

REMOTE LEARNING POLICY

Non Sibi Sed Aliis

Your word is a lamp to my feet and a light to my path.
Psalm 119, vs

"The Lord is not slow to fulfil his promise as some count slowness, but is patient toward you, not wishing that any should perish, but that all should reach repentance."
2 Peter 3:9

The aim of this document is to provide guidance for both students and parents around the subject of Remote Learning. The guidance also makes students and parents aware of certain rules/protocols that must be adhered to in relation to some types of remote learning that may be offered by teachers, such as Microsoft Teams.

This policy document and the content contained therein remains the responsibility of the Headteacher and Governing Body of the school. No amendments can be made without their express instructions and they remain the final arbiters in any matters relating to it.

Review Date: Spring Term 2026

Next Review Date: Spring Term 2027

Reviewed By: Mrs S Thomasson

APPROVED BY THE HEADTEACHER – Spring Term 2026

Core Principles of this guidance

When setting work for remote learning, the core guiding principles are set out below and consider research carried out by the EEF into the best ways to support students to learn remotely. The full guidance report can be found on the link below.

<https://educationendowmentfoundation.org.uk/covid-19-resources/best-evidence-on-supporting-students-to-learn-remotely/>

- To ensure that the students at Balshaw's have high-quality learning experiences that lead to consistently high levels of student achievement.
- Teachers will ensure that the remote learning set is clear in explanation, rigor and challenge.
- A minimum expectation of remote learning is to have the documents/Power Points used in class signposted on Synergy with clear explanation for students.
- In the event of individual or small numbers of students self-isolating teachers will aim to publish classwork instruction and resources on Synergy within 24 hours of the lesson taking place.
- Some departments in school may publish guidance and instruction, with accompanying resources, at the start of each week for isolating students from each year group. In the event of this being the case, as far as possible, teachers will be mindful of the ways in which students may access the remote learning (for example, not everyone will have access to a PC or laptop) and will make allowances/amendments accordingly where students may encounter genuine difficulty.
- If students/parents have concerns about the above point regarding access to technology and/or the internet, contact should be made with school immediately upon isolation so that any support can be offered as appropriate.

What will Student Remote Learning look like?

- The work set remotely should have all appropriate and supporting resources that would be accessed in the classroom.
- Teachers may choose to provide written instructions, videos or voiceovers on their Power Point presentations for students, particularly where there may be complex and challenging concepts for students to understand remotely.
- Some teachers may provide pre-recorded work that guides students through a problem, they will then be set tasks to work through similar problems independently. They have the recording to refer to for support.
- Teachers will inform students how they will monitor the completion of remote learning work. This may include students being asked to upload a photograph of the work, email completed sheets, complete an online quiz etc.

Microsoft Teams

- All classes are set up in Teams; this allows the facility for teachers to invite self-isolating students to a 'live' lesson/part-lesson. If a proportion of the class are self-isolating then teachers may choose to invite those students at home to join part of, or a whole lesson, if appropriate.
NB it is not compulsory to do this, and teachers may feel that this 'live' link is not suited to certain classes. Teachers will use their discretion and professional judgement as to the appropriateness of this form of remote learning.
- In the event of a teacher conducting a live lesson/part-lesson it is vitally important that the following guidelines are adhered to to ensure appropriate GDPR and safeguarding is in place:
 1. Live lessons are for Balshaw's students only and are for the participation of our students in the timetabled Balshaw's lesson. Nobody else, including our parents, should view these lessons as they may show other children in the classroom.
 2. Under no circumstances should there be any verbal participation from anyone other than our students.
 3. Students are not permitted to let family members or friends use any school-owned equipment or access any on-line lessons.
 4. Staff will be responsible for adhering to GDPR guidelines when teaching remotely and will ensure the confidentiality and integrity of the process. The non-participation of parents in this process is integral to maintaining this.
 5. Students may choose to access Microsoft Teams through their iPhone, iPad or other Android device, though this is not recommended as the most effective means of using Teams.
- Contact between students and staff through personal email accounts, or any other third-party messaging software or video conferencing software (e.g. WhatsApp, Skype etc.), is strictly prohibited. At no time should staff and students' phone or text each other directly or share their personal device contact details.
- During any period of school closure, the school Child Protection and Safeguarding Policy still apply, as does the Staff Code of Conduct and the ICT Acceptable Behaviour Policy.
- Any live contact between students and staff must only take place through official school channels. This includes emails from students to teachers, which should only be sent from student school email accounts xxxx@students.balshaws.org.uk.
- Parents are also reminded of the time and effort that teachers are taking to prepare the remote teaching & learning for students across the school. In the event of your child being required to self-isolate, we ask for your support in encouraging your child to fully engage in their remote learning so that they are able to continue their education.

Home-School Agreement:

Parents:

If your child is required to work remotely work will be set on Synergy. Your son/daughter should check this daily, as well as their school email, and follow their school timetable to complete the work. Resources and links will be found on Synergy under the Classwork OR Assignment tab so your child can access materials for the lesson. This will provide continuity in their learning and when your child returns to school they will be at the same point as other students in their class.

If your child fails to engage with the work set you may be notified by the class teacher highlighting 'work incomplete' in Synergy, you may also receive an email or phone call.

If a whole class or year group bubble has to self-isolate the teacher may invite your child to a live lesson on Microsoft Teams, if appropriate, and in this event the following is applicable:

- I consent to my child accessing live lessons via Microsoft Teams.
- I understand some lessons may be recorded.
- I consent to the use of identifiable information about my child to aid with the teaching process i.e. use of pupil name during the lesson.
- I understand that the home learning policy and behaviour policy apply in school and during remote learning.
- I accept that I am responsible for ensuring my child can learn remotely during the day and the school work set is completed on time to the best of my child's ability. I will notify school immediately if my child does not have access to a computer / laptop / tablet / internet.
- If your child is self-isolating and is invited to a live Teams lesson there is an expectation that your child will attend on time and for the duration of the lesson, and a register will be taken.

Students:

If you must work remotely, you should follow your timetable. All lesson instructions, resources and links will be found in Synergy under the Classwork or Assignment tab. Both tabs should be checked daily along with your school email.

- Work should be completed in your exercise book unless you are told otherwise.
- Work should be submitted as requested by your class teacher. Non-completion of work will be recorded on Synergy.
- If you do not have a device to access the work – phone, laptop, tablet a parent must contact the school office.
- If you need to contact your class teacher you should only do this from your school email, teachers will not reply to any emails sent from your personal email.

- If your class or year bubble has to self-isolate you may be invited to a live lesson with your teacher on Microsoft Teams. You will receive an invite to the lesson via your school email. The lesson will be timetabled when you would have the subject in school. You should join the meeting at the start of the lesson and turn your mic and video off, the same standards of behaviour and effort apply to live lessons as they do in school. You should be dressed appropriately and ready to learn for the start of the lesson.