



BROWNEDGE ST MARY'S
CATHOLIC HIGH SCHOOL
'Let your light shine'

Remote Learning Policy

Approved by Full Governing Body

Date: September 2024

Signature of Head Teacher/Chair of Governors:

Date: September 2024

Next review:

Date: September 2026

Policy devised by (Name): N Oddie

Date: September 2024

School Mission Statement

Let Your Light Shine

If we love others, we live in the light. 1 John 2:10

Inspired by our Gospel Values we have a shared responsibility to:

- create an environment of welcome, love and respect for each member of our learning family.
- develop the unique gifts and talents of all, striving for excellence in everything we do.
- live out our commitment to love, service and justice in the local and global community.
- nurture the journey of faith and discovery for all
- celebrate and reflect on the love of God which is at the heart of all we are.

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
- 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.

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 our school is either:

- Not possible to do safely
- 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 learning, for example because:

- They have an infectious illness
- They are preparing for or recovering from some types of operation
- They are recovering from injury and attendance in school may inhibit such recovery
- Their attendance has been affected by a special educational need or disability (SEND) or a mental health issue

The school will consider providing pupils with remote education on a case-by-case basis.

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 it and identify how to reintegrate the pupil back into school
- Identify what other support and flexibilities can be put in place to help reintegrate the pupil back into school at the earliest opportunity
- Set a time limit with an aim that the pupil returns to in-person education with appropriate support

This policy does not apply in situations such as:

- A pupil who is absent 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.

In the event of the situations outlined above where this policy applies, the school is committed to providing a continuity of 'quality first' education which enables the pupils to grow.

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

3. Principles of the Policy

Our guiding principles for remote education are outlined below:

- Learning and teaching will continue to be 'quality first'.
- Learning and teaching will continue to develop pupils' knowledge and understanding of the curriculum.

- Pupils will have meaningful and ambitious work each day in several different subjects.
- Pupils will continue to have access to a planned and well-sequenced curriculum.
- Teachers will provide frequent, clear explanations of new content using suitable platforms e.g. via a teacher in the school or through the direction to high-quality curriculum resources or videos.
- Teachers will continue to gauge how well pupils are progressing through the curriculum, using a range of Assessment for Learning strategies and other suitable tasks.
- Work will be checked, and feedback will be given where necessary.
- Teachers will adjust the pace or difficulty of what is being taught in response to questions or assessments.

Individual Pupil Absence

The following procedure will apply where there is an individual pupil absence for the reasons outlined below.

- Pupils are unable to attend school due to a period of advised self-isolation but who otherwise remain well.
- Pupils unable to attend school due to a period of advised shielding for those deemed to be extreme clinical risk, but who otherwise remain well (in these cases a current shielding letter will have been issued by the NHS).
- Pupil exclusion

In these events the school will provide the following:

- All class learning (that pupils are required to complete at home) will be set via the Microsoft Teams platform under the files section of the class team.
- In addition, homework to accompany the class learning will be set via assignments in the Microsoft Team.
- The learning will be in line with the content being taught in their lessons.
- Although learning should be accessed via Microsoft Teams learners may be directed from there to alternative lesson resources and platforms.

Whole 'Bubble'/Year Group Absence

The following procedure will apply where there is pupil absence for the reasons outlined below.

- Whole year groups or 'bubbles' unable to attend school due to a period of advised self- isolation but otherwise remain well.

In the event where a whole year group or class 'bubble' is required to isolate the school will provide the following:

- All learning will be set via the Microsoft Teams platform and accessed via assignments section under the class team.

Whole School Closure

The following procedure will apply where there is a pupil absence for the reasons outlined below.

- Whole school closure (this also applies to 'one-off' events such as closure due to extreme weather).

In the event of a whole school closure the school will provide the following:

- All learning will be set via the Microsoft Teams platform and accessed via assignments section under the class team
- The learning will be in line with the content being taught in their lessons.
- Pupils are to submit any written work set as directed by their class teacher.
- Although learning should be accessed via the Microsoft Teams, learners may be directed from there to alternative lesson resources and platforms.

