



Remote Learning Policy

M Newbury January 2024
Chair of Governors – Hilary Armstead

Overview

At Saxon Hill Academy we want to continue to provide an ambitious and broad curriculum as far as possible, for our children and young people if they are unable to be in school. Remote learning would apply particularly in a situation in which a student is healthy, and able to work as normal at home but for some reason unable to safely access school. This may apply in cases such as long term illness, assuming students are able to complete school work at home. Another relevant instance would be if, following an infectious disease outbreak, students are self-isolating at home but are not suffering with relevant symptoms. This policy does not normally apply in the event of short-term school closures (e.g. as a result of inclement weather) or a short-term learner absence. This policy should also be read in conjunction with The Shaw Education Trust - Safeguarding Guidance to staff conducting Online Learning.

Saxon Hill Academy is committed to ensuring that remote education, where needed, should be of a high quality and align as closely as possible with in-school curricular provision. Remote education at Saxon Hill will ensure that the small number of children are given the support they need to continue learning.

The extent to which different methods of instruction are employed is likely to be determined by the length of any school absence. For shorter closures, children will have remote learning activities uploaded to the Evidence for Learning online portal, which houses a range of activities that can be completed at home. This may be supplemented with some pre-recorded or live sessions online to support the pupils. For any of these sessions it is important to consider how the children will be able to access these, for example if a student has a multi-sensory impairment then the live session may be more of a guidance and support session for a family member to be able to lead the activities with their child, whereas some students will benefit from seeing a familiar face and hearing a familiar voice from school.

Activities on Evidence for Learning

Activities will be uploaded to the parent portal on Evidence for Learning, parents/carers can access this in the same way they would access their child's learning journal and reports. Parent guidance can be found [here](#).

Activities will be uploaded within 48 hours of the teacher being notified that they are absent.

Activities will contain a range of lessons that can be completed at home and should be personalised, adapted and where possible will link to the child's specific targets. Activities should replicate the learning that would usually take place in school, although taking into consideration what is possible in the home and what extra resources are required.

Any websites/videos/applications **must be** checked for suitability by staff before suggesting it.

All remote working methods should adhere to the GDPR guidelines and The Shaw Education Trust - Safeguarding Guidance to staff conducting Online Learning policy.

Families should be encouraged to upload photographs, videos and comments to the parent portal so staff can comment on progress and achievements.

Only when families respond to the activities and resources uploaded to EfL or sent home by post, will the teacher upload more activities and resources. If there is no uptake of this offer from families, teachers will not continue to provide them without a conversation with families about the child's learning requirements.

Pre-Recorded sessions

Pre-recorded sessions offer a flexible approach to both families and staff. For all pre-recorded sessions the following must apply:

- Any pre-recorded session must be approved by a member of SLT prior to being uploaded to the school website or shared with students/families.
- Staff members must dress in appropriate clothing, in line with the school's staff code of conduct.
- The recording should ideally be made on school premises and staff should ensure that there is nothing personal or inappropriate that can be seen or heard in the background. (This is unlikely from a school setting but staff should still be vigilant)
- When recording content, staff should be sensitive to the needs of individual pupils.
- Staff must ensure that any instruction given to families is simple and easy to replicate and, where appropriate, accompanied by pictorial graphics.
- Staff must be conscious of asking families to replicate certain instructions, such as a physical move on a child e.g.. as part of a massage story session, as they may not understand how to do the move correctly and this may pose a risk to the child or family member.
- Staff should use a school device e.g. laptop or iPad.
- Any breach or potential breach of GDPR should be reported to the Head of School immediately.
- Staff should be mindful of the conversations that take place during any contact with families (recorded, live or via phone) and ensure that they maintain professionalism at all times – in line with our code of conduct.
- Families must not share these videos on social media or with others as they have been created for specific use with certain children or class groups.

Live Sessions

Live sessions offer instant feedback and a two-way dialogue, which can be more impactful for staff, children and families. As well as the guidance issued above, for live sessions the following must also apply:

- Any session that is live will be conducted using only Microsoft Teams.

- All live sessions must be recorded for the duration of the session. The recording of the live session can then be made available to those students/families that were unable to attend the session (if they were invited).
- Two members of staff must be present on the session at all times (although only one member if staff is required to lead/participate in the session if they wish to). [this can be in different locations if necessary. E.g.. one member of staff could be at home]
- Any safeguarding concerns must be reported immediately to a Designated Safeguarding Lead (DSL). The school's Safeguarding and Child Protection policies will still apply. The member of staff leading the session must continue to watch out for any signs of abuse as well as be conscious of any child who may be communicating that they do not wish to continue with an activity.
- Where possible, any live session will be conducted in school. However, if this is not possible i.e. in the event of a class bubble closure, then staff must ensure they are located in a suitable room with personal items removed i.e. family photographs not in the background.
- Live Sessions should last no more than 30 minutes and staff should ensure they are able to take at least a 15-minute break prior to starting another session.
- If an unknown person joins the call or the member of staff leading the session has any concerns they will end the session immediately and pass this information on to the school's leadership team. Abuse or aggression towards staff will not be tolerated in any form, if this happens the call will be ended immediately and the school will decide whether or not remote sessions can continue to be offered to those families on a case by case basis.
- Any concerns must be passed on to a DSL immediately.
- Pupils should be dress in suitable clothing. If they are not appropriately dressed, their teacher will explain that they will need to leave the meeting and can re-join when they are more suitably dressed.
- Pupils should be in a suitable area of the house i.e. the living room and not their bedroom. If they are not in a suitable area of the house, their teacher will explain that they will need to leave the meeting and can re-join when they are in a suitable area of the house.
- An adult must be present at all times who knows the child, their medical conditions and what activities it is safe for them to participate in (such as aware of known allergies and any restrictions of movement)
- Families and students must not take pictures, record or screenshot any part of the session.
- Pupils must not have any personal or sensitive material on view whilst online.
- Full GDPR requirements must be adhered to.
- A 'code of conduct' is useful for pupils to have before any lesson begins, e.g.
 - behaviour expectations,
 - not to share private information,
 - procedures for 'hands up' and teacher communication.
 - who they should tell if they see or hear anything upsetting or inappropriate,
 - their responsibilities using technology and the privacy of others, i.e. they must not record any aspect of the lesson.

