

Remote Learning Policy

Last reviewed on: Autumn 2024

Next review due by: Autumn 2025

Contents

1. Aims	2
2. Use of Remote Learning.....	2
3. Roles and Responsibilities.....	3
4. Who to Contact.....	6
5. Safeguarding.....	6
6. Monitoring Arrangement.....	7
7. Data Protection.....	7
8. Links with Other Policies.....	7

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school.
- Set out expectations for all members of the school community with regards to remote learning.
- Signpost access to appropriate resources and documents to support remote learning.
- Provide appropriate guidelines for data protection.

2. 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.

Pupils receiving remote education will be marked absent in line with the Pupil Registration Regulations. 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 we decide that opening o

support all pupils and their families to have access to the digital resources they need to access remote learning and online lessons.

3.4 Designated Safeguarding Lead

Alongside any teaching responsibilities the DSL has responsibility to ensure:

that the appropriate policies are fit for purpose and regularly updated as the need arises
all staff have had the appropriate safeguarding advice and training as normal, and with particular regard to online learning and lessons
that the systems in place within the school to support vulnerable students should they have to self-isolate are fit for purpose

3.5 IT staff

be contactable during the school day – although consider they may not always be in front of a device the entire time.

Staff can expect parents/carers to support the school and their child to:

- make the school aware if their child is sick or otherwise can't complete work;
- provide a distraction-free learning environment;
- ensure their child attends lessons at the assigned time and completes all set work;
- encourage their child to have high expectations and to work to the best of their ability;
- seek help from the school if they need it;
- make their child aware of the pupil's expectations during remote learning.

3.7 Local Governing Body

The Local Governing Body is expected to:

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

4. Who to contact

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

- Curriculum Leaders/SENCO - issues in setting work
- Form Tutor and/or HOY - issues with behaviour
- IT support staff - issues with IT
- Line Manager - issues with workload or wellbeing.
- Mrs A Twomey

When teaching remote lessons using MS Teams Meetings, remember:

- when sharing the desktop, and when you switch between applications whatever is running in the background can be seen. This needs to be appropriate or closed down to safeguard you;
- remember that when you finish the remote lesson that you should select the 'End meeting' option which will finish the lesson for all students;
- only use first names when communicating with pupils in a meeting;
- please ensure you have read and understood our acceptable use agreement which is in the Code of Conduct;
- adhere to professional standards as you would in school at all times;
- do not have one-to-one live-streaming lessons with pupils/students;
- be conscious that in an online environment remarks are being heard by a number of pupils and possibly members of their family, and could be easily misconstrued;
- be mindful of the need for confidentiality; especially if you are live-streaming a lesson from a venue where other adults or children are present.
- Ask students to leave their phones, as they would in school, in a bag etc. and remind them they should not use them during the lesson
- The use of a headset with microphone (like those available with many mobile phones) is recommended for audio clarity

Everyone who comes into contact with children and young people and their families has a role to play in safeguarding. If you or a pupil/student experience a problem when teaching remotely, you should treat it in the same way as you would in school.

If you have any safeguarding concerns about a child, you should discuss these with a member of the safeguarding team.

Further support and help can be obtained by contacting John Edwards, Dan Joslin or James Clark.

6. Monitoring Arrangements

This policy will be reviewed at the end of each academic year by John Edwards, Deputy Headteacher. At every review, it will be approved by Lynda Walker, chair of the local governing body

This policy is linked to our:

Behaviour Policy