Points to Note

- Any provision of remote learning to achieve our guiding principles assumes that pupils and staff have access to the internet at home.
- If any pupils do not have access to the ICT resources required to access their learning. e.g. laptop, phone etc., please do liaise with the relevant Progress Manager.
- Whilst we do not necessarily have the resources to provide this to the pupils, it will help us to better understand their situation and plan accordingly.
- We cannot assume that everyone has access to printing facilities, so any work set and submitted for assessment will be distributed entirely electronically.

Microsoft Teams is a collaborative platform which allows for real-time communication and sharing of resources between teachers and their classes. Every member of Brownedge St Mary's Catholic High School has set up on Teams and pre-registered to each of their classes.

Pupils should take care when completing any practical activities ensuring they consider health and safety given there may be no adult supervision.

How to Contact Us

Via the school website contact page: [Contact Us | Brownedge St Mary's Catholic High School](#) or please use the usual school procedures for other queries, telephone 01772 339813.

Learning Expectations of Pupils

Assuming pupils are well enough to learn, pupils are expected to:

- Log on to Microsoft Teams daily.
- Complete all work set for them and submit work which is requested for feedback by the deadline given by the class teacher.
- Use the contact information below if they require help.

4. Online Safety, Safeguarding and Behaviour

It is important to have the full co-operation of pupils and parents to assist us with this aspect of remote learning.

To meet safeguarding requirements, we therefore ask for your support in relation to the following:

Pupils:

- Must be fully dressed and appropriately dressed before joining any remote learning 'live' lesson with the correct resources requested by the teacher ready to take part.
- Should not join the session from their bedroom. Instead they should find an area where the background is plain/non- descript or use a suitable, appropriate virtual background.
- Should wear a headset/headphone if possible.
- Should ideally be in a room on their own. Pupils with SEND may require an appropriate adult in the room for additional support.
- Must use appropriate language at all times.
- Must not record or take images of any part of a session.
- No part of any lesson (video or images) must be shared outside of the live session.
- Must not use the streaming platform to contact teachers individually about anything other than the content of the lesson.
- When engaging in any remote learning lessons our behaviour for learning policy and mantra of 'a right to teach a right to learn ' still applies. Please remember to treat everyone with dignity and respect.
- Our school policies relating to safeguarding, digital usage and online safety still apply.

Therefore, when pupils log in to any school platforms or devices, the school rules and procedures still apply and any misuse may result in a referral to the police or other appropriate bodies.

Parents/carers:

- Should not 'attend' the lesson with their child. We understand that this is not always easy, but hope you appreciate the importance of trying to facilitate this for safeguarding reasons.
- Normal protocols for contacting staff remain that queries should be addressed via school telephone, email or by using the school website.
- On no occasion must a parent/carer use the streaming platform to attempt to make contact with a member of staff.

Staff in School:

- The member of staff will start the lesson and share their screen with the pupils taking part remotely, so pupils at home can see the information displayed on the whiteboard/visualizer.
- The member of staff will share any notes they are using for the lesson so that pupils can see from home.
- All lessons will be recorded by the member of staff for safeguarding reasons.
- Members of staff will remove a child from a lesson if they feel there are any breaches of this remote learning policy.

One to one sessions:

- The school will use live remote one-to-one sessions if and when appropriate in certain circumstances, e.g. to provide support for pupils with SEND. This will be approved by the DSL, in collaboration with the SENCO and parents/carers.
- The school may use live remote sessions for meetings about a child whether it be safeguarding, wellbeing, behaviour or other similar situations. Other agencies working with a child/family will also be invited to join where appropriate.
- Without exception, all live sessions will be recorded.

School:

- Will ensure that all school-owned equipment and technology used for remote learning has suitable anti-virus software installed, can establish secure connections, and allows for audio and visual material to be recorded or downloaded, where required.

During the period of remote learning, the school will maintain regular contact with pupils, parents/carers to:

- Reinforce the importance of children staying safe online.
- Encourage them to set age-appropriate parental controls on devices and internet filters to block malicious websites.
- Direct parents/carers to useful resources to help them keep their children safe online.
- The school will not be responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the school.

Safeguarding

This section of the policy will be enacted in conjunction with the school's Safeguarding and Child Protection Policy, which has been updated to include safeguarding procedures in relation to remote working. Further details of these policies can be found on the school's website.

5. Monitoring arrangements

This policy will be reviewed every two years by the Headteacher. At every review, it will be approved by School Standards Committee in conjunction with the school's Teaching and Learning Policy.

6. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy