Remote learning Policy

Last Review Date	June 2024	Review period	Annually
Next Review Date	June 2025	Owner	A Robbins

Ramsden Hall takes pride in supporting students to learn and thrive on site leading to academic and social success. When this is not possible for students to attend for a number of reasons a period of remote learning will be offered with a review held half termly to monitor the appropriateness of the current provision offer.

Definition of Remote Learning

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

1. 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.

2. Digital Remote Education: often known as online learning, this is remote learning delivered

Through digital technologies.

3. 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.

4. 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***

The Head teacher 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 Head teacher 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.

The SLT will arrange for the lesson to be covered which may involve assigning the teaching Group to another teacher delivering the session.

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

Resources

Learning materials

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

A mixture of and not limited to

Live teaching (online lessons via google classroom)

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

Textbooks and reading books pupils have sent 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, these may be projects that students can work independently and with the support of parents on

Reasonable adjustments will be made to ensure that all pupils have access to the resources needed

For effective remote learning.

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 prior agreement with the Academy has been made and agrees/is able to provide or loan equipment, e.g. laptops. A completed Student/Parent laptop agreement must be completed before equipment can be supplied**. Failure to complete and return will lead to a nonattendance mark and the school attendance policy will be followed.**

Students and parents/carers will be required to maintain the upkeep of any equipment they use to

Access remote learning resources**. Equipment will need to be available for inspection upon request at the 6 weekly review meeting.**

Teaching staff will oversee academic progression for the duration of the remote learning period and will provide feedback following the schools marking policy. (Where reasonable to do so)

The arrangements for any 'live' classes will be communicated when a student enters a period of remote study. This will be reviewed half termly.

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

Staff Code of Conduct (Remote Learning)

Staff should:

• 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 liaising with teaching staff where appropriate, some option subjects may have independent working booklets and course work available.

• In advance, upload resources relevant to the lesson work to be uploaded on a Friday for the following week to support independent learning outside of the online session.

• 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.

• 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).

Remote Learning Agreement

Parent Code of Conduct Agreement (Remote Learning)

Attend an initial meeting to familiarise themselves learning expectations with regard to Remote learning and be available for the Half termly review meeting.

Parents should:

• 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 schedule. (This includes external tutoring or Alternative provision)

Understand that failure to attend remote learning sessions or failure to submit an appropriate amount of work will lead to the schools attendance policy to being followed.

• 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.

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		
Google classroom login		
Lexia Login		
Literacy planet login.		