

Teaching and Formation Plan 2020-21

Introduction

Due to government guidelines in response to Covid-19, LCT is altering its plans for teaching and formation for the academic year 2020-21. At present, this Plan is only interim and applies only to the autumn term 2020. LCT may alter this Plan for the winter and spring terms of 2020-21, or maintain it, depending upon changes in government guidelines. LCT may change this Plan at any point due to changes in government guidelines. Please note that the implementation of this Plan should comply with government guidelines at all times.

LCT needs to comply with the regulations of its two delivery sites, the two Diocesan Offices: Church House and Cuthbert House. These sites are changing their regulations due to government guidelines, and much of this Plan is in compliance to those changes. Some of the regulations of the two delivery sites are still unclear, and this document points out those areas that still need to be clarified. The usual site of the LCT residentials, Emmaus Village, is currently closed due to government guidelines. When it re-opens, this Plan will be adjusted to comply with its regulations.

The key aim of the Plan is to minimise the transmission of infection across the LCT community. LCT will endeavour to make its teaching as safe as possible. LCT asks that all students adhere to the following guidelines in order to facilitate the teaching sessions. LCT will constantly review this policy in line with the government guidelines and best practice of our colleagues at other institutions.

If you feel unwell or are presenting any symptoms of COVID-19, please do not attend in person any LCT lectures or events.

Students who are diagnosed with Covid-19 will be treated in the same manner as any other student with an illness or need for leave of absence.

A. Teaching Plan

In autumn 2020, LCT will deliver its teaching through a blend of online and face to face learning. If further lockdown is required, all module teaching will move to online delivery.

LCT will prioritise teaching the first year/new students face-to-face in the autumn term. This will allow tutors and students to form relationships and augment the new students' formation process.

LCT has limited capacity to operate on both delivery sites and the number of modules delivered face to face is based on venue capacity. The delivery venues limit the number of people who can be present in each building. The number of people allowed in each room is also limited based on social distancing regulations. The following teaching Plan is based on a 1 metre+ social distance with masks and face shields.

a. Weekly Modules

In autumn 2020, *weekly modules* will be delivered as follows:

TMM 1031 Intro to the Bible – face to face on both sites, Monday & Wednesday evenings

TMM 1131 Intro to Christian History – on Zoom, Wednesday evenings

TMM 2121 Christian Doctrine – on Zoom, Wednesday evenings

TMM 3431 Mission & Apologetics – face to face at Cuthbert House, Thursday evenings

TMM 42220 Research & Reflection – face to face at Church House, Thursday evenings

All biblical languages modules will be delivered via Zoom.

b. Saturday Modules

Since Emmaus Village is currently closed, in the autumn of 2020, the Saturday modules will be delivered online via Zoom, on the designated Saturdays. These modules are:

TMM 1521 Spirituality and Discipleship

TMM 1211 Theology and Reflective Practice

TMM 2531 Reflective Practice in Context

TMM 3491 Further Reflective Practice in Context

c. Dissertation and Independent Projects

Supervisions of dissertations and Independent Learning Projects will normally take place online via Zoom. It is possible for supervisions to take place in-person if the student and supervisor agree and can find a space in one of the delivery sites to accommodate meeting with the appropriate level of social distance. All face-to-face meetings should take place at one of the delivery sites.

d. Assessments

There are currently no plans to alter assessments for the autumn of 2020. All assessments were reviewed in the spring of 2020 under the initial lockdown, and any necessary alterations (all minor) were made at that point.

e. Resources

The Religious Resources Centre re-opens on 1 September 2020, meaning students will once again have access to library resources. LCT has a policy of providing students with hard copies of core texts for many of its modules. These will be made available to students.

The Hub resources on Moodle will continue to be used, as well as the online journals to which students have access. Tutors are encouraged to point students towards appropriate web resources as well as Hub resources. Tutors are also encouraged to make other key readings available on the module Moodle page, abiding by copyright law.

f. Placements

1. The field work for the TMM 1301 Ministry and Mission module will take place as normal unless further lockdown occurs. In the case of further lockdown, an alternative form of social research (a community audit) will replace the field work.

