



**“All equal, all different, all achieving together”**

# **Learn@ Remote Learning Policy**

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## Introduction

The term 'Remote Learning' refers to the provision of work, teacher support, assessment and feedback from teachers when normal lessons are unable to take place face to face.

Situations where this policy applies include:

- A pupil is absent from school for a pre-agreed reason
- A young person's special educational needs are best met through a blended approach of which remote learning forms part
- A pupil is refusing to attend school and remote learning is a re-engagement method
- A pupil is unable to attend school due to a period of self-isolation, but is otherwise well
- An extended period of school closure
- A pupil who has a risk assessment which is too high for them to work with on site during the demanding health and safety restrictions caused by COVID-19

This policy does not apply in situations including:

- A pupil absenting themselves from school without prior authorisation

## Individual Remote Learning

In this situation the pupil's tutor will coordinate the following:

- Subject teachers will provide suitable tasks and the tutor will make these available to parent/carer (i.e., post or email if able to print).
- If the absence continues for more than one-week, additional work will be expected to be provided on a weekly basis until the pupil returns to school.
- In this instance, the return of earlier work will be requested to enable assessment and feedback to take place.

The school will also coordinate home-visits/ welfare checks where staffing makes this possible. If staff are unable to physically visit the home, then a face time / WhatsApp call will be made instead.

## School Closure

In the event of a school closure, our Academy will continue education to match the content and quality of the normal school day as much as is practical. In addition to subject specific work (e.g. in English and Maths there will be an expectation that other specific interventions will be maintained where staffing permits. This will include access to counselling and Nurture/Thrive sessions.

## Short-term closure

In the event of a short-term closure (up to five working days), tutors will coordinate work packs. A task will be set for each subject, designed to last an equivalent amount of time to that subject's lessons for the week. Packs will be posted home and parents/carers informed via text message.

## Longer-term closure

In the event of a closure longer than five working days, we will use a model of 'virtual blended learning' where written tasks and online learning will be interspersed with 'live' contact with teachers via Microsoft Teams.

**Live lessons:** Pupils will be expected to work on tasks that have been set during the time of their normal lessons and teachers will be 'online' at these same times. Pupils are encouraged to take part in online lessons. There is no obligation to broadcast audio or video using Teams, but the functionality is there if teachers wish to make use of it.

**Assessment and Feedback:** The work that is set will, as far as is possible, include one piece of work in each subject each week which is to be submitted for teacher assessment and feedback. Work should be submitted to teachers via Microsoft Teams. Teachers will assess the work and return it to pupils with feedback attached. Class teachers will include the following work in the packs which will be sent to pupils:

**English:**

- Phonics tasks if applicable and/ or spellings
- 1 writing task
- Daily reading (book and/or high frequency words)
- 1 handwriting task

#### **Maths:**

- 3 maths tasks

#### **Other subjects:**

- 3 tasks from the remaining subjects

The work described above will be made available to parents and pupils via email, but also posted where required by Monday 10am of each week.

#### **Expectations of Pupils**

Assuming they are well enough to work, pupils are expected to:

- Complete all work set for them and promptly submit work which is requested for feedback.
- Check emails regularly and read and respond to communications from the school
- Ensure that their school laptop is at home with them and is fully charged at the start of each day. Where pupils experience problems with IT systems they should contact their key worker/tutor in the Academy, who will deal with this issue on their behalf.
- Pupils are expected to uphold the same standards of conduct and behaviour during live online lessons as they would be expected to in school. This includes but is not limited to:
  - Ensuring appropriate language is used in Teams comments or emails, and that any comment is on-topic and relevant to the task in hand.
  - Ensuring full engagement with the tasks in hand, including submission of any required work by the deadline that has been set.
  - Ensuring that clothing is appropriate, following the same guidance as a normal “non-uniform” day in school.

#### **Expectations of Staff**

Assuming they are well enough to work, staff are expected to:

- Ensure that work is set and made available on Teams at the start of each week to cover the calendar week ahead, and that sufficient resources are made available to pupils via electronic means to allow them to carry out this work at home. Where textbooks are not available online, staff should at the very least scan relevant pages and share them with pupils along with the resources for that week’s lessons.
- To be familiar with the use of Microsoft Teams, and to be available online through Teams at the times they would usually have lessons to engage in live support with their pupils.
- To set, assess and return work to pupils promptly by electronic means.
- The deputy head/subject lead will liaise with teaching staff through contact to ensure that:
  - Sufficient work is being set to cover ongoing periods of closure
  - Pupils causing concern through a lack of engagement with live lessons or work requiring submission are flagged with SLT on a weekly basis.
  - Monitor the quality of the work being given through screening planning, dropping in on Team lessons/sessions and scrutinizing the work of the young people.

**Any online contact between staff and pupils must only take place through official school channels,** which are:

- Academy emails address only. No personal email addresses should be used by staff or pupils
- Microsoft Teams chat
- School dedicated WhatsApp phone.

## **Staff Illness**

Staff should follow the normal absence procedure. If staff are able to set work for lessons, then they should do so, otherwise the deputy head should be informed and responsibility for work will be re-distributed. Staff

in these circumstances will be reporting unwell to work and have to self-certificate or if longer than 7 days get a sick note.

## Pastoral Care

The wider school curriculum will still be available where possible and this will include Thrive, ELSA and counselling sessions, these will be continued either via telephone or Microsoft Teams.

Daily tutor and care staff phone contact will be maintained.

## Safeguarding

During any period of school closure, the Safeguarding and Child Protection policy still applies, as does the Staff Code of Conduct and IT Acceptable Use Agreement.

Any safeguarding concerns will continue to be logged via CPOMS and weekly safeguarding meetings will continue.

**Any live contact between pupils and staff must only take place through official school channels. This includes emails from pupils to teachers, which should only be sent from pupils' [learnmat.uk](mailto:learnmat.uk) email address. All live 'lessons' or interactions will be recorded to provide a record of the interaction to keep staff and pupils safe.**

## Appendix B: Letter to parents if requirement to send a pupil home due to inability to stay 'Covid Safe'.

Dear \_\_\_\_\_

Due to the increased risks of catching and spreading the Coronavirus, we have had to make some difficult decisions regarding the education of some of our young people, who find it difficult to social distance, and those who may bite, and spit. We have completed a thorough risk assessment and determined that at this time your child is too high a risk to be educated on the Academy site.

<name> falls into this category, and to ensure he receives continued education, we are placing <name> on a remote learning package during the COVID-19 pandemic period. We will of course review this risk assessment with you on a regular basis (at least every 2 weeks).

This will mean that <name> will have work set to complete each day, and his teacher, and key workers, will call him using a face time call to check on his well-being and his progress with the work.

If possible, and if you have access to a computer, tablet or smartphone, we can set up some online learning using Teams, and also by using online Apps that we have purchased as a school such as Nessy, Pixl, Sumdog, and Tassomai.

If you have any questions about this letter, please contact your child's tutor in the first instance.

Very many thanks for your continued support.

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