



ABC Sports Learning Ltd/Manchester Cycling Academy

REMOTE LEARNING POLICY

1. Purpose:

This policy outlines the guidelines and expectations for students using remote learning at ABC Sports Learning/ Manchester Cycling Academy.

2. Scope:

This policy applies to all students of ABC Sports Learning/ Manchester Cycling Academy who are engaged in remote learning activities using a remote learning platform such as Microsoft Teams or Zoom from their homes.

3. Access and Usage:

Students will be provided with access to Microsoft Teams through their manchestercyclingacademy.co.uk Microsoft 365 Account.

Students are expected to use Microsoft Teams exclusively for educational purposes and in accordance with the ABC Sports Learning/ Manchester Cycling Academy code of conduct and privacy policy.

4. Code of Conduct:

All communication within Microsoft Teams should adhere to the same respectful and responsible behaviour expected in physical classrooms.

Inappropriate language, discriminatory remarks, or any form of harassment will not be tolerated. Students should only participate in discussions and activities related to their coursework.

5. Privacy and Security:

Students must not share their Microsoft Teams login credentials with anyone - not even members of staff.

Discussions and interactions within Microsoft Teams should be considered private and should not be shared with unauthorised individuals.

Students should be cautious about sharing personal information during online discussions.

6. Attendance and Participation:

Students are expected to attend scheduled virtual classes and meetings on time.

Active participation in discussions, assignments, and group projects is encouraged. If a

student is unable to attend a virtual class they should notify their tutor or coach in advance.

Registers are taken via Microsoft Teams and your attendance hours go towards your final qualification.

7. Technical Requirements:

Students should have access to a reliable internet connection and a suitable device (computer, tablet, or smartphone) with a working microphone, camera and loudspeaker/ headphone facility capable of running Microsoft Teams.

It's good practice to ensure that necessary software updates and security patches are applied before the seminar begins to ensure optimal performance.

8. Submission of Assignments:

Assignments, projects, and assessments should be submitted through Microsoft Teams as instructed by the respective tutors.

9. Etiquette:

Students should mute their microphones when not speaking to minimise background noise during virtual classes.

Participants should have their camera turned on at the beginning of the lesson until asked to turn them off by the tutor.

Backgrounds should be set to blurred or have a suitable professional image in place at all times.

Students should take part in the lesson from a suitable working area such as a desk or table.

Students should be ready to participate in the session at all times and should make every effort to remove themselves from any distractions.

Raising hands or using the designated communication tools within Microsoft Teams should be used to signal a desire to speak.

Suitable clothing as would be worn in a physical classroom should be worn at all times.

10. Technical Support:

ABC Sports Learning/ Manchester Cycling Academy will provide limited technical support to assist students in troubleshooting Microsoft Teams related issues.

Students encountering technical difficulties should contact team@manchestercyclingacademy.co.uk for assistance.

11. Review and Modification:

This policy will be periodically reviewed and updated as needed to ensure its relevance and effectiveness.

A handwritten signature in blue ink, appearing to read "J. Powell", is located at the bottom left of the page. The signature is written in a cursive style and is partially obscured by a faint, light-colored rectangular box.

Signature:

Stefan Hopewell
Director

Review

This policy will be reviewed on Feb 28th 2025

