



## REMOTE EDUCATION POLICY

### 1. Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (Inc. SEND) who aren't in school through use of quality online and offline resources and teaching videos
- Provide clear expectations members of the school community with regards to delivery high quality interactive remote learning
- Include continuous delivery of the school curriculum, as well as pastoral support for the students and support for the parents/carers
- Consider continued education for staff and parents
- Support effective communication between the school and families and support attendance

### 2 .Who is this policy applicable to?

- In respect of Covid-19: A child who is absent because they are awaiting test results and the household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal.
- In respect of Covid-19: A child's whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.

### 3. Content and tools to deliver remote learning

- Resources to deliver remote learning include:
  - Online live lessons delivered via Microsoft Teams
  - Hard copies of subject workbooks that students follow in their normal lessons in school
  - Laptops and Internet access for students in need of IT equipment at home to access online learning
  - Use of widely available online resources such as BBC Bitesize, Oak Academy resources.
  - Designated member of staff supporting home learning
  - Pastoral support from the pastoral team led by a Director of Learning

### 4. Method of delivery

During their period of self-isolation, the students will follow their exact timetable online with live lessons being broadcast by the subject teachers.

Students should log onto Show My Homework where they will find the link for each lesson including registration. It is essential that the students are logged in, viewing every lesson, completing the work in their workbooks and submitting the work set at the end. The submission is in the form of an uploaded photograph of their work and submission will be monitored by staff at the School. The Form Period will give the school the chance to instruct the students and communicate with them regarding upcoming work and submission on the previous day.

The daily schedule can be seen below:

8.50 to 9.20	Period 1 (20 min)
9.20 to 10.10	Period 2 (50 min)
10.10 to 11.00	Period 3 (50 min)
11.20 to 12.10	Period 4 (50 min)
12.10 to 13.00	Period 5 (45 min) / lunch break for Year 7,8,9,12,13
13.00 to 13.45	Period 6a (45 min) / lunch break for Year 10,11
13.45 to 2.30	Period 6b (50 min)
2.30 to 3.20	Period 7 (50 min)

Students need to be at their computer for 8.45 each morning so that they are ready when the first session starts at 8.50. Parents/carers should support the students in making sure that they are ready to learn at that time. Students will have their usual teachers for each of their lessons. Homework will be set as normal and it is essential that students completes this as well as their classwork.

## **5. Home and School Partnership**

The School is committed to working in close partnership with families and recognises each family is unique and because of this remote learning will look different for different families in order to suit their individual needs.

The School can offer guidance to parents on how to use Show My Homework/Microsoft Teams as appropriate.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. The School would recommend that each 'school day' maintains structure.

We would encourage parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support students with work encouraging them to work with good levels of concentration.

Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on case-to-case basis.

## **6. Roles and responsibilities**

### **Teachers**

The School will provide training and induction for new staff on how to deliver remote learning to students.

When providing remote learning, teachers must be available during their normal working hours.

If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

- Setting work:
  - Teachers will set work for the pupils in their classes.
  - The work set should follow the usual timetable for the class had they been in school, wherever possible
  - Teachers will set up links to every lesson on Show My Homework
- Providing feedback on work:
  - Teachers will check student work submission and provide feedback in line with the School's assessment policy.
- Keeping in touch with pupils who aren't in school and their parents:
  - The School will maintain regular contact with all students at home and will provide additional support for those students whose engagement with online learning causes a concern
  - Any complaints or concerns shared by parents or students should be reported to Director of Learning or senior leader attached to the Year group or, for any safeguarding concerns, referred immediately to the Designated Safeguarding Lead (DSL).

### **Senior Leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school including daily monitoring of engagement.
- Monitoring the effectiveness of remote learning
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

### **Designated Safeguarding Lead**

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

### **IT Technicians**

IT technicians are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting students and parents with accessing the internet or devices

## **The SENCO**

- Liaising with the IT technicians to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.
- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs.
- Identifying the level of support.

## **Students and parents**

Staff can expect students learning remotely to:

- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers
- Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it – if you know of any resources staff should point parents towards if they're struggling, include those here
- Be respectful when making any complaints or concerns known to staff

## **Governing body**

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

## **7. Links with other policies and development plans**

This policy is linked to our:

- Safeguarding and child protection policy
- Behaviour policy
- Data protection policy and privacy notices
- Online safety policy.