



YOUR GUIDE TO LEARNING ONLINE

SPRING TERM 2021

from home to campus
with you every step of
the way



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A message from the Executive Principal

As we have unfortunately been forced back into a period where students are unable to study with us face to face on our campuses I would like to remind you of our online provision.

Our online learning will ensure that students do not fall behind in their studies and are fully prepared for their assessments. Our teachers will ensure that students learning online cover the same material as if they were learning face to face so that they can make a smooth transition into our face to face lessons when they arrive on campus in the summer term.

We know from the surveys which we conducted in our schools when we moved online in March last year that our students were extremely satisfied that our teachers are able to continue to deliver the same high standards of teaching, to create engaging and inspiring lessons, to support students who are having difficulties, and also ensure a sense of community online. We also know that our students achieved excellent results and university destinations last year so we are confident that we will enable them to do so again.

We will of course continue with the additional measures which we have announced in our #WeCare Pledge to ensure the safety of our students for as long as these are necessary.

Yours sincerely

Dr Craig Wilson

Executive Principal

OUR COMMITMENT TO YOU

Whether you are a new or returning student we have created a constructive, developmental and positive online experience for you. This will also support your transition to ‘face-to-face’ learning in April.

Induction programme

If you are a new student we want you to begin lessons as soon as possible, but before we do, we want to help you to settle into the College. Your induction will involve checking that you are studying the correct subjects for what you want to do in the future, meeting your Personal Tutor and other students in your Personal Tutor Group.

All students will be experiencing their full timetable with scheduled lessons as soon as their induction is completed.

Online lessons

Online lessons, lectures, group discussions, and 1:1 sessions will take place in the mornings (UK time), following the College’s normal timetable. All lessons will be recorded so that they can be accessed at any time. Students will have a fortnightly 1:1 session with their tutor or a senior member of staff so that they can discuss their progress.

How does this work?

You will be expected to engage with the College between 08.00 and 20.00 in your home country. If the lessons occur outside of this time you will have 24 hours, or until the next lesson, whichever is the shorter, to watch the recording that will be available on our Canvas Virtual Learning Environment (VLE). You will receive the lesson content you need via our VLE wherever you are in the world. You will be briefed and supported by the Colleges on how to access the VLE and what is expected of you over the first full term.

Learners and teachers who are engaging with online lessons will be expected to follow all normal College procedures, including those concerning attendance, behaviour and engagement both in and outside of lessons. This includes full engagement with, and provision of, pastoral and HE support and appropriate extra-curricular activities as well as at least four hours of independent learning per subject per week. Normal praise and discipline processes will also apply and will be applied equitably between students in the classroom and those online.

Throughout the term we will be monitoring all students’ attendance and engagement with online sessions on a daily basis and following up with email communications when not in attendance to enquire the reasons why, and offer additional support where appropriate.

SUPPORTING YOUR ONLINE LEARNING

What is a Virtual Learning Environment (VLE)?

A Virtual Learning Environment is a place where together learners and teachers can create online classrooms with all the benefits of a physical classroom. Students can:

- Access lesson materials and past papers
- Upload assignments
- Take Quizzes and tests
- Conduct Research tasks
- Send messages
- Seek teacher/peer support

How to set up your home learning space

Get a dedicated space. Find a space in your home that will be your 'classroom'. Be creative if you don't have a desk or can't use a spare room for your studies. A quiet corner in your living room or kitchen can be converted into your working space. Make sure you get as much natural light as possible. It can help you feel good and may even boost your productivity.

