

# Remote Learning Policy – Whole School

## Embleton View

For the purpose of this document, 'students' refers to all children at Embleton View. However, we refer to primary age children as 'pupils', and secondary age children as 'students'.

*Embleton View strives to support students in overcoming barriers to learning and life. We believe our school will nurture all individuals in their journey to achieve their full and unique potential. Our strategy for remote learning continues this ethos.*

### Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all students who are not in school through use of quality Online and offline resources.
- Provide clear expectations for the members of the school community with regards to the delivery high quality remote learning.
- Include continuous delivery of the school curriculum.
- Support effective communication between the school and families and support attendance.

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

Resources to deliver this Remote Education Plan include:

- Online tools - Google Classroom/BBC Bitesize, if required we will support parents/carers around how to use Google Classroom.
- Phone calls home to support students and parents/carers
- Printed learning packs that are sent to the student's home.
- Physical materials such as books and writing tools.
- Timetable and structure that allows for remote learning.
- Support from the school with the provision of technology when required (Laptop and Desktop Computers).

### Home and School Partnership

Embleton View is committed to working in close partnership with families and recognises each family is unique. Because of this remote learning will look different for different families to suit their individual needs. Where possible, it is beneficial for young people to maintain a regular and familiar routine. Embleton View will work with parents/carers so that each 'school day' has a set structure. We encourage parents/carers to support their children's work, including finding an appropriate place to work. Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents/carers should contact school promptly and alternative solutions may be available. These will be discussed on case-by-case basis.

### Roles and responsibilities

#### Learning Development Coordinators (LDCs)

When providing remote learning, LDCs must ensure that students, parents/carers are informed well in advance of the time that a session is planned to take place. 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, LDCs are responsible for:

- Setting work
- Completing welfare calls as required
- Providing feedback on work and ensure any assessment is recorded
- Keeping in touch with students who are not in school and their parents/carers
- Ensuring that if there is a concern around a student's level of engagement parents/carers should be contacted via phone to assess how school intervention can assist engagement.
- Any complaints or concerns shared by parents/carers or students should be reported to a member of SMT.

**Any safeguarding concerns must be referred immediately to the DSL or the Deputy DSL**

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### **Learning Coaches**

Learning Coaches must be available between to support online learning and the making of welfare calls as required. 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, Learning Coaches must complete tasks as directed by the LDC that they are working with or by the SMT.

### **Senior Management**

Senior management are responsible for:

- Co-ordinating the remote learning approach across the school including monitoring of engagement.
- Monitoring the effectiveness of remote learning – explain how they will do this, such as through regular meetings with LDCs, reviewing work set or reaching out for feedback from students and parents/carers
- 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.

Students who are considered at risk from additional time in the home will be timetabled into the school day as a priority with remote learning used to a minimum. All students will receive welfare calls on a daily basis or as appropriate.

### **Students and parents/carers**

Staff can expect students learning remotely to:

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

Staff can expect parents/carers with students learning remotely to:

- Make the school aware if their child is sick or otherwise cannot complete work.
- Seek help from the school if they need it.

**Legal Status:** Complies with The Education (Independent School Standards) (England) Regulations currently in force.

### **Applies to:**

- The whole school and all other activities provided by the school, inclusive of those outside of the normal school hours
- All staff (teaching, support and admin staff), students on placement, the Proprietors, agency staff and volunteers working in the school.
- Visitors and contractors accessing the site.

### **Availability**

- This policy is made available to parents, staff and students as a hardcopy upon request from the school office.




### **Monitoring and Review:**

This policy will be subject to continuous monitoring, refinement and audit by the Headteacher. The Headteacher and/or the Proprietors and/or a suitably appointed delegate will undertake a formal review of the policy, by no later than two years from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

### **Related documents**

- Safeguarding policy
- Child protection policy
- Data protection policy
- Online Safety policy

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Date published: 14/01/2021	Date published: 14/01/2021	Date published: 14/01/2021
Reviewed: 01/02/2021 Reviewed: 20/05/2022 Reviewed: 12/08/2023 Reviewed: 13/08/2024		

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