

ERASMUS DARWIN ACADEMY

Policy Title:	Remote Learning Policy
Version	1.2
Member of Staff Responsible:	Deputy Headteacher (Academic and Vocational Standards)
Status:	Non Statutory
Date adopted by Governing Body:	12 October 2021
Date for review:	5 October 2026
Date reviewed:	October 2027

Change Record		
Version	Date	Description
1.1	12/10/21	Changes to Appendix 1
1.2	5/10/2021	Policy Rewritten
1.3		
1.4		

“Erasmus Darwin Academy promotes the safeguarding and welfare of children in its care; all policies support the “Safeguarding Policy”.

REMOTE LEARNING POLICY

RATIONALE

In the event of a school closure, whole year group isolation or an incident which requires children to be educated at home, the school is legally required and therefore committed to provide continuity of education and will do so through a process of remote (online) learning. Remote learning can include work being provided via the Academy intranet or via 'live lessons', through Microsoft Teams which allows direct teacher input. Other platforms may also be used where work can be uploaded for students to complete and submit back to teachers.

Erasmus Darwin Academy aims to provide an ambitious, broad and balanced curriculum to all students and will provide recommendations to each year group about the subjects and time that must be allocated to set learning activities each week. There are some subjects that do not lend themselves to remote learning and this will be reflected in the provision that is available

There is no obligation for the school to provide continuity of education to students who absent themselves from school, with or without parental permission, in contravention of school or government guidance. This may apply, for example, if parents choose to take students on holiday during term time. Similarly, this would apply if parents made the decision, without prior agreement with the school, to absent their child from school 'as a precaution', against official guidance.

AIMS

The aim of this policy are:

- To outline procedures and practice for staff, students and their parents/carers to continue with the academic programme if students are required to isolate due to advice from the Government and/or Public Health England or a similar official body.
- To ensure that the partnership between home and school works cohesively to ensure that students' learning and progression is maintained as well as ensuring communication systems to promote wellbeing during uncertain times.

ROLES AND RESPONSIBILITIES

The Senior Leadership Team (SLT) are responsible for:

- Promoting online learning as a tool to support learning.
- Embedding online learning within the school's Teaching and Learning Policy for students that are unable to attend the Academy.
- Ensuring that all staff have appropriate devices at home in order to provide remote learning.
- Monitoring the content of the learning that is set and tracking student access to the provision.
- Arranging for the regular training of staff in the use of technology to support remote learning, to ensure that all teachers are well-versed in best practice.
- Promoting online safety and providing advice, guidance and training for staff, students and parents/carers on a regular basis.
- Responding to the concerns and questions and ensuring regular, effective communication with all stakeholders.
- Ensuring that staff meetings occur remotely in line with Remote Meeting Protocols.
- Implement this policy in all their areas of responsibility.
- Address any incidents of poor behaviour that arise when remote teaching and learning takes place.
- Report any safeguarding concerns to the DSL

Subject Leaders are responsible for:

- Monitoring the work that is set on the intranet to ensure that it is in line with both the Teaching and Learning Strategy and the Curriculum plan.
- Monitoring the quality of the work provided to students and ensuring that appropriate evaluation processes are in place for students and staff.
- Reporting any incidents of poor behaviour to SLT.
- Reporting any safeguarding concerns to the safeguarding team.
- Delegating effectively so that the planning and resourcing is shared proportionately to support learning and reduce workload.
- Making use of the platform to allow subject meetings to occur remotely.
- Ensuring that best practice is shared and support provided.
- Ensure that their team members implement the policy.

Class teachers are responsible for:

- Being available for teaching during their normal working hours and communicating with their Subject Leader and SLT link if this is not possible.
- Ensuring that queries or requests of support from students and parents are responded to within 48 hours.
- Ensuring that access to the remote platform is possible from home.
- Setting work/ delivering lessons that are in line with the Teaching & Learning strategy and are accessible, engaging and relevant to the work that students have been doing as part of their agreed curriculum.
- Ensuring that work and assignments are as per the remote learning timetable through the relevant platforms.
- The quality, quantity and type of online work matches as closely as possible to a typical classroom lesson.
- Providing LSA's with the resources and presenting permissions for any classes they are supporting in.
- Reporting any incidents of poor behaviour to Subject Leaders and SLT.
- Reporting safeguarding concerns to the safeguarding team.
- Ensuring that any live lessons are conducted in a professional environment with clear expectations (as outlined below) continually reinforced.

Parents/carers are responsible for:

- Providing appropriate internet access in order for their child to participate in online learning.
- Contacting the school immediately if they do have internet access so that support can be put into place.
- Finding a suitable place within the home for work to be completed.
- Reading the regular communication during a closure and passing on any relevant messages to their child.
- Being proactive and ensuring that a timetable is in place that is suitable for the age and ability of their child.
- Checking their child's work and showing an interest in the topics they are studying, providing encouragement and motivation irrespective of the child's age.
- Promoting reading daily and providing opportunities to listen to your child read, irrespective of age.
- Contacting their child's class teacher/ form tutor in the event of any worries or concerns.