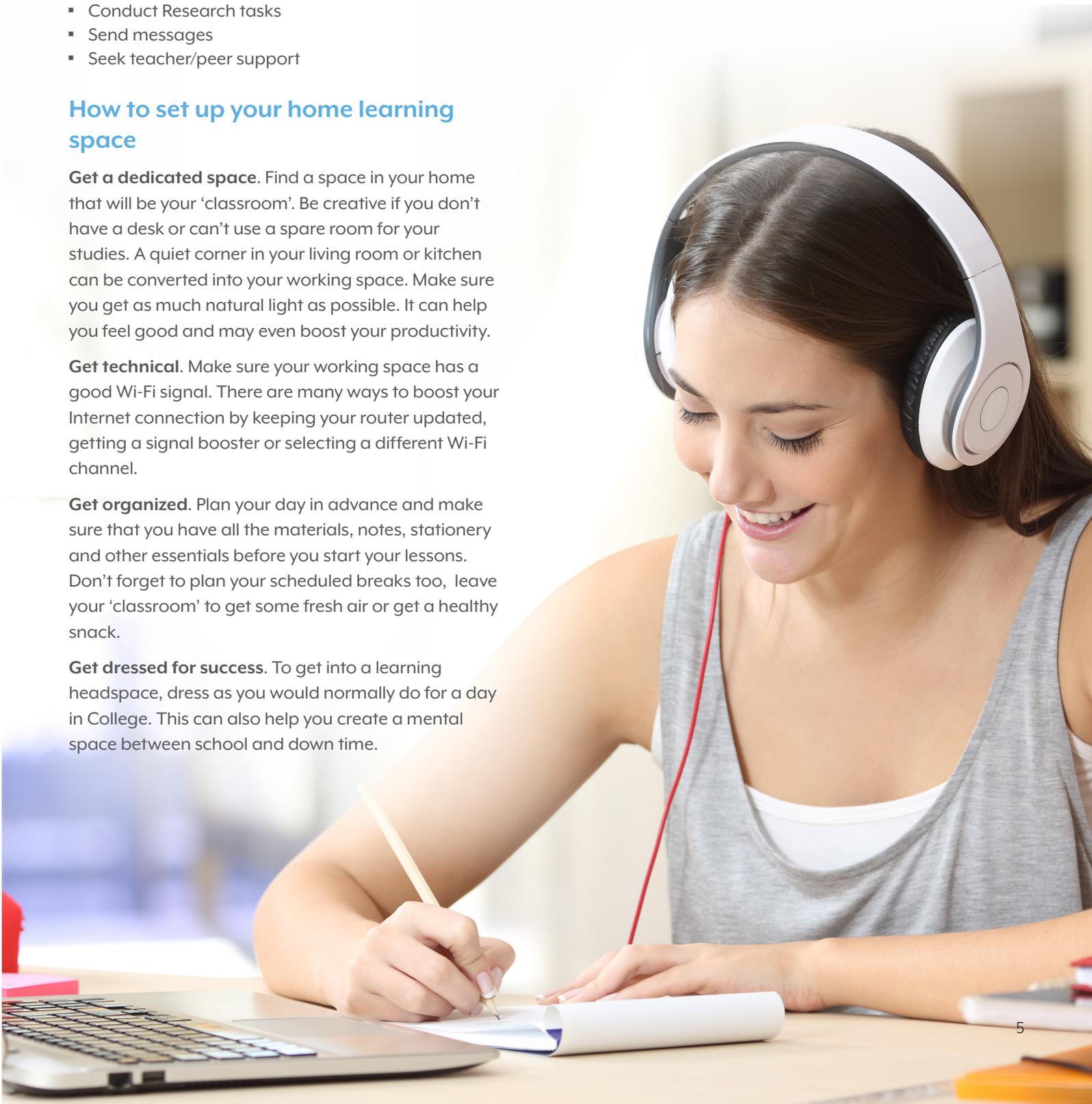
Get technical. Make sure your working space has a good Wi-Fi signal. There are many ways to boost your Internet connection by keeping your router updated, getting a signal booster or selecting a different Wi-Fi channel.

Get organized. Plan your day in advance and make sure that you have all the materials, notes, stationery and other essentials before you start your lessons. Don't forget to plan your scheduled breaks too, leave your 'classroom' to get some fresh air or get a healthy snack.

Get dressed for success. To get into a learning headspace, dress as you would normally do for a day in College. This can also help you create a mental space between school and down time.

How to manage your time to learn effectively

- Plan your weekly and daily schedules
- Prioritize assignments
- Create blocks of study time
- Create or join a study group with your classmates
- Minimize distractions
- Take breaks, get exercise, plenty of sleep, and eat well



THE LEARNING DAY

Whilst every student's timetable will vary, depending on your programme of study, here is a sample timetable showing live subject lessons, independent learning and class activities.

