



# REMOTE LEARNING POLICY & PROCEDURE

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## 1. Introduction

- It is important that we bring the physical and virtual school community together and plan for all future remote learning.
- Remote learning could have an important role to play if academies are asked to close because of public health issues, as seen during the Coronavirus outbreak. It could also be used for other closures for example snow days, or where a school is closed on health and safety grounds.
- It may also be appropriate on rare occasions when the school is closed or individual pupils, for a limited period of time, are unable to physically attend school but are able to continue learning.
- Remote learning can also play an important role in enhancing the curriculum for pupils. It is a good way to reinforce content covered in lessons or to broaden pupils' knowledge of a subject e.g. homework tasks or catch up support sessions.
- Our belief in supporting all children in their learning extends beyond the classroom and this policy supports a blended learning approach. This includes learning at home through a variety of means and face to face classroom learning.
- This policy applies to all employees in the trust.

## 2. Purpose and scope

- Remote learning is any meaningful and ambitious work that is set for children to complete at home. This includes activities via; our two main remote learning platforms; MS Teams and ClassDojo. But may also include other ongoing platforms such as TT rock stars, doodle maths and paper packs, to name a few.
- The practical purpose of this policy is to advise and guide staff whilst ensuring staff have the relevant compliance protocol to follow.
- Parents and pupils across the academies have praised all forms of remote learning to date however as a trust we are always aiming to improve our provision.
- Remote learning should be used by staff and children to blend learning between the classroom and home and allow us to maintain a broad and balanced curriculum.
- Remote learning will be used by staff and children during periods of school closure, bubble closure and blended learning.
- If a child is required to self-isolate, a bubble closes or a school has to close, remote learning activities will be available for every child.
- If a child's teacher has to self-isolate (but is physically well enough) they will continue to deliver remote learning to the classroom.
- Leaders and teachers will monitor the participation rates weekly in all remote learning activities.
- Support will be put in place for any child who regularly doesn't or can't access the remote learning activities. These pupils may be classed as vulnerable and therefore requested to attend school as a vulnerable child.
- Headteachers will advise parents of the school's remote learning activities and procedure via the school website.
- Reasonable adjustments can be made for someone with a disability.

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- As a MAT we will share best practice examples of remote learning via our team of remote learning champions and resources banks available on the Microsoft One Drive.
  - Training and support will be offered to staff to develop their knowledge of remote learning, further guidance is later in the policy.
  - We actively encourage all parents to support children with remote learning activities.

### 3. Expectations and Compliance

- During all blended and face to face lessons in school, teachers should follow their in-school guidance and risk assessments.
- When teaching remotely we will ensure that all primary Key Stage 1 children receive a minimum of 3 hours a day across all national curriculum subject areas and all Key Stage 2 children receive a minimum of 4 hours.
- When teaching remotely we will ensure that all secondary aged children receive a minimum of 5 hours a day across all relevant subjects.
- Children will need support and training in how to use remote platforms and how to work independently.
- Teachers will receive training to support their understanding of the key areas of focus when planning remote activities. These include setting work that builds on prior knowledge, sharing good examples of work, supporting class and individual feedback.
- MS Teams is the chosen platform for all visual live lessons. Intervention and small group work can be delivered via the same format.
- All children in upper Key Stage 2, Key Stage 3, Key Stage 4 and Key Stage 5 will receive visual live lessons on a regular basis during school and bubble closure.
- Teachers will monitor attendance for every lesson.
- Teachers will keep records of all pupils' responses to the work set. This does not mean they have to mark every piece of work but they must record whether pupils have submitted it.
- Full live/blended lessons may include periods of short/long teacher input, questioning, sharing screen presentations, videos, visualiser explanations, discussions and demonstrations – please refer to 'Live' lesson best practice document.
- Children are expected to be active in their learning and teachers will monitor engagement daily. Follow up communication with parents will be used when necessary.
- Teachers will monitor children's progress by providing regular feedback, this may be via questioning, task completion and/or assessments.
- Teachers will ensure that support is available for children who may be falling behind.
- Staff MUST continue to adhere to guidance provided in the trust's Safeguarding & Child Protection Policy & Procedure, our SHARE MAT Staff Code of Conduct and our SHARE MAT ICT Policy & Procedure. Teachers are reminded to always adhere to the national professional standards for teachers.
- Extra care should be taken when using visual and audio communication, particularly when staff are speaking 'live' to a group of pupils.



- Staff should ensure that all digital communication with students is on a professional level and only through school-based systems, NEVER through personal email, text, mobile phone, social network or other online medium. Digital communication can take place via personal laptops for both staff and children. Staff should refer to the SHARE MAT acceptable use policy.
- Do not disclose any personal details in the video e.g. address, surroundings, family members.
- Live visual lessons should only show your face and the resources you are using. It is recommended that you use a blurred background/ plain wall background to protect all personal surroundings. Do NOT deliver live lessons from a bedroom.
- Parents will be informed about each academy's remote education provision via the academy website as appropriate. Please see other relevant document section for access to relevant Government guidance.
- Live visual lessons should be recorded using the 'record' button in the central actions panel. Teachers should disable children from being able to record the video themselves.
- Parents and children should be reminded that they must not record the live lesson via any format and/or share the live lesson either via social media or any other method.
- Teachers should share with pupils (at the start of every session) that the normal behaviour policy still applies.
- Live lessons and videos should be saved and stored for children to catch up, re-watch and for safeguarding purposes.
- All files or video links should be uploaded to your normal online portal.
- All safeguarding concerns should be reported to the school safeguarding lead immediately.
- A member of the Senior Leadership Team in each school will be responsible for remote learning.
- Staff should utilise all resources that have been made available to support remote learning for example Oak Academy online, Textbooks.
- IT Support is available from Share MAT central ICT team, if requested.

