to do is to discuss this with your Course Coordinator.

- RSL students –
  - when doing an externally assessed unit and this cannot be done within the assessment window your Course Coordinator will complete a Special Consideration Document for you and submit this to RSL.
  - when doing an internally assessed unit and this cannot be done by the deadline your Course Coordinator will discuss with you whether an extension or whether a Special Consideration Document is submitted (if it at the end of term 3).
- HND students – if a unit this cannot be done by the deadline your Course Coordinator will discuss with you an extension.
- FdA and BA students – your Course Coordinator will discuss the options with you and you can complete an Extension or Mitigating Circumstances request (forms can be found on MyAcademy).

### **Expectations of students**

- We expect all students who have to self-isolate to inform us as soon as is possible so we can take appropriate steps with others you might have been in contact with.
- Please keep in touch with your Course Coordinator and attend the scheduled classes and tutorials if you are well enough.
- Submit your assessment as requested by your Course Coordinator or discuss with them what options you have.

### **Arrangements for students studying courses that require specialist equipment or facilities**

- Discuss with your Course Coordinator any specialist equipment or facilities you might need

### **Support for students without devices, connectivity or a suitable environment for learning**

- Discuss with your Course Coordinator any problems you might have with devices, connectivity or learning environments.

### **Support for students with SEND**

- Discuss with your Course Coordinator any additional support you might need to deal with remote learning

The full operational guidance may be viewed via the following link:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/further-education-fe-operational-guidance#publication-of-remote-education-offers>