REMOTE LEARNING POLICY

Approved by:	Assistant Headteacher – Richard Searle	**Date:** 20/09/2023
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1. Definition of Remote Learning

There are 4 descriptions which fall under the rubric of 'remote learning':

- **Remote Education**: a broad term encompassing any learning that happens outside of the classroom, with the teacher not present in the same location as the pupils.
- **Digital Remote Education**: often known as online learning, this is remote learning delivered through digital technologies.
- **Blended Learning**: a mix of face-to-face and remote methods. An example would be the 'flipped classroom', where the main input happens remotely (e.g. through video), while practice and tutoring happen in class.
- **Synchronous Education**: this involves live lessons and an asynchronous element i.e. material is prepared by the teacher and accessed by the pupil at a later date.

Some myths exist about remote learning, which are **not** evidence-based. These include that:

- Remote learning is fundamentally different to other forms of teaching/learning.
- Remote learning is a different curriculum/offer to the content that would be delivered normally.
- The best forms of remote education are digital.
- The best way to deliver remote education is always through live lessons.
- The most important thing is pupils' engagement.

    For further details, refer to Ofsted's Summary of Remote Learning

2. Remote Learning Platform

- At PLT, remote learning is delivered via **Google Classroom**.
- Google Classroom is all-in-one hub for the collaborative classroom. Is equipped with generic software, Doc, Slide and Sheet, which has similar features to Microsoft Word, Excel and PowerPoint. It allows teachers to host video and audio calls, share documents, conversations, files and notes, collaborate on virtual whiteboards and issue and mark assignments.

3. General Principals for Remote Learning

- Every effort will be made to ensure that curriculum quality, breadth and balance are not sacrificed where pupils are required to learn remotely.
- Remote learning will follow the normal Academy timetable. Pupils need learning routines and consistent expectations when working at home. Every effort will be made to ensure equality of curriculum provision and continuity between pupils learning at Academy and those learning at home.
- The principles and qualities underpinning effective teaching and learning are fundamentally the same, irrespective of whether learning takes place remotely or in the classroom.
- Online learning will be complemented with academic resources to support pupils' acquisition of knowledge and consolidation of skills.
- Teachers will assess pupils' remote learning in appropriate ways. Depending on the nature of the work that pupils are completing, some assessment may be immediate, such as through the use of the chat function in Google Classroom. Written assessments will be assessed through 'Assignment'.
- Opportunities for breaks will be built into pupils' remote learning day, just as the Academy day.

4. Roles and Responsibilities

The Academy Council is responsible for:

- Ensuring that the Academy has robust risk management procedures in place. Ensuring that the Academy has a business continuity plan in place, where required.
- Evaluating the effectiveness of the Academy's remote learning arrangements.

The Headteacher is responsible for:

- Ensuring that staff, parents / carers and students adhere to the relevant policies at all times.
- Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning to ensure that students are accessing remote learning safely.
- Ensuring that there are arrangements in place for monitoring incidents associated with remote learning.
- Overseeing that the Academy has the resources necessary to action the procedures in this policy.
- Reviewing the effectiveness of this policy on a regular basis and communicating any changes to staff, parents / carers, and students.
- Arranging any additional training staff may require to support pupils during the period of remote learning.
- Conducting reviews on a regular basis of the remote learning arrangements to ensure pupils' education is of a good and consistent standard.
- Communicating with parents / carers and students to ensure that they understand what is required of them whilst learning remotely.
- Having due regard for the health and well-being of pupils, parents / carers and staff during remote learning periods

The Data Protection Lead is responsible for:

- Overseeing that all Academy-owned electronic devices used for remote learning have adequate anti-virus software and malware protection.
- Ensuring all staff, parents / carers, and pupils are aware of the data protection principles outlined in the GDPR.
- Ensuring that all computer programs used for remote learning are compliant with the GDPR and the Data Protection Act 2018.
- Overseeing that any ICT equipment used for remote learning is resilient and can efficiently recover lost data.
- Ensuring any data breaches are reported appropriately.

