


# Contingency Plan



<b>Plan Date</b>	1st September 2023
<b>Review Date</b>	1st September 2024
<b>Written by</b>	Paul Goode
<b>Approved by:</b>	

Covid 19 had a profound impact on learners. As a result, Goode Tutoring believes it is essential to have a robust system in place to deal with any unforeseen circumstances that require alternative arrangements for content delivery.

With this in mind we have developed a system to allow seamless online delivery of content.

### **Contingency Plan**

Should the need arise to close the centre for any reason a blanket text and email would be sent to all learners using the MailChimp facilities. This would initially advise all learners that the centre is closed and that tutors will be in touch shortly to provide alternative arrangements.

Tutors will then be expected to schedule an initial online lesson with students, with all students being contacted via the relevant group setting in MailChimp.

### **Google Meet**

In the first instance, students will be invited to regular delivery sessions with tutors. These sessions will take place via Google Meet. Google Meet is a free to use video conferencing application that allows for quality screen sharing from tutors. Perfected during Covid, this system is designed to be student friendly and easy to use.

Tutors beyond this will be accessible by email and phone during working hours for students' questions and to offer support.

### **Teaching Platform**

Beyond screen to screen delivery, Goode Tutoring has developed a learning platform powered by Trainer Central. Students would be sent a login and password to access learning material. Tutors can upload lessons with a wealth of resources such as videos, PDF's, texts and images. Tutors are also able to insert tests to assess knowledge and set written tasks for students to submit directly to the tutors via the platform. Detailed analytics allows tutors to see in real time how students are engaging with the content and the attendance levels. Tutors are expected to follow up on any students struggling to ensure they have the correct level of support available to successfully continue learning.

Trainer Central is a powerful teaching platform that we genuinely believe will allow students to seamlessly transition in and out of online learning should the need arise.

### **Contacts**

Students would contact the following:

For support relating to lesson content or to advise of being unable to log in due to illness, the tutor.

For IT access related issues such as login issues or password issues contact Paul Goode [paul@goodetutoring.co.uk](mailto:paul@goodetutoring.co.uk) or 07432 740809