	8.45- 9.45	9.45- 10.45	10.45- 11		11.15- 12.15		13.15-14.15	14.15-15.15		15.30-16.30
Mon	Business Online lecture		Online Personal Tutor time	break	Maths Online lecture		Independent learning	Independent learning	break	Independent learning
Tues	Maths Online lecture				Independent learning		Business Online tutorial	Business Online tutorial		Independent learning
Wed	Higher Education Advice				Business Online lecture		Math Online tutorial	Math Online tutorial		Independent learning
Thurs	Economics Online lecture				English (IELTS or CAE)		English (IELTS or CAE)	English (IELTS or CAE)		Independent learning
Fri	English (IELTS or CAE) Online lecture				Economics Online lecture		Economics Online tutorial	Economics Online tutorial		Independent learning

Online contact each week will include:

- 8 hours of content delivery via lectures
- 12 hours of structured activities, group work, online assessments, teacher feedback and 1:1 tutorials
- 75 minutes of Personal Tutor support
- Regular 1:1 Higher Education advice (applicable to A Level, UFP and IB)
- students are expected to engage with 4 hours of independent learning, revision and advance reading of each subject of study outside the scheduled 5 hours of contact time with College staff.

There are also opportunities for students to arrange to speak to their teachers individually, or in small groups outside the lesson times shown. We would actively encourage this because a 5 minute conversation 1:1 with their teacher is likely to be highly effective. It recreates the sorts of interactions which happen naturally multiple times during face-to-face lessons.

Throughout the day, we encourage students to take plenty of breaks. Have a drink and a snack, speak to your friends online or do some exercise.

EXTRA PROVISION ONLINE

Outside of lessons, CATS students will still be able to benefit from:

University Counselling sessions

Our Higher Education Officers will provide one to one counselling sessions online. Personal statements will also need to be submitted and redrafted using the VLE

Key Professions Programme

Our Key Professions Programme will continue online. The programme comprises dedicated advice, support and a range of extra opportunities designed to help students plan their route to university and their chosen career:

- Competitive applications for competitive courses
- Applying to Medical School
- Preparing for Admissions Tests
- Applying for Law
- Enhanced support for Personal Statements

Activities

It's important to engage with organised activities to look after your physical and mental wellbeing.

Enhance your learning

We use a wide variety of resources to supplement your learning. Here's just a few of the websites we use. You will be directed to relevant content in your lessons.

Click on the respective logo to visit a support website:



THE LEARNING CONTRACT

WE WILL:



Provide you with engaging lesson materials to help you focus on the remainder of the syllabus



Set appropriate tasks, including exam practise, with a clear deadline



Provide meaningful and constructive feedback on your progress and help you develop targets for improvement



Communicate regularly with you to arrange online face-to-face or 1-2-1 discussion

YOU WILL:



Dedicate your normal timetabled hours to each subject, plus 60-90 minutes per subject of independent study or homework



Meet all deadlines for activities, written work and formal coursework



Engage with and make use of teacher feedback



Maintain communication with your teachers to ensure you attend any arranged discussions and let us know if you cannot access the VLE



Follow all normal school procedures, including those concerning attendance, behaviour and engagement both in and outside of the lesson.



Have your video camera turned on at all times, and to engage with the teacher with having their mics turned on, where appropriate.



Keep your login and passwords secure and not sharing zoom meeting ID details with anyone else.