The Designated Safeguarding Lead is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Liaising with the ICT support team to ensure that all technology used for remote learning is suitable for its purpose and will protect students online and that parents / carers are informed of steps that they can take to restrict such access when their children are accessing online remote learning on home devices.
- Identifying vulnerable students who may be at risk if they are learning remotely.
- Ensuring that child protection plans are enforced while the student is learning remotely, and liaising with the Headteacher and other organisations to make alternate arrangements for pupils who are at a high risk, where required.
- Identifying the level of support or intervention required while pupils learn remotely and ensuring appropriate measures are in place and monitor that this support or intervention is carried out
- Liaising with relevant individuals to ensure vulnerable pupils receive the support required during the period of remote working

- Ensuring all safeguarding incidents are adequately recorded and reported in line with the Academy's safeguarding policy.

Teachers

Teaching and Learning lead is responsible for the implementation and monitoring of remote learning.

When providing remote learning, teachers must be available between 8.20 -15.30.

If teachers are unable to work e.g. due to sickness, they should report this using the normal absence procedure. The SLTwill arrange for the lesson to be covered which may involve assigning the teaching group to another teacher in the department.

During periods of Academy closure, teachers will have flexibility to deliver remote learning from home. A Staff Code of Conduct (Remote Learning) is included in **Appendix 1.**

Teaching Assistants (TAs)

The SENCO/Deputy Headteacher is responsible for the deployment of LSAs. LSAs will be deployed to support vulnerable pupils attending Academy.

IT Support

The trust ICT team is responsible for the implementation and monitoring of IT support. IT support staff are responsible for:

- Assisting pupils with accessing their Google Classroom account e.g. resetting passwords etc.
- Fixing hardware and software issues.
- Assisting staff and pupils with technical issues, including accessing the internet or devices.
- Reviewing the security of remote learning systems and flagging any data protection breaches.
- Ensuring that all Academy-owned devices used for remote learning have suitable anti-virus software installed, have a secure connection, can recover lost work, and allow for audio and visual material to be recorded, where required.
- Ensuring that any programs or networks used for remote learning can effectively support a large number of users at one time, where required, e.g. undertaking 'stress' testing.
- Working with the staff to ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff

Pupils and Parents

A Parent and Pupil Code of Conduct (Remote Learning) is included in **Appendix 2 and Appendix 3.**

This teaching and learning policy is intended to promote consistency and high standards and the achievement of the Trust aims. At Parallel Learning we aim to provide a caring, supportive and stimulating environment with high quality teaching.

5. Resources

Learning materials

For the purpose of providing remote learning, the Academy may make use of:

- live teaching (online lessons via google classroom)

- printed paper packs produced by teachers (e.g. workbooks, worksheets)

- textbooks and reading books pupils have at home

- commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences

- long-term project work and/or internet research activities (as per the Academys full opening guidance, Academys full opening guidance, Academys are expected to avoid an over-reliance on these approaches)

Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning.

Lesson plans will be adapted to ensure that the curriculum remains fully accessible via remote learning, where practical Adapt accordingly. We teach the same curriculum remotely as we do in Academy wherever possible and appropriate.

Students will be required to use their own or family-owned equipment to access remote learning resources, unless the Academy agrees/is able to provide or loan equipment, e.g. laptops.

Students and parents/carers will be required to maintain the upkeep of any equipment they use to access remote learning resources.

Teaching staff will oversee academic progression for the duration of the remote learning period and will provide feedback in a timely manner.

The arrangements for any 'live' classes will be communicated via Google Classroom.

The IT team are not responsible for providing technical support for equipment that is not owned by the Academy/Trust.

6. Costs and Expenses

The Academy will not contribute to any household expenses incurred while pupils learn remotely, e.g. heating, lighting, or council tax.

The Academy will provide guidance and support with gaining additional data when possible and required.

The Academy will not reimburse any costs for travel between students' homes and the Academy premises.

The Academy will not reimburse any costs for childcare.

If a student is provided with Academy-owned equipment, the student will have signed and must adhere to adhere to the Academy's Acceptable Use Agreement prior to commencing remote learning

7. Data Protection

This section of the policy will be in connection with the academy's GDPR/Data Protection Policy.

