



Distance Learning Protocol Document

From **Monday 23rd March** we will be working remotely as the college will be shut for normal lessons from that date for the foreseeable future.

We **MUST** carry on with the course or you will not pass.

External assessment work **MUST** be submitted to us by **23rd March**.

We will use this time to complete all workbooks, deliver marks and feedback.

This document will advise you as to what we expect of you during this time.

Those of you taking English and Maths need to attend the final session on Thursday 19th to be told how you will carry on your learning for those subjects.

Ways to access us

- 1) Microsoft Teams (make sure you can all access this)
- 2) Google Doc....via the document itself and through the chat window
- 3) Etracker
- 4) Email and phone...make sure that your contact information is up to date
- 5) Facebook 'KCFE Information' group

Timetable

You will be required to sign in to Microsoft Teams. There will be timetabled daily sessions (outlined below) and you will need to sign in at the beginning of each session to get a register mark.

Please be aware that if you persistently do not do this you will be removed and withdrawn from the course.

Once registered your tutor will tell you how that session will run. There are a number of ways the session could be delivered:

- 1) Taught video lesson by a tutor. This may be a theory lesson, or guitar or studio lesson. We still have objectives we need to teach you so you must make sure you are there for these sessions
- 2) Small group tutorial. In this, the group will be divided up into smaller groups of 3-4 and you will then be given another time to log in for 20-30mins. The rest of the group will be given a task for this session.
- 3) Google Docs sessions. You will be allotted that time to work on a specific google doc. Your tutor will be on hand for any questions and they will be checking through your work as you write it.

These are the tutors that will overseeing the following groups

Level 2 Music: Richard Boxley

Level 3 Year 1 Music Performance: Andy Edwards

Level 3 Year 2 Music Performance: Rob Groucutt

Level 3 Music Production: Richard March + Rob Groucutt

Timetabled Sessions

Music Performance		
	AM	PM
Monday	10.30-12.00	1.00-2.30
Tuesday	10.30-12.00	
Wednesday	10.30-12.00	
Thursday	10.30-12.00 (Non M+E)	1.00-2.30 (M+E)
Friday	10.30-12.00	

Music Production		
	AM	PM
Monday	10.30-12.00	1.00-2.30
Tuesday	10.30-12.00	1.00-2.30
Wednesday	10.30-12.00	
Thursday		
Friday	10.30-12.00	1.00-2.30

Contact Information

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