



## Overview

This information is intended to provide clarity and transparency to students and parents/carers about what to expect from remote education where national or local restrictions require you to decide whether you educate your child at home. Alternatively, when Public Health England procedures require you to educate your child at home and an alternative cannot be offered, such as a child who is hospitalised, should they be educated within a hospital by a tutor. This policy does not normally apply in the event of short-term school closures (eg. because of inclement weather) or a short-term learner absence.

At St Andrew's Academy we want to continue to provide an ambitious and broad curriculum in all subjects as much as possible for our students if they are unable to be in school. Remote learning may also be appropriate in situations when students, in agreement with the school, have a period of absence but are able to work at home, at least to some extent. This may apply in cases such as long-term illness, assuming students are able to complete schoolwork 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.

St Andrew's 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 provision/curricular. Remote education at St Andrews will ensure that the small number of children that need to be educated at home, for example, due to self-isolation, 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 closure and the ability of both students and teachers to participate in remote learning. For shorter closures, students may be sent home with home learning packs, which contain a range of resources and activities that can be completed at home. Where possible, these packs may be able to be delivered to the students' homes if there is short notice. This may be supplemented with some pre-recorded or live sessions online to support the students whilst in self-isolation.

For longer closures, staff will need to make more use of live and pre-recorded sessions. For any of these sessions, it is important to consider how the students 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 in the home. However, some students will benefit from seeing a familiar face and hearing a familiar voice from their class group. The school will look to use the following methods to support students in their learning when they are unable to come to school.

## Home Learning Packs

Home learning packs will contain a range of physical resources and activities which can be completed at home. These packs will contain activities which cover the whole of the curriculum and, where possible, link to the student's specific PLG targets. Work should be differentiated as required for all learners. As much as possible the tasks should replicate the learning that would usually take place in school, although taking into consideration what is possible in the home. Where whole class closures are required then all activities will be made available on the school website.

- Any resources being sent home must be appropriate and safe to use for each student (check student specific risk assessments and allergies).
- Families are encouraged to send in completed tasks and photographs directly to the class teacher, using their professional email address (found on the website) or via Evidence for Learning.
- Any website or applications recommended must be checked for suitability by staff before suggesting its use.
- All remote working methods should adhere to GDPR guidelines.

### **Pre-Recorded Sessions**

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

- 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.
- 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 their child ie. 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 student or family member.
- Where possible, staff should use a school device. Where this is not possible staff must ensure that the device they are using has suitable protection, such as a firewall or anti-virus software.
- Any personal information should only be accessed using school equipment (ie. a school issued laptop) and no personal information should be shared during a session.
- Any breach or potential breach of GDPR should be reported to the Headteacher 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 the code of conduct.

Families must not share these videos on social media or with others as they have been created for the specific use with certain students or class groups only.

### **Live Sessions**

Live sessions offer instant feedback and a two-way dialogue, which can be more impactful for staff, students 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 Microsoft Teams only.
- 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).
- A maximum of four families on a screen at any one time.
- Two members of staff must be present on the session at all times (although only one member of staff is required to lead/participate in the session).
- The username will need to be set to the student's first name only as opposed to full name or email address.
- 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 being conscious of any student 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 ie. in the event of school closure, then staff must ensure they are in a suitable room with personal items removed ie. 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 session (hacked into the meeting) then you must end the session immediately and report to a member of SLT.

### **Contact with families**

Families need to give consent and provide the school with a working email address in order to be able to access the live sessions on Microsoft Teams. As well as this, parents/carers must agree to follow the outlines of the Parent Guidance document which includes the following:

- Students should be dressed 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.

- Where possible, students should be in a suitable area of the house ie. 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 room. This will be dependent on the postural care and management needs of the student.
- An adult who knows the student must be present at all times, including knowledge of their medical conditions and what activities are safe for them (such as knowledge of allergies and any restrictions of movement).
- Families and students must not take pictures, record or screenshot any part of the session.
- Students must not have any personal or sensitive material on view whilst online.

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 the remote sessions can continue to be offered to those families on a case-by-case basis. This will be in line with the school's Aggression, Abuse and Violence Policy. If there are any concerns then the school's Safeguarding Team must be informed as soon as practically possible.