UK TIER SYSTEM

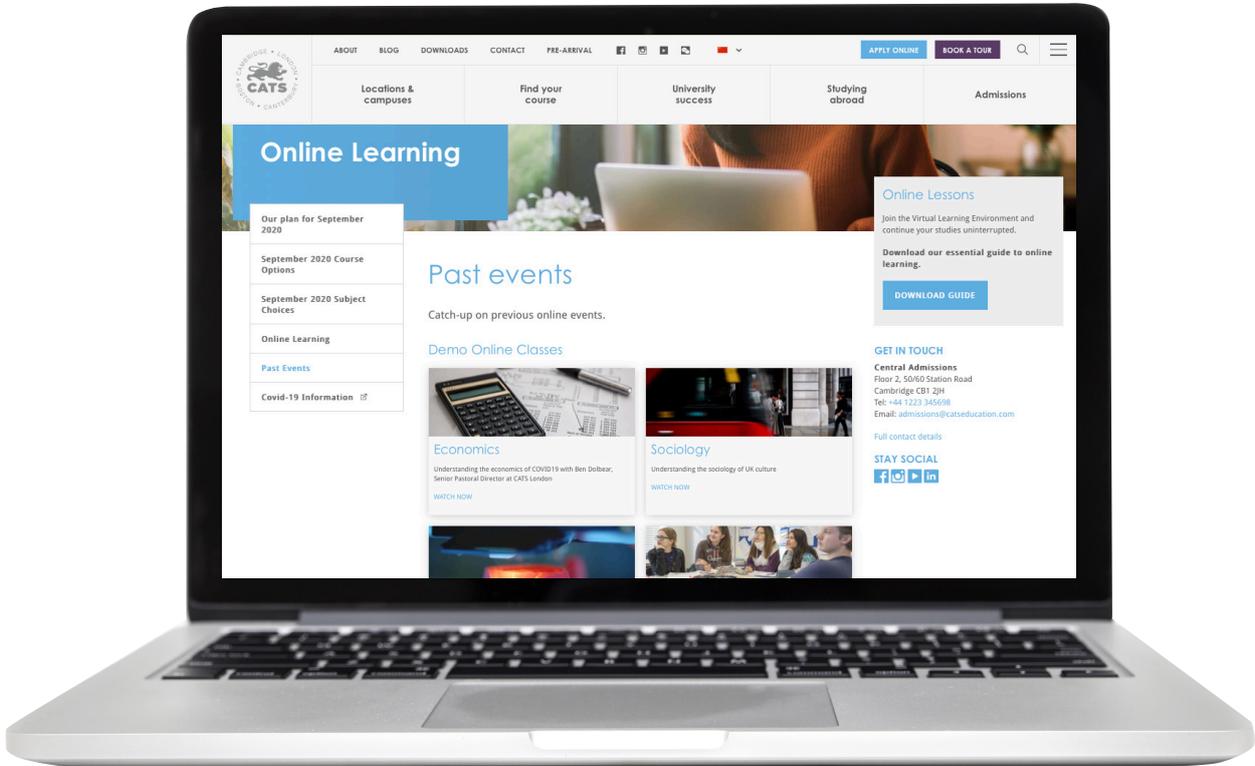
The UK Government continues to use and regularly review a tier system in response to COVID-19. Every area of England is classified into a tier based on the presence of COVID in the local area. The tier advice centres around “households” and people mixing socially indoors. In a boarding school setting a household refers to a boarding house.

Please see detailed below our response plan for each of these tier levels. We keep this under constant review depending on the changing advice from our local authorities.

	TIME OFF CAMPUS*	EXEATS	SOCIALISING OUTSIDE YOUR HOUSEHOLD	UNSUPERVISED OUTDOOR EXERCISE	COLLEGE-BASED LESSONS
TIER 1	COVID-Safe operations as per September within all schools				
TIER 2	Maximum of 2 hours once a day including weekends	Restrictions apply to overnight stays with other households	Only permitted outdoors i.e. in the park, going for a walk, outside dining.	Individual or in groups of up to six for a max. 2 hours per day.	Usual timetable
TIER 3	Supervised & Pre-booked For essential shopping only	Only permitted in exceptional circumstances with Principal approval	Only permitted in exceptional circumstances with Principal approval	Individual only for max. 1 hour per day	Usual timetable
TIER 4	Supervised & Pre-booked For essential shopping only	Not permitted	Not permitted	Individual only for max. 30 minutes per day	Usual timetable

*Campus variations may apply to timings and locations students are able to visit

We have a library of online lessons available for you to view wherever you are in the world.
From home to campus we are with you every step of the way.



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