Staff members will be responsible for adhering to the GDPR when teaching remotely and will ensure the confidentiality and integrity of their devices at all times.

Any data that is transferred between devices will be suitably encrypted or have other data protection measures in place so that if the data is lost, stolen, or subject to unauthorised access, it remains safe until recovered.

Pupils are not permitted to let their family members or friends use any school owned equipment, which contains personal data.

Any breach of confidentiality will be dealt with in accordance with the school's GDPR/Data Protection Policy.

8. Engagement, Marking and Feedback

All schoolwork set through remote learning must should be uploaded onto Google Classrooms unless instructed otherwise.

The school expects pupils and staff to maintain a good work ethic and a high quality of work during the period of remote learning.

Students are accountable for the completion of their own schoolwork – The Bespoke tutor and/or the teaching and learning lead will contact parents / carers if their child is not completing their schoolwork or their standard of work has noticeably decreased.

Teaching staff will monitor the academic progress of pupils by following the marking and assessment policy.

9. Monitoring and Review

This policy will be reviewed on a regular basis by the Headteacher and approved by the governing body.

Any changes to this policy will be communicated to all members of staff and other stakeholders.

Appendix 1

Staff should:

Staff Code of Conduct (Remote Learning)

- Adhering to this policy at all times during periods of remote learning
- Reporting any safeguarding incidents to the DSL and asking for guidance as appropriate.
- Taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment (provided by the Academy) and software.
- Providing high quality remote learning for the students for which they are responsible for
- Send lesson invites for their groups (between 15.00 – 16.00 p.m. the day before).
- In advance, upload resources relevant to the lesson.
- Sign into Google Classroom before the lesson is due to begin, ensuring there are no issues in terms of access, content etc.
- Ensure settings are configured so that only they can present during the lesson and share their screen.
- Ensure that e-mails are closed and only those programs that are necessary for the lesson are open.
- At the start and end of each lesson, open the camera/webcam facility to personalise the lesson.
- Where teaching from home, blur the background (or choose a background) to protect personal privacy, wear suitable professional clothing and try to teach from a place in the house that is quiet, with minimal disruption.
- At the end of each lesson, select 'end the meeting' (not 'leave the meeting') so that pupils cannot continue the meeting unsupervised.
- When teaching pupils online, ensure that all communication is through Google Classroom. Never share personal details or contacts with pupils or communicate through social media or other channels. Private 'chat' with pupils is prohibited.
- Ensure that they model high professional standards at all times.
- Monitor attendance and inform the SLT of pupils not attending/engaging.
- Provide follow up work to the lesson.
- Provide feedback e.g. verbal (through the audio facility) and written (through the 'chat' and 'assignment' facilities).

Appendix 2

Parents should:

Parent Code of Conduct (Remote Learning)

- Adhering to this policy at all times during periods of remote learning
- Support their child's personal organisation so that they attend lessons punctually, in accordance with their timetable.
- Encourage their child to participate fully in online lessons and to complete independent work set by their teachers.
- Ensure that no element of an online lesson is recorded by their child or family members.
- Avoid making any comments, or sharing any material, on social media that could identify their child, Academy or staff.
- Ensure that their child takes care of any equipment that they have been loaned by the Academy and uses it only for the purposes for which it was intended.

Appendix 3

Pupils should:

Pupil Code of Conduct (Remote Learning)

- Adhering to this policy at all times during periods of remote learning.
- Ensuring they are available to learn remotely and that their Academy work is completed on time and to the best of their ability.
- Ensuring they use any equipment and technology for remote learning as intended
- Arrive on time to all their online lessons.
- Turn off their camera/webcam facility unless the teacher asks them to turn it on.
- Under no circumstances, record the lesson or share any images from the lesson on any platform.
- Keep their microphone muted unless the teacher asks them to speak and mute themself when they have finished.
- Only use the 'chat' function if directed to by the teacher and only for the purpose they specify.
- Gain permission from the teacher if they need to leave the lesson for any reason.
- To keep their passwords private.