

# REMOTE LEARNING POLICY

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Policy document SP27

## RISE LEARNING ZONE

### REMOTE LEARNING POLICY

#### **Philosophy**

RISE has always strived to be creative, innovative and support our parents/children in the best way possible to make learning purposeful and holistic. Our strategy for remote learning continues this.

#### **Aims**

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (inc. SEND) who aren't in school through use of quality Online and offline resources.
- Provide clear expectations members of the school community with regards to delivery high quality interactive remote learning
- Include continuous delivery of the school curriculum, as well as support of Motivation, Health and Well-Being and Parent support
- Support effective communication between the school and families and support attendance

#### **Who is this policy applicable to?**

Remote learning will be shared with families when they are absent due to Covid-related reasons. Remote learning is not presently offered beyond Covid-related cover.

#### **Content and Tools to Deliver This Remote Education Plan**

Resources to deliver this Remote Education Plan include:

- Phone calls home
- Printed learning packs
- Physical materials such as story books and writing tools

- Online tools for KS3/4:
  - RISE Hub bespoke networking platform
  - MS Teams
  - School subscription resources:
    - MathsPad
    - Literacy Planet
    - The Nutrition Programme

### **Home and School Partnership**

RISE 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.

RISE will provide an induction for parents on how to use remote resources as appropriate and where possible, provide personalised resources.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. RISE would recommend that each 'school day' maintains structure

We would encourage parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils with work encouraging them to work with good levels of concentration.

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 case-to-case basis.

### **Roles and responsibilities**

#### **Teachers**

RISE will provide a refresher training session and induction for new staff on how to use RISE Hub and MS Teams.

When providing remote learning, teachers must be available during school hours on their work days.

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.

Pastoral staff and tutors are collectively responsible for identifying the level of support required for individual learners.

Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs

When providing remote learning, teachers are responsible for:

- Setting work:
  - Teachers will set work for the pupils in their classes.
  - The work set should follow the usual timetable for the class had they been in school, wherever possible
- Providing feedback on work:
  - Feedback should be provided as expeditiously as possibly according to the marking policy.
- Keeping in touch with pupils who aren't in school:
  - If there is a concern around the level of engagement of a pupil/s parents should be contacted via phone to assess whether school intervention can assist engagement.
  - All parent/carer contact should come through the welfare officer (Fiona Bourne)
  - Any complaints or concerns shared by parents or pupils should be reported to a member of the board according to RISE' complaints policy – for any safeguarding concerns, refer immediately to the DSL

### **Pastoral Support Staff:**

RISE will provide a refresher training session and induction for new staff on how to use RISE Hub and MS Teams.

Pastoral staff must be available during school hours on their work days.

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.

During the school day, support staff must complete tasks as directed by a member of the management team.

Pastoral staff and tutors are collectively responsible for identifying the level of support required for individual learners.

### **Senior Leaders - The Board of Directors**

Senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school including daily monitoring of engagement.
- Monitoring the effectiveness of remote learning – explain how they'll do this, such as through regular meetings with teachers and support staff, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

### **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.

### **Pupils and parents**

Staff can expect pupils learning remotely to:

- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers
- Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it – if you know of any resources staff should point parents towards if they're struggling, include those here
- Be respectful when making any complaints or concerns known to staff