Ramsden Hall Academy

Ramsden 4R's
We are Respectful. We are Resilient. We Reflect. We Repair

Remote Learning Policy

Last Review Date	July 2025	Review period	Annually
Next Review Date	July 2026	Owner	A Robbins

Ramsden Hall Academy Remote Learning Policy

1. Policy Statement

At Ramsden Hall Academy, we are committed to supporting pupils to learn and thrive on site, leading to academic and social success. When this is not possible, and a pupil cannot attend in person for any reason, a period of remote learning will be offered. The provision will be reviewed at least half-termly to ensure it remains appropriate and effective.

2. Definition of Remote Learning

Remote learning at Ramsden Hall Academy may include:

1. Remote Education: Any learning outside the classroom, where the teacher and pupil are not in the same location.

2. Digital Remote Education: Online learning delivered through digital platforms such as our Learning platform.

3. Blended Learning: A mix of face-to-face and remote methods (e.g., 'flipped classroom' model).

4. Synchronous and Asynchronous Learning: Live, interactive lessons alongside materials prepared by teachers for pupils to access at their own pace.

Common misconceptions about remote learning:

- It is not fundamentally different to other forms of teaching.

- The curriculum offered remotely should match, where possible, what would be delivered on site.

- Digital is not always best; a range of methods may be used.

- Live lessons are not always necessary or superior.

- Pupil engagement is important, but so is the quality and accessibility of provision.

For further details, refer to [Ofsted's Summary of Remote Learning](#).

3. Roles and Responsibilities

Headteacher

- Ensure this policy and related policies are adhered to by staff, pupils, and parents/carers.

- Identify, evaluate, and manage risks associated with remote learning to ensure safety.

- Ensure monitoring and reporting systems are in place for incidents relating to remote learning.

- Review the policy's effectiveness regularly and communicate changes.

- Arrange staff training as required.

- Conduct regular reviews of remote learning arrangements for quality and consistency.

- Communicate expectations clearly to pupils and parents/carers.

- Have due regard for the wellbeing of pupils, parents/carers, and staff.

Data Protection Lead

- Ensure all academy devices used for remote learning have up-to-date anti-virus and malware protection.

- Ensure compliance with GDPR and the Data Protection Act 2018.

- Oversee data security and manage any breaches appropriately.

- Make sure ICT systems are resilient and can recover lost data.

Designated Safeguarding Lead (DSL)

- Attend and arrange safeguarding meetings as required.

- Liaise with ICT and parents/carers to ensure online safety.

- Identify and support vulnerable pupils.

- Enforce and monitor child protection plans.

- Ensure all safeguarding incidents are recorded and reported per academy policy.

Teaching and Learning Lead / Teachers

- Implement and monitor remote learning.

- Prepare and upload weekly resources in advance (by Friday for the following week).

- Deliver live lessons via our Learning platform.

- Maintain high professional standards.

- Monitor attendance and engagement, reporting concerns to SLT.

- Provide follow-up work and feedback according to the marking policy.

- Communicate lesson arrangements and expectations clearly.

IT Support Team

- Assist with our Learning platform access and technical issues.

- Maintain security of remote our Learning platforms.

- Ensure academy-owned devices are secure and functional.

- Support accessibility for all staff and pupils.

- IT support is not provided for personal/family-owned devices.

4. Resources for Remote Learning

Remote learning provision may include:

- Live online lessons via our Learning platform.

- Printed paper packs and workbooks.

- Textbooks and reading books.

- Recommended websites and video resources.

- Project work and independent research tasks.

Reasonable adjustments will be made to ensure all pupils can access the curriculum. The same curriculum will be provided remotely wherever possible.

Equipment:
Pupils may use personal devices unless loan equipment is provided by agreement. A signed Student/Parent Laptop Agreement is required. Loaned equipment must be maintained and available for inspection during review meetings.

5. Staff Code of Conduct (Remote Learning)

- Follow this and all related policies.

- Report safeguarding concerns to the DSL.

- Attend relevant training.

- Upload lesson resources in advance.

- Sign into our Learning platform ahead of lessons to check access.

- Use our Learning platform for all communication with pupils.

- Do not share personal contact details or communicate through social media.

- Ensure professional standards at all times.

- End online lessons securely so pupils cannot remain unsupervised.

6. Monitoring and Review

- Remote learning provision is reviewed half-termly.

- Engagement and progress are monitored; support is provided where needed.

- Policy is reviewed regularly to ensure ongoing effectiveness.

Remote Learning Agreement

Parent/Carer Code of Conduct

Parents/carers must:

- Attend an initial remote learning briefing and half-termly review meetings.

- Support their child's attendance and engagement in lessons.

- Understand that non-attendance or incomplete work will be followed up as per the attendance policy.

- Encourage full participation and completion of independent work.

- Ensure no part of a lesson is recorded or shared.

- Avoid social media posts that identify their child, the academy, or staff.

- Ensure care and appropriate use of any loaned equipment.

- Email the school about any concerns with the online provision.

Signed: _____

Relationship to learner: _____

Date: _____

Pupil Code of Conduct (Remote Learning)

Pupils should:

• Adhering to this policy at all times during periods of remote learning.

• Ensuring they are available to learn remotely and that their independent 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

Themselves when directed.

• 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.

Understand that the teacher will warn them twice for inappropriate behaviour during a session this can include comments to both staff and other students in the session then they will be removed from the session.

Signed Learner……………………………………….

Date……………………………………………………….

Laptop offered Y/N	Agreement signed Y/N	Collected Y/N
School login		
our Learning platform login		
Lexia Login		
Literacy planet login.		