2. The placements for the TMM 1211 Theology and Reflective Practice module will be replaced by Master Classes with professional chaplains.

3. The placements for the TMM 2531 and TMM 3491 (Further) Reflective Practice in Context modules will take place as normal. In the case of further lockdown, it is expected that the placements will continue, but focusing on experience of online activity with the placement church. The risk assessment for these placements invites the supervisors to reflect on mitigation in case the pandemic has a second spike.

4. For students who need are particularly vulnerable, placements will be arranged that may be primarily online.

g. Teaching Methods

Most of the teaching will be synchronous: that is, the teaching will be live, whether face-to-face or on Zoom.

Teaching sessions will not be recorded unless permission is granted, and this is a complicated process. Recording a session requires obtaining written permission from each student and this must be done prior to the session to be recorded. Please ask the Director of Studies if you would like more details on how to do this.

Some tutors may opt to use an asynchronous (pre-recorded) method of delivery for parts of their teaching sessions. Pre-recorded material should amount to no more than one-third of any session. The remainder of the session needs to be live interaction with the students. If a tutor would like to use a pre-recorded method of delivery, please inform the Director of Studies.

All tutors will be provided with a pro (professional) Zoom account, if they do not already have one. All tutors need to set up a recurring Zoom meeting for their module. The link to this Zoom meeting should be placed at the top of the module Moodle page so that all students have ease of access to the link and therefore to the teaching.

For modules being delivered online, the students will find the link for the teaching at the top of the module Moodle page.

For modules being delivered face-to-face, the Zoom link on the module Moodle page enables the students to access the teaching if they need to self-isolate. Note that only students who need to self-isolate should use the Zoom link to access teaching. Those who are ill may be absent from the teaching. Everyone else is expected to attend the in-person teaching sessions.

Tutors may want to set up virtual discussion forums to accompany teaching, particularly online teaching. These forums may be set up via the module Moodle page or through an email conversation.

Students will be taught to use Zoom and Moodle as part of the induction process.

h. Face-to-face Teaching Logistics

1. A careful record of attendance will be kept by the tutor for the duration of the module.
2. The tutor will wear a see-through visor, if this is required by the delivery site. LCT will provide these visors.
3. All students will wear masks, if masks are required by the delivery site. Students will need to purchase masks for themselves and bring their masks to every teaching session.
4. Students will sit either 1 metre+ or 2 meters apart, depending upon the requirements of the delivery site. This may mean that students will each sit at their own small table or sit at different ends of large tables.
5. If a student is absent due to self-isolation, the teaching will take place face-to-face but the tutor will also live-stream the teaching session using Zoom so that the absent student is able access the teaching. If the tutor is using a PowerPoint, this may be run through Zoom. The faces of students who are accessing the teaching via Zoom may be minimised so that they are not seen on the PowerPoint screen.
6. When students are wearing masks, the tutor will need to repeat the comments and feedback made by students so that those who lip read may hear.

i. Student Absence due to Need to Self-isolate

We anticipate that this will be a big issue in the autumn once colds and flu are common. Any student who needs to self-isolate will be able to access teaching via Zoom, as described above.

The student must also:

1. Inform the Academic Administrator **at once** if she/he needs to remain at home due to self-isolation.
2. The student must also inform the module tutor at once, and no later than noon on the day of the module teaching session, so that the tutor has sufficient time to arrange to use Zoom for the module session.
3. The Academic Administrator will use the module record of attendance to inform other students of the potential COVID-19 risk.

4. If it becomes clear that the student's health situation may be a risk to other students, the module teaching may move online for a fortnight, allowing for a 14 day period of self-isolation by all students in the module.

j. SEND Students

Where possible, LCT will adjust teaching online to address SEND needs. The SEND Tutor will inform all tutors who have a SEND student in class of that student's learning needs. SEND students may need extra support in lessons and may find it difficult to make their needs known in an online setting, so it is important that module tutors make space for SEND students to approach them with questions or for clarifications.

