

College Closure - Contingency Plan for Curriculum Delivery

In the event of college closure due to Covid-19, the college has a contingency plan to ensure that learning continues. What follows are the details of how you are able to access all learning from our Google Classroom Virtual Learning Environment. All teachers are contactable through their emails or through google classroom.

If the college is closed a video call will be arranged by the teacher to happen before 10am via [Google Meet](#). Google Meet is a free video conferencing tool which can be accessed via smartphone app or via the google chrome homepage. Teachers will then deliver their content to the class, this may be in the form of a presentation, group discussion or may be giving the group instructions of the work that needs to be completed on that day. Each class will have contact with a member of staff on the morning of the days of the week they are usually timetabled to be in college. Work will be submitted directly to Google Classroom or emailed to the teacher at their discretion. Attendance will be registered for the morning if the student is present at the conference call and in the afternoon if the student submits the work requested.

Students will be notified of the timing and frequencies of the conference calls via their google classroom page. If a student is unable to access their Google classroom page then they need to email their lecturer and arrange access as soon as possible.

English and maths lessons will be conducted in the same way. We have created four new google classrooms, one for each subject area; GCSE English, GCSE Maths, Functional Skills (FS) English and Functional Skills (FS) Maths. Students should go to the [google classroom](#) site, sign in and select the + sign at the top of the page, select join class and enter the applicable codes below. Conference calls and tasks for English and Maths will be posted here. We will also make use of our online resources Century Learning and ForSkills.

Attendance will have a new mark of 'R' for remote working. Two marks will be available, one when the student is present for the setting of the task and one when the student demonstrates they have completed the work e.g. one mark for the morning and one for the afternoon. Additionally, if a student is studying English or math's there will be two marks relating to the two lessons they normally have a week. English and math's teachers will be checking to see if learners are completing the work and will apply these marks accordingly if the work is completed.

For students in our supported learning (SEND) department additional arrangements will be made and parents will be informed. Any additional questions about this can be emailed to send@brooklands.ac.uk.

Google Classroom Course Codes for English and Maths:

GCSE English: **yajorto**
GCSE Maths: **y6ej25m**

Functional Skills English: **r2jwspp**
Functional Skills Maths: **ysi2mb3**

How to join a Google Meeting:

1. Open a Chrome Browser window.
2. Enter <https://meet.google.com> in the address bar.
3. Enter the meeting code (this can be found on your google classroom or the meeting session will appear on the Google Meet homepage).
4. Click Join.

If you're using a mobile device or if you're signed in to a Google Account outside your organisation's domain, such as a personal account, you must be invited to the meeting after it begins.