



# Remote Learning Policy

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## 1. Aims

This remote learning policy for staff aims to:

- › Ensure consistency in the approach to remote learning for students who aren't in school
- › Set out expectations for all members of the school community with regards to remote learning
- › Provide appropriate guidelines for data protection

## 2. Use of remote learning

All students should attend our academy's educational offer in line with our attendance policy. We will consider providing remote education to students in circumstances when in-person attendance is either not possible or their most suitable pathway includes online learning.

This might include:

- › Occasions when we decide that opening our academy is either:
  - Not possible to open safely
  - Contradictory to guidance from local or central government
- › Occasions when individual students, for a limited duration, are unable to physically attend school but are able to continue learning, for example because they have an infectious illness or have moved out of county.

## 3. Roles and responsibilities

### 3.1 Teachers

When providing remote learning in times of academy site closure, teachers must be available between 8.30am and 2.55pm daily.

If they're 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 should:

- › Provide students with access to remote education as soon as reasonably practicable, though in proportion to the length of absence and disruption to the learning of all learners
- › Make reasonable adjustments for students with SEND to access remote education, where required, informed by relevant considerations including the support families will require and the types of services that students can access remotely

They are also responsible for setting work for all students:

- Note that good practice is considered to be:
  - 5 hours a day for Key Stage 3 (KS3) and Key Stage 4 (KS4)
- Teachers will confirm with students and their parent/carer when this work needs to be completed by
- Teachers will confirm where work should be uploaded (e.g. academy one drive, remote learning platform)

Students with limited access to devices will be provided with paper copies where appropriate so that they can still complete the work. Most students have access to a mobile phone where they are able to access our online work from BKSBS and that in our academy system.

- Feedback on work will be provided directly via BKSB if this is completed online. For paper tasks, these will be collected and marked as soon as is practical by a member of the pastoral team.
- Teachers will keep in touch with students via phone call or via their academy email address. All students have an email address. Teachers will be able to engage in education via Teams calls with students. Contact will be daily or according to their timetable. Teachers will respond to parental and student contact during working hours only during times of school closures.
- Parents should follow the normal complaints procedure or channels for safeguarding concerns during times of school closure. Details can be found on the academy website.
- For students who do not complete tasks or require additional support, a pastoral member of staff will be able to carry out home visits. Alternatively, virtual meetings or phone calls will be organised.
- Other staff will be able to carry out home visits for students of concern.

### **3.2 Teaching assistant/support staff**

When assisting with remote learning, teaching assistants/cover supervisor/behaviour for learning team/intervention staff must be available between 9:00am and 1.55pm

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 assisting with remote learning, teaching assistants may be responsible for supporting the teacher role as described above or they may lead their own remote online sessions or support in students homes.

### **3.3 Quality of Education Lead**

Alongside their SLT responsibilities, The Deputy Headteacher is responsible for:

- Having overarching responsibility for the quality and delivery of remote education during academy closures
- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Monitoring the remote work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely
- Ensuring that students with identified SEND can access the tasks set.

They should continue to overcome barriers to digital access where possible for students by, for example:

Providing printed resources, such as textbooks and workbooks, to structure learning, supplemented with other forms of communication to keep students on track or answer questions about work

- Having systems for checking, ideally on a daily basis, whether students learning remotely are engaging in its use, and work with families to rapidly identify effective solutions where engagement is a concern. This may include communication with parent/careers through the attendance and safeguarding team.

They are also responsible for:

- › Co-ordinating the remote learning approach across the academy
- › Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set and analysis of feedback from students and parents

### **3.4 Designated Safeguarding Team**

The safeguarding team is responsible for ensuring that all students with a named social worker or early help are identified and have continued support. These students will be seen weekly during times of school closure.

### **3.5 Students and parents**

Staff can expect students learning remotely to:

- › Be contactable during the academy day
- › Complete work to the deadline set by teachers
- › Seek help if they need it, from teachers or teaching assistants
- › Alert teachers if they're not able to complete work
- › Act in accordance with the behaviour rules and conduct of the academy

Staff can expect parents with children learning remotely to:

- › Engage with the academy and support their children's learning and to establish a routine that reflects the normal school day as far as reasonably possible
- › Make the academy aware if their child is sick or otherwise can't complete work
- › Seek help from the academy if they need it
- › Be respectful when making any complaints or concerns known to staff

### **3.6 Governing board**

The governing board is responsible for:

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

## **4. Online Learning Packages**

Our academy can offer a range of online work to suit student need. We can offer:

- Online maths and English through BKSB
- Spring Pod (Virtual work experience and careers platform)
- Academy work set via our academy one drive which students have access to.

## **5. Who can staff contact**

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- › Issues in setting work – talk to Steve Sell, the relevant subject or SENDCO
- › Issues with behaviour – talk to John Bennett

- › Issues with IT – talk to Steve Sell
- › Issues with their own workload or wellbeing – talk to their line manager and seek help from Westfield
- › Concerns about data protection – talk to the school business manager (Sarah Sawford)
- › Concerns about safeguarding – talk to Designated Safeguard Lead (Amy Steer) / Deputy (Ellis Hopkinson)

See the academy website for contact details of staff.

## 6. Data protection

### 6.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

- › Use the academy SharePoint and our commissioned online learning packages using their normal log in procedures.
- › Use their academy laptop devices and will not use their own personal devices

### 6.2 Processing personal data

As long as this processing is necessary for the academy's official functions, individuals won't need to give permission for this to happen. The academy will follow the Esteem MAT data protection policy / privacy notice in terms of handling data, which can be found on the academy's and Esteems website.

However, staff are reminded to collect and/or share as little personal data as possible online, and to remind themselves of their duties in terms of data protection in accordance with the academy's policies and procedures.

## 7. Safeguarding

Staff will follow the normal safeguarding procedures as found in the academy safeguarding and child protection policy found on the website.

## 8. Monitoring arrangements

This policy will be reviewed and approved every 2 years by the Headteacher.

## 9. Links with other policies

This policy is linked to our:

- › Behaviour policy
- › Child protection and safeguarding policy
- › Data protection policy and privacy notices
- › ICT and internet acceptable use policy
- › Online safety policy