Informal chats with tutors are not usually possible online. LCT therefore encourages all of its tutors, whether or not they have a SEND student in their module, to provide opportunities for informal chats either before or after their teaching sessions. Tutors may alternatively want to set up Zoom drop-in sessions during the period that the module is running

B. Plan for Formation

a. Residentials

All residentials are currently planned to take place as timetabled. The first two residentials, in October and November 2020, will be held online via Zoom. The residential programmes will be sent out closer to the time, but please reserve the usual time period, 18.00 Friday through to 13.00 Sunday, for these residentials.

The Saturday residential teaching will take place as timetabled. In the autumn, this teaching will be online and should finish by mid-afternoon.

b. Worship

Please note that singing in-person is not allowed under current government guidance. Singing may certainly take place online.

Evening Prayer and Night Prayer

1. For those students with in-person teaching, Evening Prayer will take place face-to-face at 18:30 on Monday and Wednesday evenings and 18:00 on Thursday evenings in the classroom designated for teaching. Please note that the student will need to sign-in prior to the beginning of Evening Prayer.

2. For students who are being taught online, Evening Prayer will take place online at 18:30 on Monday and Wednesday evenings and 18:00 on Thursday evenings. A recurring Zoom link for Evening Prayer will be made available on Moodle under the section 'General Information 2020-21'.

3. All students, both those being taught in-person and those being taught online, will join together for Night Prayer on Monday and Wednesday evenings. The tutor responsible for the face-to-face module will enable this to happen via Zoom. A recurring Zoom link for Night Prayer will be made available on Moodle under the section 'General Information 2020-21'.

4. Rotas for students and tutors to lead Evening Prayer and Night Prayer will be created and sent out as usual.

5. For Evening Prayer on Zoom, a PowerPoint is constructed by the main leader, to guide the participants through the liturgy. Different voices lead Evening Prayer while everyone else is on mute. Participants include:

- 2 Leaders
- Readers for the Psalm(s) set for the day
- Readers for the Scriptures
- Different ways of leading intercessory prayers (e.g. biddings led by Leader 1; breakout rooms for 5 mins of open prayer, with guidance from Leader 1)

Eucharist services

LCT recognises that it has an important part to play in helping Reader trainees and Ordinands to become familiar with and at home in the liturgies. But LCT also recognises that the Church has diverse opinions about virtual Eucharists. LCT plans to explore these different positions at a residential weekend in the autumn. LCT will also explore the use of Agape meals as part of its approach to worship during the year.

c. Formation Groups

Formation Groups for both Ordinands and Reader trainees will take place as part of the residential weekends. These groups will meet online, using the Zoom breakout room facility.

d. Personal Tutorials

Personal tutors will meet all of their new students face-to-face on the Induction Day on 12 September 2020. Three-way meetings between the new student, tutor and incumbent may also take place in-person if an appropriate socially distanced venue is available and is agreed by all three people involved. Otherwise, these initial three-way meetings may take place online.

All other tutorials will normally take place online via Zoom in the autumn. It is possible for tutorials to take place face-to-face if the student and the personal tutor agree and can find a space in one of the delivery sites to accommodate meeting with the appropriate level of social distance. Alternatively, the student and personal tutor may meet through a socially distanced walk.

If most tutorials with a student are held online, the personal tutor may also make contact with tutees via email at other times to discuss student progress.

e. Meetings and Events

1. Induction Day will take place face-to-face, following the guidelines in this Plan and in a venue large enough to accommodate the new students while following social distancing guidelines. A risk assessment will take place to verify that the venue meets the requirements for accommodating the number of people involved.
2. The Study Skills Day will take place face-to-face if possible, in Cuthbert House. If not, then it will be conducted on Zoom.
3. Student Community Meetings will take place prior to the face-to-face teaching sessions, with the students who are not present being Zoomed in. These will be organised by the LCT Student Reps.
4. Academic meetings scheduled for the autumn of 2020, including the Tutor Meeting, the Board of Studies, and the Board of Examiners will mostly likely be held via Zoom. This will be confirmed closer to the time of the scheduled meetings.

f. Social and Community Time

LCT recognises the need to integrate the new students into the LCT community and will seek to do so in a variety of ways.