#### **4. Parental Involvement**

Parents can offer useful assistance to pupils working remotely, particularly for younger children. We welcome parents supporting their children in this way. However, it is vitally important that parents do not directly engage in the lesson and respect that this is still a learning environment for children. Parents who have questions about their child's learning may of course contact the school via the usual routes. If parents or children were to disrupt learning in this way we may have to review their access to live lessons.

#### **5. Government Guidance on remote education - March 2022**



Guidance includes:

- The priority should always be for schools to deliver high-quality face-to-face education to all pupils. Remote education should only ever be considered as a short-term measure and as a last resort where in person attendance is not possible.
- Attendance is mandatory for all pupils of compulsory school age. Schools should consider providing remote education to pupils in circumstances when in-person attendance is either not possible or contrary to government guidance.

This might include:

- occasions when school leaders decide that it is not possible for their setting to open safely, or that opening would contradict guidance from local or central government.
- occasions when individual pupils, for a limited duration, are unable to physically attend their school but are able to continue learning, for example pupils with an infectious illness.
- In these circumstances pupils should have access to remote education as soon as reasonably practicable, though in proportion to the length of absence and disruption to their learning.
- Where needed, schools should consider providing remote education equivalent in length to the core teaching pupils would receive in school and including recorded or live direct teaching time, as well as time for pupils to complete tasks and assignments independently.
- Schools will already have remote education plans in place that have worked for them when face-face education has not been possible. You can continue to use established remote education plans with which staff, pupils and parents and carers are familiar.

Provision for pupils with SEND

- If pupils with special educational needs or disabilities (SEND) are not able to be in school and require remote education their teachers are best placed to know how the pupil's needs can be most effectively met to ensure they continue to make progress.
- Schools should work collaboratively with families and put in place reasonable adjustments so that pupils with SEND can successfully access remote education. In this situation, decisions on how provision can be delivered should be informed by relevant considerations including the support families will require and types of services that the pupil can access remotely.

## 6. Training

- We recognise that further support and training is required for some staff in online remote learning. We are aiming to support staff in a number of different ways. Each school will share good examples of remote learning, we are building a bank of 'how



to' guides for different systems, some are shown below. We will also provide a library of some good examples for staff to watch and learn from. We will develop our remote learning priorities as staff and children become more familiar with our remote activities.

- A written 'how to' MS Teams guide has been created for staff and students and is accessible via the link below.  
<https://start.sharemat.org/wp-content/uploads/2020/07/Access-Teams-Classes-Students.pdf>

- A video 'how to' guide has been created for staff and students and is accessible via the link below.

Staff Introduction to using MS Teams

<https://www.youtube.com/watch?v=7tdbnP24kiU>

Staff guide to joining a Teams meeting

<https://www.youtube.com/watch?v=krVCkMhLaSo>

Student guide to accessing MS Teams

<https://www.youtube.com/watch?v=zEpazkRGBSM>

- A team of remote learning volunteers are based in each school and will support staff individual training needs.
- The SHARE MAT Remote learning toolkit is available to support staff

## 7. Live lesson wellbeing checks

- We recognise that staff and students are operating outside their expected 'normal' ways of working, and it important that leaders at all levels support the normal operation of lessons
- Where, during times of face-to-face education, academies operate lesson checks to support staff with behaviour and to monitor the climate for learning, these practices may be adapted during times of remote learning
- Senior and middle leaders at academies may visit online lessons on a daily basis to provide an informal check-in on the following aspects:
  - **Student wellbeing** – Are students keeping well and maintaining positive mindsets?
  - **Staff wellbeing** – Similarly, are staff maintaining good mental wellness, and do they require any further support?
  - **Maintenance of positive practices** – Academies' routines are strongly embedded, and remote learning means that daily lesson checks may be performed remotely, too



- **Student attendance** – Leaders may reinforce the importance of attendance to students, through positive praise and rewards
  - **Student behaviour** – As with face-to-face learning, leaders support teachers to maintain high standards of behaviour and to remind students of the importance of reducing low-level disruption; these practices, if required, may be employed through remote methods
  - **Curriculum engagement** – Are students engaging with the work they are being set, and are they completing assignments set by teachers in line with expectations?
- Above all, these are supportive virtual visits which are intended to maintain normal ways of face-to-face working remotely, including highly visible and present leaders attending lessons
  - Should further intervention be required, leaders may use 'break out rooms' in Microsoft Teams in order to discuss issues with individual students, in line with parameters described earlier in this document
  - It is important to emphasise that visits to lessons are purely supportive, are not judgemental for teachers, and should not be treated as 'drop-ins' or as part of formal quality assurance linked to appraisal process

### Other relevant policies/documents: –

SHARE MAT Remote 'Live' Lesson Best Practice document  
SHARE MAT Safeguarding & Child Protection Policy & Procedure  
SHARE MAT ICT Policy & Procedure  
SHARE MAT Staff Code of Conduct  
Individual academy SEND Policies

Remote Education Provision Template – [Providing remote education: guidance for schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/providing-remote-education-guidance-for-schools)

[Statutory obligations and expectations - Get Help with Remote Education - GOV.UK](https://www.gov.uk/get-help-with-remote-education)