The Governors of Baines School
**Remote Learning Policy**

Date approved: 7th November 2023

Date of review:  1st November 2023

To be reviewed:  November 2024

All students should attend school, in line with our attendance policy.

We will consider providing remote education to students in circumstances when in-person attendance is either not possible or contrary to government guidance.

This might include occasions when we decide that opening our school is either:

- not possible to do safely for some/all students
- contradictory to guidance from local or central government
- occasions when individual pupils, for a limited duration, are unable to physically attend school/lessons but are able to continue learning, for example because they have an infectious disease or serious medical condition

During periods of remote learning where school is closed for all/some groups of students remote work and resources will be accessed through Synergy and/or Google Classroom

- All students have access to their live lessons via Google Classroom but there may be a delay to this on the first day of remote education
- Students will follow the planned curriculum wherever possible and appropriate - some practical elements may need adapting.
- Resources will be uploaded through Synergy/Google Classroom and students can work electronically on these copies, submitting their work after each lesson
- students will follow their normal timetable which will include their morning tutor lessons and scheduled break times.
- The timings for the school day will remain the same as if students were in school
- Register will be taken and attendance will be recorded and monitored.

Where students are learning remotely due to medical reasons teachers will try, wherever possible, to provide work for timetabled lessons on the same day and include students in the lesson via remote feed. This will not always be possible and, as some of the material/resources may require adapting for remote learning, there may be delays in providing this for students.

Roles and responsibilities

Teachers

When providing remote learning, teachers must be available between 8.30 and 3.00 for classes in line with a normal school day. If the whole school is on remote learning, wherever possible, there should be an element of a 'live' lesson for each taught lesson to provide the contact for students, a register to be taken and some exposition/modelling.

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 should:

- Provide pupils with access to remote education as soon as reasonably practicable
- Follow the scheduled curriculum where appropriate making any necessary adjustments in accordance with their Subject Leaders
- Make reasonable adjustments for pupils with SEND to access remote education.
- When teaching live lessons, continue to embed evidence-based practice: ie retrieval, modelling, questioning and feedback so that all pupils have access to high quality teaching.

  They are also responsible for taking a register and upholding professional standards and standards of behaviour

### Learning support assistants

Learning Support plays a vital role in supporting our most vulnerable pupils and those with additional needs. When assisting with remote learning, teaching assistants must be available either in school or for remote support (as directed by their line manager) between their normal contracted hours.

If they're 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 assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who are in school but accessing their education remotely.
- Attending virtual meetings with teachers, parents and pupils

### Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Monitoring the remote work set by teachers in their subject and work produced by students– explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely
- Ensure vulnerable pupils and those with additional needs are supported and able to access the curriculum. SENCO is responsible for identifying those pupils who may need to access remote learning from school with support from a LSA

### Senior leaders

Alongside any teaching responsibilities, it is the responsibility of SLT to make sure staff continue to be trained and confident in its use.

They should continue to overcome barriers to digital access where possible for pupils by, for example:

- Distributing school-owned laptops accompanied by a user agreement or contract
- Securing appropriate internet connectivity solutions - such as dongles - where possible
- Providing printed resources, such as printed materials to structure learning, supplemented with other forms of communication to keep pupils on track or answer questions about work
- Having systems for checking whether pupils learning remotely are engaging in its use, and work with families to rapidly identify effective solutions where engagement is a concern
- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Coordinate free school meals/vouchers for in need families.
- Planning any phased-style return to face-to-face teaching

## Pastoral staff

Lead by the Pastoral Manager, pastoral staff are responsible for ensuring the safety and well-being of all pupils through:

- monitoring of attendance and daily attendance calls
- monitoring of behaviour and rewards through Synergy and regular behaviour calls.
- coordinating a communication structure so that all parents and pupils have at least one weekly communication with school.
- creating a timetable so that all vulnerable children have daily contact and invited into school to access remote learning if this is deemed in their best interests
- coordinate free school meals for need families.

## Network staff

IT staff are responsible for:

- ● Identifying and trying to resolve issues with systems used to set and collect work
- ● Helping staff and 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 students and parents with accessing the internet or devices

## Students and parents

Staff can expect students learning remotely to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to access/complete work
- Adhere to the Live lesson protocols when in an online lesson

Staff can expect parents with children learning remotely to:

- Engage with the school and support their children's learning and to establish a routine that reflects the normal school day as far as reasonably possible
- 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