Students are responsible for:

- Maintaining access to the school's online intranet through remembering their passwords (and contacting the school's ICT Support or their Form Tutor immediately if support is needed.)
- Accessing the intranet on a regular basis as directed by their classroom teacher, even when attending school.
- Setting aside the recommended time each day for online learning, as identified on their timetable.
- Completing all work set and uploading work to be assessed as required on time.
- Completing the work provided to the best of their ability and as independently as possible.
- Following the school's Acceptable Use Policy to ensure safe internet use at all times.

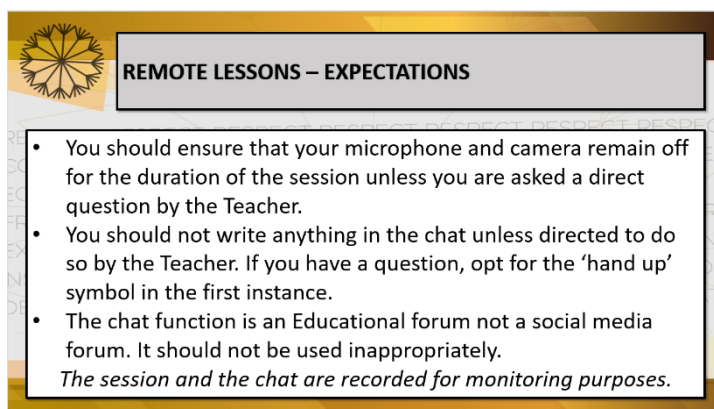
- Contacting classroom teachers in the event of support or help being needed, through the school email system.

SAFEGUARDING & E-SAFETY

The safeguarding of both pupils and staff must be maintained in remote spaces. All the same policies, rules and guidelines remain in place and adherence to all statutory guidance is required. Teachers should ensure that the students cameras remain off for the duration of the lesson. Where the teacher is making use of their camera, they should ensure that the room being used is appropriate and professional or an alternative backdrop is chosen. The session should be recorded so that it can be accessed if required. The Academy will deal with e-safety incidents in accordance with the procedures outlined in the appendices of the acceptable use agreement within the online safety policy. We will, where known, inform parents of incidents of inappropriate e-safety behaviour that take place out of school.

BEHAVIOUR & CONDUCT

All students and staff are expected to conduct themselves online and on the remote platforms spaces in the same way that they are expected to do in the Academy. The Academy's relevant policies e.g. Behaviour, Staff Code of Conduct etc. will remain in force. Teachers will reinforce the behaviour expectations outlined below at the beginning of every session:



REMOTE LESSONS – EXPECTATIONS

- You should ensure that your microphone and camera remain off for the duration of the session unless you are asked a direct question by the Teacher.
- You should not write anything in the chat unless directed to do so by the Teacher. If you have a question, opt for the 'hand up' symbol in the first instance.
- The chat function is an Educational forum not a social media forum. It should not be used inappropriately.

The session and the chat are recorded for monitoring purposes.

Where students fail to meet the behaviour expectations, they will be issued with a warning. If their behaviour continues, they will be removed from the platform either temporarily or permanently depending on the situation.

MONITORING ARRANGEMENTS

This policy will be reviewed annually by the Deputy Headteacher (Academic and Vocational Standards)

LINKS WITH OTHER POLICIES

This policy is linked to our:

- Behaviour Policy
- Safeguarding Policy
- Home-Academy Agreement
- ICT and Internet Acceptable Use Policy
- Online Safety Policy
- Teaching & Learning Policy
- Data Protection Policy and Privacy Notice

APPENDIX 1

Protocols for Remote Meetings

- If you cannot attend the whole of the meeting, inform the relevant person(s) beforehand, as you would for a face-to-face meeting.
- Logon to the meeting 5 minutes before the start time.
- Attend the meeting with video camera and microphone turned on until the meeting starts.
- Once the meeting starts, switch off the microphone to reduce interference.
- Remain on mute unless speaking.
- Be mindful of your surroundings and of the need for privacy/confidentiality. Therefore, wherever possible:
 - Ensure that you are in a room on your own.
 - Use headphones to limit the amount of information that is overheard by others.
 - Never undertake meetings in a public area e.g. cafes, parks etc.
 - Check your background thoroughly and ensure that no sensitive information is visible on screen.
- Send questions via the chat function which can be addressed at an appropriate point in the meeting.
- If you have to leave the meeting early (as pre-arranged or for an unforeseen situation that arises during the meeting) communicate this via the chat function.
- If there is a technical difficulty which means that you cannot contribute to the meeting, communicate with the chair of the meeting via email or some other appropriate messaging facility to inform them of your situation and decide upon a way forward.