

SAMWORTH
CHURCH
ACADEMY



DIOCESE OF SOUTHWELL
& NOTTINGHAM
MULTI ACADEMY TRUST

REMOTE EDUCATION POLICY

Policy:	Remote Education Policy
Reviewers:	PASAG/Local Governing Body
Approved by:	Local Governing Body
Date:	17 th July 2023
Review cycle:	2 Years

VERSION CONTROL		
DATE	AUTHOR	CHANGES
January 2021	Ian James	New Policy
June 2023	Ian James	Academy vision added to start of policy. Addition of aims in section 2. Section 3 updated. Change of ShowMyHomework to Bromcom throughout whole policy document.

Our vision is to create a distinctively Christian and values driven environment that provides the best start to the 70 or more great years our students should enjoy when they leave our school. Our students should have the opportunity to live life in all its fullness and be good citizens wherever they may be.

1. Statement of School Philosophy

The Samworth Church Academy has always strived to be creative and innovative and to support our students and their families in the best way possible to make learning purposeful and holistic. We want our students to have the very best start in life and to enjoy 70 or more fantastic years after their school years are over. We encourage our students to be the very best they can be and to embody our five Academy values, regardless of the national or global circumstances and our plan for remote learning reflects this ambition.

2. Aims

Our aim is to make every effort to ensure students can be taught in person at the Academy to role model resilience and positivity as much as possible. There may be exceptional occasions where the Academy, or local authority, decide that it is not possible to open safely, or where doing so would contradict guidance from local or central government. On such occasions, if restricting the attendance of students is deemed to be the only viable option, the Academy will consider providing remote education to help students stay on track with their education.

Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all students (including students with SEND) who are not attending the Academy site for face-to-face sessions through the use of quality online resources.
- Provide clear expectations of members of the Academy community with regards to establishing high quality and interactive remote learning.
- Include continuous delivery of the Academy's main academic curriculum as well as delivery of our wellbeing agenda and Great Citizen Policy.
- Support effective communication between the Academy and families and ensure attendance and engagement is as full as possible.

3. Who is this policy applicable to?

Attendance is essential to ensuring that students get the most out of their school experience, including their attainment, wellbeing, and wider life chances. Remote education is not an equal alternative to attendance in school and the Academy will only consider offering it as a last resort where the alternative would be no education.

- Students who are not able to attend due to closures or restrictions on attendance have been put in place.
- Students who are unable to attend school but are able to learn.

Individual students who are absent and receiving remote education will be marked as absent in accordance with the Education (Pupil Registration)(England) Regulations 2006 and [attendance guidance](#) using the most appropriate code.

4. Resourcing our Remote learning Strategy

Resources to deliver our Remote Education Plan include:

- Online tools for all students including use of Bromcom for setting learning tasks and Microsoft Teams for live lessons.
- Phone calls home, emails and home visits where necessary to check on welfare and progress of all students weekly.
- Use of printed learning packs on a temporary basis where online access has been deemed inappropriate for individual students.
- Use of supplementary interactive subject specific packages such as Seneca and MathsWatch.
- Use of Microsoft Teams to ensure staff CPD, meetings and support continues.

The detailed remote learning planning and resources to deliver the remote learning plan can be found here:

- [Remote learning plan](#)
- [Remote learning year group timetables](#)
- [Remote learning guide](#)
- [Microsoft Office and Teams guidance](#)

Whilst attending live lessons which are provided on Microsoft Teams students should:

- Have cameras switched on wherever possible with the background blurred out.
- Have audio switched to mute unless invited not to by the teacher.
- Use chat to engage in dialogue with the teacher.
- Abide by the Academy rules and expectations as outlined in the Student Behaviour Policy and ensure their behaviour reflects our Academy Values at all times.

5. Home and Academy Partnership

The Samworth Church Academy is committed to working in close partnership with families and recognises each family is unique and personal circumstances will vary. Remote learning may therefore look different for different families in order to suit their individual needs.