1. LCT will set up a number of virtual open common room facilities. For those who are attending teaching via Zoom, LCT will provide a virtual common room for small group conversations during the refreshment breaks and prior to Evening Prayer.
2. Similar Zoom common rooms will be provided during the online residentials.
3. LCT is considering creating a weekly virtual drop-in space on Wednesday afternoons from 15:30 to 17:00.

4. LCT will be intentional about providing social gatherings online, including running quiz and games evenings in the autumn. LCT will also explore how to develop this model to include other ways to foster connections and relationship, e.g. using film clips, music and poetry. LCT will involve the students fully in this. As a minimum LCT is committed to enabling two social events per term, one run by staff and one run by the students. These would be in addition to residential social events.

C. Plan for Use of the Delivery Sites

Cuthbert House will be unlocked by the staff member or student who holds the keys. Church House will be unlocked by the Operations Manager, Andy Crane.

a. Track and Trace and Signing-in

Due to limited capacity at both sites there will be slightly different sign-in procedures. Signing-in for each face-to-face teaching session is essential, both to enable LCT to have a track and trace system, and for maintenance of health and safety guidelines in each building.

The signing-in procedure is as follows:

1. Students are asked not to arrive early for teaching and to wait outside the building until the start of the teaching session, unless they are helping the tutor prepare the classroom for the night. This needs to be agreed in advance with the tutor.
2. Neither building currently has an operational reception. Therefore, all signing-in will be done by the module tutor.
3. Signing-in will happen either at the front door of the building or as the students enter the classroom. The module tutors are responsible for signing-in all students as they arrive. Students should always inform their tutor of their arrival.
4. Upon signing-in, all students should immediately wash their hands or use the hand sanitisers provided.
5. For health and safety reasons, if a student needs to leave the building at any point, the student needs to inform the tutor. If there is an emergency in the building, LCT needs to know how many students are in the building at any one point.
6. Sign-in registers will provide LCT with a track and trace register. These registers will be kept for the remainder of the academic year, as per normal. This will enable contact of anyone who may show symptoms after attendance.
7. Module tutors will also sign students out as they leave the building. LCT is responsible for student welfare only while the student is in the building.

b. Use of the Buildings

1. Students and tutors will need to adhere to social distancing when in the building. We are still awaiting the social distance regulations for each building: 1 metre + with masks or 2 meters.
2. Students should wear a face mask, covering both nose and mouth, dependent on the delivery site requirements. Tutors will need to wear a see-through visor, again dependent on the delivery site requirements.
3. The kitchen areas in both buildings are currently out of use for the foreseeable future. Students and tutors will need to bring their own drinks and snacks from home for the evening.
4. Toilet facilities are restricted to one person at a time.

c. The Religious Resources Centre (RRC)

The RRC will re-open on 1 September 2020 with reduced staffing and additional health and safety measures in place. All RRC members, including students and tutors, will receive direct communication from the RRC with policy changes and updates as guidance changes. LCT asks that students and tutors please respect these to facilitate the RRC remaining open for all.

Some guidelines for using the RRC as part of a teaching session:

1. Monday and Wednesday night late opening hours at the RRC currently remain in place, whenever LCT is teaching on site for that evening. If a student is unsure if the RRC will be open, please ask the LCT Academic Administrator or call the RRC ahead of time.
2. Church House: If the student is visiting the RRC at Church House on a Monday before a teaching session, the student should use the entrance to the RRC at the back of the building. This entrance leads directly into the RRC. Also leave the RRC via the back entrance and enter Church House via the main entrance to sign-in for the teaching session.
3. Cuthbert House: If the student is visiting the RRC at Cuthbert house on a Wednesday before a teaching session, the student should enter the building and form a socially distanced queue for the RRC. If the student's visit to the RRC concludes before the start of the teaching session, the student should exit Cuthbert House until it is time to sign-in for the teaching session.
4. The RRC asks that students remain mindful of others as excess time spent inside before classes could restrict others from signing in or out their books. If a student needs more time to select books, the student should arrive early.
5. RRC study areas will be closed at both sites.
6. If a student requires a book and is unable to facilitate collection or return, the student will need to arrange for a peer to collect the book in person according to the RRC guidelines. If the student is unable to do this, the RRC will be able to arrange postal deliver to the student at the student's own cost.