

2020

Remote Learning Policy





Review Framework

The policy should be reviewed annually or earlier in light of changes in legislation or DfE guidance

	Date
This policy was originally created in:	September 2020
This issue was released in:	September 2020
It was ratified by the Governing Body on:	19 October 2020



Contents	Page number
1. Introduction	3
2. Aim	3
3. External guidance to schools	3
4. Preparing for remote learning	3
5. Safeguarding	4
6. Staff illness	5
7. Links with other policies	5



1. Introduction

'Remote Learning' refers to the provision of work, teacher support, assessment and feedback from teachers to students in the event that normal lessons are unable to be delivered 'face-to-face' as normal.

Situations where this policy may apply include:

- A student who is absent from school for 3 or more days for a pre-agreed reason e.g. taking part in a sporting tournament or other educational activity
- Student exclusion
- Students unable to attend school due to a period of advised self-isolation or shielding, but who otherwise remain well
- An extended period of school closure for reasons such as illness epidemic, extreme weather, power-loss etc.

This policy does **not** apply in situations such as:

- A student who absents themselves from school without prior authorisation from the school, with or without parental permission, e.g. a family holiday taken in 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

2. Aim

This policy aims to develop an increasingly consistent way in which we deliver the curriculum, assessment and feedback that attempts to support all students, parents/carers and staff under unusual circumstances. The school is committed to providing continuity of education for its students in the event of an extended school closure.

We will:

- Create a structure which is simple, achievable and continues to embed knowledge but ensures neither staff, students nor parents are overwhelmed by unrealistic expectations
- Reflect on feedback from staff, students and parents/carers
- Acknowledge the different experiences that students will have depending on their IT provision, home circumstances, other resources available, their age and ability
- Provide opportunities for students to submit work and receive feedback which then informs future planning
- Recognise that learning is taking place and reward this through Class Charts

3. External guidance to schools

The Department for Education [DfE] has produced a list of online education resources to support students while at home and the BBC also offers suitable materials for both Key Stages. In addition to this, there is a DfE sponsored platform: The Oak National Academy, which provides online learning resources for students, parents and teachers. <https://classroom.thenational.academy/>

4. Preparing for Remote Learning

We use Microsoft Teams, which is a collaborative platform that allows for real-time communication and sharing of resources between teachers and their classes. Every member of the school community has been set up on Teams and pre-registered to each of their classes. Many of the steps below are already in place.



We will be proactive in ensuring that:

- Staff have access to Microsoft Teams for Classes, and that these are set up
- Students within classes have access to the relevant Microsoft Team
- Students will receive Teams refresher sessions [and specific Teams Meetings instruction] as required
- Staff are familiar with the main functions of Microsoft Teams
- Staff have the ability to host a Teams Meeting [video and/or audio] with their classes either from their classrooms or from home
- Parents and students are made aware in advance of the arrangements in place for the continuity of education

4.1 Remote learning rules

If students are not in school, we expect them to follow all of the rules set out below:

- Students should be contactable during the required times
- Students must complete the work set by the deadline set by teachers
- Students must seek help, if needed, from teachers or learning support assistants
- Students must alert their teachers if they are unable, for any reason, to complete the work set
- Students must use appropriate online conduct such as the use of appropriate language at all times

Parents/carers should also read the rules and ensure their children follow them. Parents/carers should contact their child's Head of Year if they think their child might not be able to comply with some or all of the rules, so that we can consider alternative arrangements with them and support them with their learning.

4.2 Dealing with problems

If there are any problems with students adhering to rules around remote learning, including if they do not engage with the remote learning set for them, we will contact parents/ carers to ascertain the issues and offer support to overcome them.

If students have difficulties accessing work or using their log-in details, an email should be sent to the school via the Info@southchurchschool.com email address. A response will be sent by the most appropriate person.

5. Safeguarding

Contact between students and staff through personal telephones or personal email accounts, or any other third-party messaging software or video conferencing software (e.g. WhatsApp, Skype etc.), is strictly prohibited.

Parents/carers will be contacted on a regular basis by their child's Form Tutor, Head of Year and/or Student Services Assistant. This contact may be by telephone, email or in person.

Students may also contact their Form Tutor, Head of Year, Student Services Assistant or any of their teachers via Teams or email, but this must be by using their school email address only.

During any period of closure, the Safeguarding and Child Protection Policy still applies, as does the Staff Code of Conduct and the ICT Acceptable Use Policy.



6. Staff illness

When staff are unwell during a period of school closure, they should notify the school by telephoning the absence line as usual. If they are able to set work for any lessons that require it then they should do so, otherwise responsibility for work falls to the Subject Leader or designated delegated colleague.

7. Links with other policies

This policy is linked to our:

- Behaviour policy and Covid-19 Addendum September 2020
- Safeguarding and Child Protection policy September 2020
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy