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Engage Academy

# Remote Learning Policy

## October 2022



Nurturing inclusive learning communities



<b>1</b>	<b>Summary</b>	This policy sets out how we aim to support pupils with their learning when face to face teaching is not a possibility.			
<b>2</b>	<b>Responsible person</b>	Alison Ward			
<b>3</b>	<b>Accountable ELT member</b>	Alison Ward			
<b>4</b>	<b>Applies to</b>	All Engage staff, pupils & carers			
<b>5</b>	<b>Trustees and/or individuals who have overseen development of this policy</b>	Matthew West			
<b>6</b>	<b>Headteachers/Service Heads who were consulted and have given approval (if applicable)</b>	Alison Ward			
<b>8</b>	<b>Ratifying committee(s) and date of final approval</b>	ELT			
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<b>11</b>	<b>Related documents (if applicable)</b>				
<b>12</b>	<b>Disseminated to</b>	All Engage staff, pupils & carers			
<b>13</b>	<b>Date of implementation (when shared)</b>	19/11/2021			
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<b>15</b>	<b>Consulted with Recognised Trade Unions</b>	Y/N			

Date	Version	Action	Summary of changes
8/11/2021	1.1	Review	Full review of policy
28/09/2022	1.2	Review	Full review of policy

# Contents

Section	Description	Page
1.	Statement of School Philosophy	3
2.	Aims	3
3.	Who is this policy applicable to	3
4.	Content and tools to deliver this remote education plan	4
5.	Home and School Partnership	4
6.	Roles & Responsibilities	5-6

# Appendices

Appendix	Description	Page
A.	Engage Academy Pupil Agreement	7
B.	Parent Carer Agreement	8

## Remote Education Policy

### 1. Statement of School Philosophy

*At Engage Academy we strive to be creative, innovative and flexible in our approach to learning and will always endeavour to ensure that pupils and their parents are supported to the best of our ability. This policy sets out how we aim to support pupils with their learning when face to face teaching is not a possibility.*

### 2. Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils that are unable to attend school through the use of quality online and offline resources and teaching videos;
- Provide clear expectations to members of the school community with regard to delivering high quality interactive remote learning;
- Include continuous delivery of the school curriculum alongside supporting the mental health and well-being of pupils;
- Support parents to help their child engage in remote learning as necessary;
- Support effective communication between the school and families.

### 3. Who is this policy applicable to?

- A child who is absent because they are awaiting test results and the household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal;
- A child whose whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19;
- A member of staff who is absent because they are awaiting test results and the household is required to self-isolate. The rest of their school bubble are attending school as normal; or
- A member of staff whose whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19;
- Any student on the medical provision who is not able to host teaching sessions in the home.

#### **4. Content and Tools to Deliver This Remote Education Plan**

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS, KS1 and KS2 for example Microsoft 365 Teams, ClassDojo, Purple Mash, GetEpic! and links to online learning websites such as Oak National Academy and White Rose Maths;
- In EYFS, KS1 and KS2: Use of video on Microsoft Teams for start of day registration, instructional videos and some group/individual lessons;
- Phone calls home;
- Printed learning packs where this is identified as the best for the individual; and
- Physical materials such as writing tools if needed.

#### **Suggested structure for remote learning**

Pupils will be allocated tasks on Microsoft Teams to be completed during the agreed timescales. If pupils are able to, it is recommended that they complete the lessons which have been set at the usual time they would have a lesson in the correct order. This will mean pupils' learning should suffer minimal disruption and they will be in a position to reintegrate smoothly back to their usual teaching sessions and routines as soon as it is possible to do so.

#### **5. Home and School Partnership**

Engage 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.

Engage Academy will provide access guidance and ongoing support on the use of online platforms to parents and pupils.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Engage Academy would recommend that each 'school day' maintains structure.

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 by encouraging them to engage with the learning tasks.

Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on a case-by-case basis.

All children sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on computers at home.

## 6. Roles and responsibilities

### Teachers

Please note that the suggested responsibilities below relate to where a whole class/bubble is isolating and would be reduced when it is fewer children isolating and the majority of the class are in school.

When providing remote learning, teachers must be available within their usual teaching hours to provide support and instructions for learning activities.

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.

When providing remote learning, teachers are responsible for:

- Setting work for online learning which is reflective of the work which is being carried out in lessons / would have been carried out in lessons had the bubble / class been in school. The work set should follow the suggested timetable wherever possible as this has been designed to keep to the structure of the school day;
- Providing feedback on work;
- Maintaining regular contact with parents/carers to report any concerns with progress and to discuss appropriate strategies to support improvement; Any complaints or concerns shared by parents / carers or pupils should be reported to a member of SLT. Any safeguarding concerns should be immediately referred to the DSL.
- Ensuring the safeguarding policy addendum is followed including recording, downloading and securely saving the virtual lessons.

Where a smaller number of pupils are self-isolating the teacher will set the learning tasks and provide the required feedback but may not be in a position to provide teaching due to other teaching commitments.

### Inclusion Workers

- Inclusion workers must be available during usual working hours;
- 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;
- Make phone calls to isolating students at the start of the day to ensure they are ready to access remote learning;
- During the school day, inclusion workers must complete tasks as directed by the class teacher or a member of the SLT.

### 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;
- Ensuring all pupils have access to IT equipment and internet so they can access remote learning;
- Monitoring the effectiveness of remote learning;
- 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;
- Ensuring the online learning safeguarding policy addendum is being adhered to with spot checks being carried out on a half termly basis.

### **IT Technicians**

IT technicians are responsible for:

- Fixing issues with systems used to set and collect work;
- Helping staff with any technical issues they're experiencing; including logging in, usernames and passwords;
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer;
- Assisting pupils and parents with accessing the internet or devices.

### **Pupils and parents**

Pupils and parents will be asked to sign the acceptable use agreements in the appendices before beginning any virtual learning.

## Engage Academy Pupil Agreement

When I am in a virtual teaching session I will try to:

Be ready for the virtual session everyday



Talk to an adult if I feel upset



Show respect



Listen to and follow adult instructions



Complete learning activities



Signed .....



## Parent/Carer Agreement

I give consent for my child to take part in online lessons via Microsoft Teams and for each session to be recorded for safeguarding purposes.

I understand that prior to any livestream, my child will be reminded of the following:

- Not to share private information;
- Not to respond to contact requests from people they do not know;
- Who they should tell if they see or hear anything upsetting or inappropriate.

Teaching staff will be reminded of our code of conduct and how the Academy expects them to behave.

The Academy will ensure that any face to face virtual learning, either one to one or in small groups, follows best practice, is risk assessed and has been approved by the school's Senior Leadership Team.

The Academy will ensure that staff know and follow correct safeguarding procedures if they are having a one-to-one conversation with a child.

The Academy will ensure that everyone is able to contact their Designated Safeguarding Lead if they have any concerns about a child. This may be because a staff member sees or hears something concerning during an online lesson.

Name .....

Signed.....

Date.....