



FACT

01689842268

www.factrust.org



Remote Learning Policy

Reviewed: June 2024

Next review: June 2025

FACT Trust strives to be creative, innovative, and to 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 are not in school, through use of quality online resources.
- Provide clear expectations for members of the school community with regards to the delivery of high quality interactive remote learning.
- Include continuous delivery of the school curriculum.

Who is this policy applicable to?

- A child who is isolating, but well enough to work, when their whole class is at school.
- A child when his/her whole class is not permitted to attend school (e.g. due to medical restrictions or weather circumstances)

Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Google Classroom
- Use of recorded video
- Phone calls home
- Use of content websites e.g. BBC Bitesize, LGFL, and Oak National Academy
- School endorsed apps such as Spelling Frame, Bug Club and Times Tables Rockstars
- Printed learning packs (for those unable to access online learning)
- Physical materials such as story books and writing tools.

Home and School Partnership

The Trust is committed to working in close partnership with families and recognises that each family is unique. Because of this, remote learning will look different for different families in order to suit their individual needs.

The school will provide:

- A guide for parents on how to use Google Classroom
- Provide the children with regular opportunities in school to use Google Classroom in order to embed their familiarity with the system.

- Regular homework using Google Classroom so that families are familiar with the system.
- Set work promptly

We would encourage parents to:

- Find a suitable space for their child to work, if this is possible.
- Support their children in the completion of work, encouraging them to work with good levels of concentration, but not completing the work *for* the child.
- Contact school as soon as possible if they are having trouble accessing the online work.

On Line Safety

All children complete computing and PHSE lessons which focus on online safety. Children are expected to comply with this learning when using devices in school and when working on computers at home.

Roles and responsibilities

Teachers

The school will provide regular refresher training sessions, and induction for new staff, on how to use Google Classroom.

When providing remote learning, teachers are responsible for:

- Setting work for the pupils in their classes on Google Classroom, which should follow the same curriculum for the class had they been in school, wherever possible
- Working with parents to find an appropriate solution if they are unable to access Google Classroom.
- Ensuring that work is appropriately differentiated and that pupils with EHC plans continue to have their needs met while learning remotely
- Providing feedback on work
- Keeping in touch with pupils who are not in school and their parents via the school systems, email or phone calls.

Any complaints or concerns shared by parents or pupils should be reported to the appropriate phase leader.

For any safeguarding concerns, refer immediately to the DSL

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school, including monitoring of engagement.
- Monitoring the effectiveness of remote learning, through regular monitoring of Google Classroom.
- 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 Policy.

IT Manager

The IT Manager is responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff with any technical issues they're experiencing
- 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

The SENCo

The SENCo is responsible for:

- Liaising with the IT technicians to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.
- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the head of school and other organisations to make any alternate arrangements for pupils with EHC plans.
- Identifying the level of support required for SEND children

Pupils

Staff can expect pupils learning remotely to:

- Complete work to the time frame set by teachers
- Seek help if they need it from teachers
- Alert teachers if they are not able to complete work

Governing Body

The governing board is responsible for:

- 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

Links with other policies and development plans

This policy is linked to our:

- Safeguarding
- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Online safety acceptable use policy