

Remote Education Policy

1. Statement of School Philosophy

At Ethos Academy Trust 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 student who requires home learning (Elevate students)
- A students who is unable to attend school as a result of illness
- Any student who needs to access education remotely due to unforeseen circumstances affecting school opening
- Members of staff delivering remote learning and CPD

4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Use of Microsoft Teams to ensure the continuation of education in all curriculum areas which includes core subjects, option subjects along with Personal Development lessons.
- Wider Microsoft Office package.

- Online tools for example Kerboodle and Seneca learning and links to online learning websites such as Oak National Academy and White Rose Maths to enhance our curriculum offer.
- 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.

5. Suggested structure for remote learning

Pupils will be allocated tasks on Microsoft Teams to be completed during the agreed timescales and where applicable invited to join the face-to-face lesson virtually. 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.

6. Home and School Partnership

Elements 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.

Elements 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. Elements Academy would recommend that each 'school day' maintains structure.

We would encourage parents/carers 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 pupils sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when pupils are working on computers at home.

7. Roles and responsibilities

Teacher

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 had the pupil 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.
- Liaising with Learning Support Mentors/Key Workers as needed to support online learning or for other tasks as needed;
- Ensuring the safeguarding policy addendum is followed including recording, downloading and securely saving the virtual lessons.

Key Workers

- Key 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 students who are accessing online learning at the start of the day to ensure they are ready to access remote learning;
- Deliver online sessions where appropriate to their role and requirements of the Academy and in liaison with teaching staff;
- 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.