B4L REMOTE LEARNING POLICY

Weston Point College

Remote Learning Policy

Rationale in the event of a school closure, the school is committed to providing continuity of education to its learners and will do so through a process of remote learning (online and other methods). Extensive remote learning would apply particularly in a situation in which the school is closed for an extended period of time, but a high proportion of learners and teachers are healthy, and able to work as normal from home. This policy does not normally apply in the event of short-term school closures (e.g. as a result of inclement weather) or a short-term learner absence.

This Policy is informed by our Acceptable Use Policies, GDPR Policy, E safety Policy , Home Visits Policy and Safeguarding Policy.

https://www.bridge4learning.org/wp-content/uploads/2020/11/b4l-gdpr-policy.pdf

https://www.bridge4learning.org/wp-content/uploads/2020/11/b4l-acceptable-use-policy-for-students-parents-and-carers.pdf

https://www.bridge4learning.org/wp-content/uploads/2020/11/b4l-e-safety-and-e-security-policy.pdf

https://www.bridge4learning.org/wp-content/uploads/2020/11/b4l-home-visits-policy.pdf

https://www.bridge4learning.org/wp-content/uploads/2020/09/weston-point-college-safeguarding-policy-2020-2021.pdf

Remote learning may also be appropriate in situations when learners, 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 longer term illness, assuming learners are able to complete school work at home. Another relevant instance would be if, following an infectious disease outbreak, learners are self isolating at home but are not suffering with relevant symptoms.

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

Remote learning for individual learners

Where an absence has been agreed with the school and Local Authority, and the learner in question is;
Healthy enough to work from home, the school will provide work for learners who are
unable to attend in person. If this occurs for an individual learner, the collation of work
and communication with the parent/carer will be coordinated by the Remote Learning Team.
Though every case will have its own specifics, a rough guideline for the frequency of communication between school and parent/carer would be twice per week. Work will only be provided to learners in this way if there is an agreed absence lasting more than three working days.

If a significant number of learners are absent from school, but the school remains open, the Remote Learning Team will decide whether the method of remote learning operated will take the form outlined here, or as outlined below.

Remote learning in the event of extended school closure or large number of authorised absentees:

In the event of an extended school closure, the school will provide continuity of education in the following ways:

a) Regular direct instruction from staff, with the ability of learners to ask questions online (via email)

b) The setting of work that learners complete, written responses (if relevant) completed electronically or via worksheets posted home

c) The assessment of specific assignments that are submitted to teachers electronically or by post and on which feedback is provided Learners and teachers are expected to have access to the internet whilst at home; the school recognises that many families may not have home printers and will therefore not require the printing of material. The school will also endeavour, where we can to support any learners in the digital divide.

d) Delivery of online lessons

The primary platforms the school will use to deliver continuity of education are:

Email – each learner has their own school email which they can log into at **Bridge4learning.org:2096**

Learners will be provided with a school email address to avoid any issues regarding GDPR, there will be no expectation for parents/carers or learners to provide their own email addresses for use.

Microsoft Teams: accessed via the relevant app or desktop application, or via the following URL:

https://teams.microsoft.com

Zoom: accessed via the relevant app or desktop application, or via the following URL.
https://zoom.us/signin

YouTube: accessed via the relevant app or desktop application, or via the following URL.

https://www.youtube.com/channel/UC4gKhPxaj6vTg8DYCfyX0AQ

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 learners and teachers to participate in remote learning. The school reserves the right to vary the range of methods used to provide remote learning tasks, feedback and interaction, based on the particular circumstances of any closure and based on our experience.

Live sessions.

The Remote Learning Team will contact the learners each day via email to outline delivery method.

Assessment

Providing timely and helpful feedback is a cornerstone of good teaching and learning, and whilst this may be more challenging with remote learning, teachers will endeavour to provide regular feedback to learners on pieces of work that they are required to submit. Under normal circumstances, not all pieces of work are formally assessed by teachers and this would continue to be the case should the school employ remote learning.

Given the nature of the tasks, the type of feedback teachers can provide may not have the same format as marking an exercise book. Teachers are encouraged to ensure, when they set assessed work, that it is designed in such a way that meaningful feedback may be provided.

Possible methods may include:
- Providing whole class feedback rather than feedback on individual pieces of work –
- this is an effective way of providing feedback, supported by findings from educational
- research
- Using the "Comments" function on online documents or Microsoft
- Sending a direct to learners with specific feedback / targets
- Feedback via another website / piece of software
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Expectations of learners

Assuming that a learner is healthy and well enough to work, learners will be expected to participate as fully as possible in the remote learning process, attending relevant live sessions, completing independent work, and submitting assessed tasks promptly and to the best of their ability. Learners will also be expected to read and respond to communication from the school (e.g. an email from The Remote Learning Team) on a regular basis.