The Samworth Church Academy will provide online training resources and induction for parents on how to use Microsoft Teams and Bromcom as appropriate and, where possible, provide personalised support and resources. Should the Academy decide to restrict attendance to students, it will provide year group online learning timetables for years 7-11 to map out when the lessons will take place each morning. This will total 15 face-to-face Teams lessons each week which will be supplemented by work and tasks set on Satchel One Homework to make up a minimum of 25 hours of remote learning each week. For Sixth Form students their usual timetable will continue but in remote form and will also be supplemented by assignments set on Bromcom.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. The Samworth Church Academy would recommend that each 'school day' maintains such a structure. For this reason, all live lessons will take place every morning between 9.00am and 1.00pm. Students and parents can then decide when the supporting two hours of work provided should take place (as an example, this would provide flexibility for those wanting to use daylight hours for exercise outdoors in the afternoon).

We would encourage parents and carers to support their children's work, including finding an appropriate place to work and supporting their level of concentration as much as possible. We would encourage parents to follow the ['Digital Five A Day'](#) framework which provides practical steps to support a healthy and balanced digital diet.

Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact the Academy promptly so we can help to resolve any individual issues as quickly as possible.

All children agree to the '[ICT Student Acceptable Use Agreement](#)' at the Academy by logging onto and using their Academy accounts for the first time. The terms of this policy also apply to students accessing the Academy system on their devices from home.

6. Roles and responsibilities

Teachers

The Samworth Church Academy will provide a refresher training session and induction for new staff on how to use Microsoft Teams and Bromcom.

When providing remote learning, teachers and those responsible for providing remote learning must be available between 9.00am and 1.00pm. To help with planning and workload remote learning timetables will be created centrally when larger groups are being educated remotely. Sixth formers will follow their usual timetables attending a minimum of three sessions per subject per week.

If teachers are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

- Setting up and delivering live Teams lessons according to online learning year group timetables or any other timetables drawn up where groups of students are required to learn from home.
- Setting supplementary work on Bromcom.
- Providing feedback on work as per the Academy Feedback and Assessment policy.
- Keeping in touch with students who they are responsible for teaching and passing on any concerns to learning managers or using normal Academy Safeguarding procedures.

Teaching Assistants

Teaching assistants must be available between 9.00am and 1.00pm. If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

During the school day, teaching assistants must complete tasks as directed by the SENDCO. Teaching assistants will meet with students with SEND in small groups between 1.00pm and 3.00pm according to a schedule of appointments drawn up each week.

Members of The Executive Team

Alongside any teaching responsibilities, members of the Executive Team are responsible for:

- Co-ordinating the remote learning approach across the Academy including daily monitoring of engagement.
- Monitoring the effectiveness of remote learning through weekly Team Leader meetings, monitoring of attendance reports, engagement with parents and regular student feedback groups.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

Designated Safeguarding Lead

The DSL is responsible for managing and dealing with all safeguarding concerns generated from staff engaged in remote learning in the same way as through onsite interactions.

The SENDCO

The Academy Special Educational Needs and Disabilities Coordinator (SENDCO) is responsible for:

- Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible to all students and that reasonable adjustments are made where required.
- Ensuring that students with SEND and/or Educational Health Care Plans (EHCPs) continue to have their needs met while learning remotely, and liaising with the Principal and other organisations to make any alternate arrangements required to ensure this happens.
- Identifying the level of support required to ensure all students with SEND can access high quality remote learning.

The Academy Operations Director

- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the Academy has adequate insurance to cover all remote working arrangements.

Students and parents/carers

Students are expected to:

- Complete work to the deadline set by teachers
- Seek help if they need it.
- Alert teachers if they are unable to complete work for any reason.

Parents and carers are expected to:

- Make the Academy aware if their child is sick or otherwise unable to complete the work set.
- Seek help, support and advice from the Academy as required by calling the Academy or emailing enquiries@tscacademy.org.uk.

Governing Body

The governing body is responsible for:

- Monitoring the Academy's approach to providing remote learning to ensure education and care for our students remains as effective as possible.
- Ensuring that the Academy continues to meet its obligations for both data protection and safeguarding whilst remote learning systems are in place.

Links with other policies

This policy is linked to our:

- Child Protection and Safeguarding Policy
- Student Behaviour policy
- ICT Policy
- Data Protection Policy