- Staff should be aware of the privacy settings and know how to report any offensive or abusive content.

Resources sent home

Some families and students may find accessing online activities and lessons challenging and in these situations staff should provide resources that can be collected or delivered to their home. These will be printed versions of the activities that would be uploaded to Evidence for Learning. Alternatively, students may borrow some equipment for a short-term period, however this needs not to impact on the learning and progress of students who are still attending school. For example some resources are in limited supply e.g. iPads, laptops and sensory resources. If a parent/carer borrows an item of school equipment, the class teacher and parent/carer will need to complete and sign an [Equipment Agreement form](#) to ensure we have an accurate record.

Further Guidance

[NSPCC Undertaking remote teaching safely](#)

[National Cyber Security Centre - guidance on choosing best video conferencing tool for your organisation](#)

[National Cyber Security Centre - video conferencing: using them securely](#)

[UK Safer Internet Centre on safe remote learning](#)

Appendix 1

Remote Learning poster for parents/carers



Remote Learning at Saxon Hill Academy



Here are 4 easy steps to Remote Learning!



'Evidence for Learning'

As well as the weekly activities that are uploaded to the Parent Portal on Evidence for Learning, additional personalised learning tasks will be set by your class teacher within 48 hours of you being sent home.



How do I receive feedback?

Upload your Remote Learning photos, videos and comments to Evidence for Learning for your teacher to see. Your teacher will give you feedback about your learning, they might 'like' it and give you a star on Evidence for Learning.



Are you unwell or isolating at home?

Weekly activities will be uploaded to the Parent Portal on Evidence for Learning. Check your parent/carer is able to access this in advance.

If you are unwell or your bubble needs to isolate, your teacher will upload a range of learning activities you can complete at home.



Additional Remote Learning

There are a variety of websites that provide inspiration and ideas for Remote Learning, one of our favourites is 'Oak Academy' as they have a specialist section for SEND pupils. <https://classroom.thenational.academy/specialist> and we have a selection of resources and websites on our school website <https://www.saxonhillacademy.org.uk/coronavirus/home-learning>

Appendix 2

[Click here to download the Equipment Agreement Form.](#)



Equipment Agreement

We understand that ICT access and equipment is so important and can have positive impacts on students learning and progress. With that mind we can offer ICT equipment to support the development of your child's learning during school closures related to Coronavirus. The following equipment has been bought by Saxon Hill Academy and is a temporary loan. We will expect the equipment to be returned to school in full working order.

I agree to the following:

1. To responsibly look after the equipment and return it to Saxon Hill Academy once school reopens.
2. To keep the equipment in the protective case (if applicable).
3. To always use the equipment in a safe way according to all school policies e.g. Acceptable Use Policy regarding safe internet use.
4. To inform school staff straight away of any malfunctions and equipment faults.
5. I understand that I may not install personal software, change system settings, or tamper with the hardware or existing software.
6. I agree that I will not leave the equipment unattended at any time, and I will protect it from damage.

Name of pupil:.....

Parent/Carer name:..... Signature:.....

Date.....

Parents/Carers and Saxon Hill Academy will each retain a copy of this agreement.

Executive Principal: Melsa Buxton
Head of School: Mel Newbury

Kings Hill Road, Lichfield, Staffordshire, WS14 9DE

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[Click here to download the Parental Consent Form for child to participate in Online live-streaming education.](#)



Saxon Hill Academy



Parental Consent Form: For child to participate in Online live-streaming education while at home

Pupil Name:	
Class:	
Parent/Carer Name:	
Contact email:	
Contact phone no:	

During any period of not being able to have all pupils in the school building, we may wish to conduct online lessons where staff will be delivering a live subject lesson. To enable your child to participate we are seeking your consent. All safeguarding aspects of this style of learning have been taken into consideration and procedures put in place to safeguarding both staff and pupils at this time as much as we can.

Staff will communicate with pupils each session what the expectations and procedures are for that particular lesson but some key points to note please:

- Please ensure your child is in an appropriate room when online in the lessons, e.g. dining room, and not their bedroom please.
- Pupils must not have any personal or sensitive material on view whilst online.
- Pupils should be respectful when listening and contributing to the online lesson.
- Pupils must be prepared for their learning and should not record the lesson
- Staff may record the session for checking work covered etc., and will inform pupils if that is occurring. Recordings will be held securely and deleted within a week of the session.

Parents/carers should contact our academy to discuss any concerns or queries they may have at this time about online learning.

Parent/Carer signature indicating acceptance of consent:	
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