



Remote Learning Policy

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Review date	Changes made	By whom

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1. Aims

This remote learning policy aims to:

- Ensure consistency in the school's approach to remote learning.
- Outline the reasons for remote learning at Leycroft Academy

2. What is remote learning?

Remote learning is learning that has been set by the teacher for pupils to complete at home. Remote learning is provided when pupils are not able to attend school for a number of reasons. Here are some examples of when remote learning is provided:

- When a pupil is not attending school for a period of time and is not unwell.
- When there is an unexpected school closure.
- When there is an unexpected class closure.
- When pupils are required to self-isolate due to recommendations from Public Health England or the Government.

3. How will remote learning be provided?

Remote learning can be provided via email, post, during home visits and/or Class Dojo. In the first instance remote learning will be sent out via email. In the event of whole school/class closures school staff will also post activities for pupils on Class Dojo. If a pupil does not have access to a computer then work packs can be sent out via the post or presented during a home visit.

4. Roles and responsibilities

4.1 Teachers

Teachers are required to provide work for pupils who are unable to attend school and who are working remotely.

If a pupil is not attending school for an ongoing period of time then the Class Teacher will need to provide the pupil with work on a weekly basis, unless a different arrangement has been agreed by a member of the Senior Leadership Team.

If an unexpected school closure occurs, then the Class Teacher is required to provide remote learning activities by lunchtime. Teachers will be required to be available during their usual contracted hours. If they're unable to work for any reasons during this time, for example due to sickness or caring for a dependent, they should report using the normal absence procedure.

Teachers are responsible for:

- Setting work:
 - For their own class/subject area and other classes as required
 - That matches the pupil's academic levels and is appropriate for the pupil's needs.
 - When recording videos, they will ensure they are wearing suitable clothing.
 - Check website content is appropriate.
- Providing feedback on work:
 - Arrange with the parent opportunities to provide feedback on pupil's work.
- Keeping in touch with parents/carers (when there are whole school/class closures):
 - Send and respond to parents emails/ Class Dojo messages (during working hours)
 - At a minimum make phone calls once a fortnight.
- Attending virtual meetings with staff and parents.

4.2 Teaching Assistants

Teaching Assistants may be required to support the class teacher with the preparation of work for pupils who are unable to attend school and who are working remotely.

If an unexpected school closure occurs, then Teaching Assistants will be expected to contact their Class Teacher to support with remote learning activities. Teaching Assistants will be required to be available during their usual contracted hours. If they're unable to work for any reasons during this time, for example due to sickness or caring for a dependent, they should report using the normal absence procedure.

Teaching Assistants are responsible for:

- Supporting the Class Teacher with setting work:
 - Provide support to parents/ pupils via Class Dojo
 - Prepare activities for pupils as required.
- Attending virtual meetings with staff.

4.3 Middle Leaders

Alongside their teaching responsibilities, as outlined above, middle leaders are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate learning.
- Working with teachers to make sure work set is appropriate for individual learners.
- Monitoring the work set by teachers.

4.4 Senior Leaders

Senior Leaders are responsible for:

- Ensuring that pupils are being provided with remote learning.
- Coordinating the remote learning approach across the school (when required).
- Monitoring the effectiveness of remote learning.
- Attending meetings with staff and parents.

4.5 Family Support Worker/ Designated Safeguarding Leads

When a pupil is absent from school for a period of time and there is not a whole school closure then the Family Support Worker or a DSL will arrange a time where weekly contact can be made. In the first instance they will arrange face to face visits. If this can not be arranged due to the child's distance from school i.e. they are out of the country, then a video what's app call or Teams call will need to be arrange.

In the event of a whole school closure then the Family Support Worker/DSLs will make contact with pupils who are vulnerable or may need extra support.

The Family Support Worker/Designated Safeguarding Leads are responsible for:

- Following up referrals from staff
- Providing strategies to support at home.
- Signposting to and/or engaging with other services available where needed.
- Following up on any safeguarding concerns reported by staff, parents or external agencies.

4.6 Pupils and Parents

Parents will need to:

- Support their child with the completion of remote learning.
- Seek help from school when they need it.
- Engage in regular contact with school staff.
- Engage with safe and well visits and calls.
- Send completed work back to school so that their child's class teacher can mark work.

5. Who to contact

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

- Issues with setting work – talk to department lead or specific subject leads.
- Issues with IT – contact Computeam and inform SLT of difficulties.
- Concerns about safeguarding – contact a DSL and report on CPOMs.
- Concerns about data protection – talk to the data protection officer.

If a parent has any question or concerns, they can:

- Email the enquiry email – enquiry@leycroft.fet.ac
- Email Lynne Johnson (Family support worker directly)
- Call the school directly – If open

6. Data Protection

When working remotely, all staff members will:

- Ensure they are not overlooked by unauthorised users such as family members.
- Ensure devices are locked so they cannot be accessed by others when left unattended.
- Ensure that devices are secure, and password protected.
- Use school devices for work related activities and not for personal use.
- Ensure group emails to parents are not sent unless they are sending emails via Bromcom.

7. Safeguarding

The Safeguarding Policy still applies while working or teaching remotely and will be adhered to.

All staff are required to read and follow the guidance contained in all safeguarding policies and documents.

8. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding policy
- Attendance policy
- Data protection and privacy notice
- Staff code of conduct