

Remote Learning Guidance



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1. Aims

- Remote education will not be used as a justification for sending pupils home due to misbehaviour. This would count as a suspension, even if the pupil is asked to access remote education while suspended.

3. Roles and responsibilities

3.1 Teachers

When providing remote learning, teachers must be available to complete in person sessions where this has been designed in the individual remote learning plan.

Where remote learning is being provided due to school closures, teachers must make themselves available for the school day to provide learning.

they must provide an appropriate alternative to the lesson.

When providing remote learning, teachers should:

- Provide pupils with access to remote education as soon as reasonably practicable, though in proportion to the length of absence and disruption to the learning of all learners
- Make reasonable adjustments for pupils to access remote education, where required, informed by relevant considerations including the support families will require and the types of services that pupils can access remotely

They are also responsible for:

- The design of the individual remote learning plan for the pupils, alongside the curriculum lead and the wider team. The curriculum lead will ensure that the curriculum needs for the pupil are being met, that the plan is practical for the family, and that therapy needs are taken into account.

Appropriate Accreditation Pathway Procedure

- Where pupils are completing accreditations, these discussions will be had with families to ensure that provision can be in place to ensure that these accreditations can continue to be worked towards or that academic pressure is being removed at the request of health. Appropriate adjustments will be made to the plan to incorporate coursework, modular approaches, access arrangements and online equivalences to ensure pupils can continue to work to their full potential.

➤ **The plan will need to consider:**

- Which lessons will be covered within the plan, taking into account the wants of the pupil and the family. The plan will be designed with the multi disciplinary team and confirmed with the family.
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- Where pupils and parents are contacting staff, this should be during the usual school day. Staff are

They are also responsible for:

- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Providing information to parents/carers and pupils about remote education through the school blog and parents forum.
- Working with the family liaison

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

4. Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in setting work talk to the relevant subject lead or curriculum lead
- Issues with IT talk to IT staff using IT Helpdesk
- Issues with their own workload or wellbeing talk to their line manager/ curriculum lead
- Concerns about data protection talk to the data protection officer
- Concerns about safeguarding

- Behaviour policy
- Safeguarding and Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy
- Parental Code of Conduct

7. Training

- The below training is recommended for all staff:

https://www.linkedin.com/learning/learning-microsoft-teams-for-education/teach-with-microsoft-teams-for-education?autoplay=true&trk=learning-course_toctem&upsellOrderOrigin=default_guest_learning