Remote Learning Policy

Designation	Name	Date	Signature
Headteacher:	Katy Hanna	November 2023	
Chair of LAB:	David Drew		

Monitoring and Evaluation	
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Review delegated to:	Headteacher

Document Version control

Version	Changes made	Date
1.0	Initial set up of policy	
2.0	Review of Policy	Dec 2024

Introduction

Inline with best practise and following the DfE guidance Sladewood Academy has a Remote Education Policy to be applied in case children need to self-isolate or local lockdown is required.

DfE Guidance:
https://www.gov.uk/government/publications/providing-remote-education-guidance-for-schools

1. Statement of School Philosophy

Sladewood Academy has always strived to be creative, innovative and support our parents & children in the best way possible to make learning purposeful and holistic. Our strategy for remote learning continues this.

2. Aims

This Remote Education Policy aims to:

➢ Ensure access to remote learning for all pupils who aren't in school through use of quality Online and offline resources or Teams video facilities.
➢ Provide clear expectations to members of the school community with regards to delivery of high quality interactive remote learning
➢ Include continuous delivery of the core values and work of the school curriculum, as well as support of Motivation, Health and Well-Being and Parent support
➢ Consider continued education for staff and parents (e.g. CPD, Supervision and Meet the Teacher)
➢ Support effective communication between the school and families to encourage engagement/ attendance to learning and best practice around remaining safe online.

3. Who is this policy applicable to?

➢ school closures or restrictions on attendance, where school access for pupils is restricted
➢ individual cases where a pupil is unable to attend school but is able to learn

4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan could include any of the following:

• Online tools for EYFS, KS1, KS2, (for example, Class DoJo, Teams, Purple Mash) as well as for staff CPD and parents sessions.
• Use of Recorded video (or Live Teams Video) for recording start of day registration, instructional videos or assemblies
• Phone calls and Dojo messages home
• Printed learning packs
• Physical materials such as story books and writing tools
• Use of purple mash, Oxford reading Owl and over online learning platforms as deemed appropriate.

5. Home and School Partnership

Sladewood Academy is committed to working in close partnership with families and recognises each family is unique and because of this, remote learning will look different for different families in order to suit their individual needs and the needs of the young person. Because of the SEND needs of the individual children teaching staff will work with families to assess and agree the best structure for the learning and day.

Sladewood Academy will provide a refresher/introduction training session for parents on how to use Teams, DoJo or other apps as appropriate and where possible, provide personalised resources.

Where possible, if it is recognised as beneficial for the young person to maintain a regular and familiar routine, Sladewood staff will work toward this.

We would encourage parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils with work encouraging them to work to the best of their ability. Every effort will be made by staff to ensure that work is set promptly and realistic to be supported by the family.

In line with Sladewood's values for healthy lifestyle we would encourage parents to follow the 'digital 5 a day' framework which provides practical steps to support a healthy and balanced digital diet. All children and families are fully informed about the schools 'Acceptable Use Policy' which includes e-safety rules and this applies when children are working online at home. The Sladewood safeguarding team sends resources and best practise guidance to families to support online safeguarding.

6. Roles and responsibilities

The responsibilities below relate to where a whole class/ school closures are in place and will be reduced and adapted if fewer children are requiring remote learning opportunities as appropriate.

Teachers

Sladewood Academy will provide a refresher training session and induction for new staff on how to use DoJo and Teams.

When providing remote learning, teachers must be available between 9.00am and 3.00pm daily (subject to breaks). 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.

For extended periods of time away from school, the class teachers will ensure the values and targets within the pupils EHCP are being include when planning work and monitoring progress. Teachers will make reasonable adjustments to work towards the targets in the plan and if these present as unachievable via remote learning they will discuss with parents, and inform the Senior leadership team.

When providing remote learning, teachers are responsible for:

• Setting work:

o Teachers will set work for the pupils in their classes.

o the work set should attempt to follow the usual percentage balance of the curriculum areas.

o Weekly/daily work will be shared with families to encourage active involvement where possible

• Providing feedback on work:

o Teachers will be expected to give regular (weekly) feedback to students and families

o The Headteacher with coordinate with class teacher and subject leaders on any formal

assessments and feedback.

o Staff will be encouraged to work towards the values of our marking policy where this is

realistic

• Keeping in touch with pupils who aren't in school and their parents:

o If there is a concern around the level of engagement of a pupil/s parent, they should be

contacted via phone to access whether school intervention staff can assist with engagement. Further concerns should be reported to the Designated Safeguarding need.

o All parent/carer emails should come through the school e mail accounts and via class DoJo.

Staff are encouraged to use Teams for parents' meetings and EHCP reviews to allow for views of

children and wider family members where appropriate.

o Any complaints or concerns shared by parents or pupils should be reported to a member of

SLT– for any safeguarding concerns, refer immediately to the DSL

Learning Support Staff

Learning support staff must be available between the Sladewood Academy hrs 9.00 to 3.00pm

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, learning partners must complete tasks as directed by a member of the leadership team or class teachers. The Learning Partner team will be active in engagement with reluctant learners, supporting teachers with feedback on work, adapting learning resources and encouraging life style choices around exercise, screen time and diet.

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

• Co-ordinating the remote learning approach across the school including daily monitoring of engagement.
• Monitoring the effectiveness of remote learning – through regular meetings with teachers and subject leaders, reviewing samples of work set or reaching out for feedback from pupils and parents.
• 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. For further information, please see the Safeguarding and Child Protection Policy. The DSL will work very closely

with the teachers and DSLS who will report daily if children or families do not engage or respond to communications.

IT Network Support Team

IT Network Manager is responsible for:
• Fixing issues with systems used to set and collect work
• Helping staff (and when possible, parents) with any technical issues they're experiencing
• Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
• Assisting pupils, staff and parents with accessing the internet, Zoom/Teams or other apps to support learning or safeguarding.

The Assistant Headteacher

Will work with the EHCP coordinator and class teachers to ensure that all EHCP reviews and planned parents evenings continue via Teams or other communications. Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible.

The Headteacher and SAND IT Service

• Ensuring value for money when arranging the procurement of equipment or technology.

• Ensuring that the school has adequate insurance to cover all remote working arrangements.

Pupils and parents

Staff can expect pupils learning remotely to:

• Complete work to the best of their abilities set by teachers

• Inform parents or teachers if they're not able to complete work (if they are able)

Staff can expect parents with children learning remotely to:

• Make the school aware if their child is sick or otherwise can't complete work

• Seek help from the school if they need it

• Be respectful when making any complaints or concerns known to staff

The Local Advisory Board

The Local Advisory board is responsible for:

• Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible

• Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

7. Links with other policies and development plans

This policy is linked to our:

• Safeguarding

• Relationship & behaviour policy

• Child protection policy

• Data protection policy and privacy notices

• Online safety acceptable use policy

• User Agreements for Teams and Class DoJo

•   Teaching and learning policies