REMOTE LEARNING POLICY

Policy owner: This policy is the responsibility of Deputy Head (Academic).

SLT Policy

Policy Summary Statement:

This policy covers the school's approach to:

1. The school not being able to operate onsite.
2. Supporting individuals who are not able to access onsite education.

Release Date: Autumn 2024
Review Date: Autumn 2025

Remote Learning Policy

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AIMS

For those pupils who are remote learning our key aims are that you:

- Feel part of the school and class community
- Make progress in lessons
- Not be disadvantaged by your individual situation

USE OF REMOTE LEARNING

All pupils should attend school, in line with our attendance policy. Remote education is not viewed as an equal alternative to attendance in school.

We will consider providing remote education to pupils in circumstances when in-person attendance is either not possible or contrary to government guidance.

This might include:

- Occasions when it is decided that opening the School is either:

  o Not possible to do safely

  o Contradictory to guidance from local or central government

- Occasions when individual pupils, for a limited duration, are unable to physically attend school but are able to continue to engage with the normal curriculum.

Remote education will not be used as a factor within justification for sending pupils home due to misbehaviour. This would count as a suspension, even if the pupil is asked to access remote learning while suspended.

This policy will not apply in situations such as:

- Pupils who are absent from school due to illness
- Pupils who holiday during term time

- A parental decision to absent their child as a precaution against an outbreak of infectious disease but contrary to official medical advice from Public Health England, the UK Government or the World Health Organisation.

INDIVIDUAL CASES WHERE A PUPIL IS UNABLE TO ATTEND SCHOOL BUT IT ABLE TO ENGAGE WITH THE CURRICULUM

There should only be limited circumstances where a pupil is unable to attend school but is able and well enough to continue their education remotely. These circumstances should only involve a short-term absence and might include:

pupils recovering from short term infectious illnesses, pupils preparing for or recovering from some operations, or pupils recovering from injuries where attendance might inhibit recovery. In some cases, these circumstances might also include pupils whose attendance has been affected by a special educational need or disability (SEND), a safeguarding issue or a mental health issue.

In these circumstances, and after the pupil's absence from school has been established, The Deputy Head (Academic) will consider providing pupils with remote education on a case-by-case basis in consultation with parents and other key member of staff.

In the limited circumstances when remote learning is used, we will:

- Gain mutual agreement of remote education by the school, parents/carers, pupils, and if appropriate, a relevant medical professional. If the pupil has an education, health and care (EHC) plan or social worker, the local authority (LA) will also be involved in the decision

- Put formal arrangements in place to regularly review remote learning and identify how to reintegrate the pupil back into school as soon as possible.

- Set a time limit with an aim that the pupil returns to in-person education with appropriate support

- Mark pupils as absent in line with the Pupil Registration Regulations.

ROLES AND RESPONSIBILITIES

Techers

When providing remote learning, teachers should:

- Provide pupils with access to remote learning as soon as reasonably practicable,

- Make reasonable adjustments for pupils with SEND to access remote education, They are also responsible for:

  - Setting work and providing feedback.

  - Ensuring that work is made available on the school's virtual learning platforms.

  - Ensuring that work provided during periods of remote education is of high quality and meaningful. This includes considering the needs of individual pupils., for example those with SEND or other additional needs.

Heads of Departments

Alongside their teaching responsibilities, Heads of Department are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning.

- Working with subject staff to ensure work set is appropriate and consistent

- Monitor the remote learning work set by members of their department through department meetings and reviews of what is available to pupils on the virtual learning environment.

- Monitor the type and regularity of feedback of members of their department.

Senior leaders

They are responsible for:

- Coordinating the whole school remote learning approach.

- Monitoring the effectiveness of remote learning.

- Monitoring data protection and safeguarding considerations

- Ensuring staff are well trained and confident in their use of online digital platforms

- Providing information to parents and pupils about remote education

Designated safeguarding lead (DSL)

The DSL is responsible for:

- Ensuring that the school still operates within our safeguarding policy.

Pupils and parents/carers

Staff can expect pupils learning remotely to:

- Make sure they have checked their equipment in advance of lessons.
- Making sure that they have been in touch with the relevant member of staff ahead of lessons if they have any problems or questions.
- Ensuring that they are on their device ready to join the TEAMs or other methods at the start of each lesson.
- If for any reason they are not going to be present or will be late, letting their teacher know in the same way as if they were in school.
- Completing work set.
- Using email to communicate with staff to ask question outside of lessons.
- Following normal school rules and expectations of behaviour.
- Being an active participant in the lesson.

Staff can expect parents/carers with children learning remotely to:
- Engage with the school and support their child's learning and to establish a routine that reflects the normal school day as far as reasonable possible.

- Make the school aware if their child is sick or otherwise can't complete the work.
- Seek help from the school as needed.

THE SCOPE OF REMOTE LEARNING

Although the school is committed to providing an all-round remote learning experience, not all aspects of school life are conducive to online learning. The school reserves the right to adapt its curriculum offering in light of online constraints.

DATA PROTECTION

Accessing personal data

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

- Use school systems such as SharePoint and Engage.
- Only hold personal data on school provided devices.

Processing personal data

Staff members may need to collect and/or share personal data such as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen. The school will follow its data protection policy / privacy notice in terms of handling data, which can be found here Privacy Notice

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 school's policies and procedures.

Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

LINKS WITH OTHER POLICIES

This policy should be read in conjunction with the following policies:

Anti – Cyber Bullying Policy

Behaviour and Discipline Policy

Remote Learning Policy

[Online Safety Policy](#)

[IT Acceptable Use Policy](#)

[SafeGuardng and Child Protection Policy](#)

[Staff Code of Conduct](#)

[Privacy Notice](#)