Learners should ensure that, in addition to completing the tasks promptly, they should complete any administrative tasks that allow the school to monitor their progress. If learners or parents have any questions about the nature of specific tasks set, these should be directed towards the Remote Learning Team. If there are questions about a learner's overall workload (e.g. a learner feels they are overwhelmed or falling behind), these should be directed to the Headteacher.

Our Remote Learning Team will ensure that they support any additional needs of learners when planning lessons.

Teachers must work on the assumption that learners will not necessarily have the full range of books and equipment that they would usually have in school. However, if advance notice is possible, teachers will post out materials.

The school does not expect learners to have access to any specialist equipment that would usually be provided by the school (e.g. science or art). Teachers should ensure they are able to scan or upload photos of important resources in case learners do not have access to them at home.

Expectations of teachers

Teachers and school staff should ensure they have effective internet and a phone connectivity at home.

The setting and assessment of remote learning tasks will take place in accordance with school and subject area policies.

The Remote Learning Team should pay due care to the nature of tasks set, so that learners have a range of activities to complete at home and are not exclusively working on a screen.

The Remote Learning Team are responsible for providing constructive feedback to their learners in a timely manner.

If parents ask for additional work beyond that set as part of the requirements above, parents should contact the Headteacher.

During school hours, unless there are extenuating circumstances, staff will be expected to be contactable remotely by colleagues.

All communication should take place during usual office hours, with no expectation for colleagues to read or respond to emails after 4.30pm, although responses should be made to electronic messages within one working day in normal practice. For those who are on part-time contracts, communication is expected only on the days on which they would usually work. Communication must always occur via official school channels, and not through personal accounts or other websites.

- **Email using school email addresses only**

The Remote Learning Team should ensure that work is differentiated as required for all learners when setting online tasks (Using the Access Plans for all Learners). In addition, The Remote Learning Team and Headteacher will maintain contact with pupils on their lists requiring regular support, by email or phone with parents/learners and feed back to other staff using SIMS or CPOMS if required.

Pastoral care during a school closure

In event of a school closure, the primary responsibility for the pastoral care of a learner rests with their parents/carers. Regular welfare visits will take place conducted by the Welfare Support Team. The team will call families and speak about welfare, they will make arrangements to call and complete a door step visit if needed and consent is given. Any record of this will be kept on our Home Visit log in accordance with our Home Visits Policy. Logs of visits and calls will also be kept on SIMS and Cpoms.

Safeguarding during a school closure

In the event of a school closure, pupils, parents, carers and teachers are reminded that the school's Safeguarding Policy still applies to all interactions between pupils and staff. In that policy, there are specifically prohibited behaviours and reporting obligations to which staff must adhere, whether they are at home, in the community or at school.

Family Support Service Support during a school closure

In the event of a school closure, the Family Support worker may maintain support or interventions with children and young people through Teams. Staff are reminded that the Safeguarding Policy still applies to all interactions between pupils and staff.

Remote Learning Agreement

I will only use my school e-mail address for school related things.

I will not attempt to bypass any computer or user account restrictions to access confidential or otherwise restricted information on the school network.

I will not try to bypass the internet filtering system.

I will make sure that all electronic communications with pupils, teachers or others are responsible and sensible.

I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.

I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to my teacher.

I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress or bring them into disrepute.

I will follow the school approach to online safety and not deliberately record/video upload or add any images, video, sounds or text that could upset or offend any member of the school community

I will respect the privacy and ownership of others' work on-line at all times.

I understand that all my use of the Internet and other related technologies will be filtered, and can be monitored, logged and made available to teachers, to protect me and others and the integrity of school systems.

I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/ carer will be contacted.

Student Name: _____

Student Signature: _____

During video calls with your teachers it is really important that you stick to these rules:

1. An adult is present in the home where during the video call

2. You are in either your dining room, living room or kitchen and not your bedroom.

3. You must be dressed and ready – not in pyjamas.

4. Please remember that the video conference is part of school. You must be respectful to staff and other pupils. School rules still apply! No swearing.

5. Staying safe online – keeping yourself, your classmates and your teacher safe.

6. Do not record or take pictures of your teacher or classmates during you online sessions.

Joining the video call

Your teacher will send you an invitation to join a meeting on TEAMS or ZOOM. Which will come through in an email.

Open the invitation and click on yes.

Your teacher will disable your microphone and camera so if you wish to speak you can use the chat facility in TEAMs or ZOOM.

Policy review

This policy will be reviewed and amended by the Head Teacher as and

when necessary during the on-going pandemic

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