

**Remote Education Policy**

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| **Policy Details** |  |
| Policy prepared by: | Claire Fairburn, Assistant Principal |
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| Approved by Governors | December 2023 |
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**1. Statement of School Philosophy**

Our aim is to offer what our students need to help them make the most of their potential. This requires a highly flexible approach, specialised skills and lots of experience in working with young people with additional needs.

After an analysis of which groups of students have access to a computer, laptop or tablet; mobile data and Wi-Fi, a bespoke package has been put in place for individuals if they are unable to attend school for any reason: forms of ill-health or time away from school.

The package includes:

* A week's worth of physical work to complete from home including all resources and equipment;
* Access to lessons via The Oak National Academy and/ or Seneca;
* Weekly lessons posted on the school’s YouTube page;
* Weekly assemblies posted on the school’s YouTube page.

# 2. 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 the use of quality online and offline resources.
* Provide clear expectations to members of the school community with regards to the delivery of high quality interactive remote learning.
* Include continuous delivery of the school curriculum, focusing on the ‘Safe, Ready, Respectful’ agenda.
* Support effective communication between the school and families whilst supporting attendance.

# 3. Who is this policy applicable to?

* A student who is absent whilst the rest of the school are attending school and being taught as normal.
* A student who is on The Edge Academy role who is in between placements;
* A student who has been suspended for a set period of time;
* A student who is off school due to ill-health or any other feasible reason.

**4. Content and Tools to Deliver the Remote Education Plan**

Resources to deliver this Remote Education Plan include:

* The Oak National Academy lessons
* Use of Seneca website
* Use of recorded video placed on YouTube for lessons, assemblies or form time activities
* Phone calls home
* Printed learning packs
* Physical materials such as text books and writing resources
* Use of Mathletics and BBC Bitesize
* Use of CGP workbooks and revision guides
* Fiction and non-fiction books bespoke to reading age sent home
* Links and passwords to access Lexia PowerUp (if a reading age of ten and under)

# 5. Home and School Partnership

# The Edge Academy 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. The Edge Academy will provide an online training session and induction for students on how to use The Oak National Academy and/or Seneca. A guide will also be sent out to provide a step by step account of how to access it.

# We would encourage parents/carers to support their child’s work, including finding an appropriate place for them to work and, to the best of their ability, support students 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/carers should contact school and alternative solutions will be made available. These will be discussed on a case-by-case basis.

# All students sign an ‘Acceptable Use Policy’ at school which includes e-safety rules and this applies when students are working on computers at home. 6. Roles and responsibilities

Teachers

The Edge Academy will provide a training session and induction for new staff on how to use Oak National Academy/ Seneca.  
  
When providing remote learning, teachers must be available between 8.30am and 3.30pm.

If staff 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 by contacting the Assistant Principal in charge of cover arrangements**.**

When providing remote learning, teachers are responsible for:

* Setting work:
  + Teachers will set work for the students 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:
  + All completed work submitted on the day will have a guaranteed teacher response with comments by 5pm the next day.
  + All curriculum tasks submitted after 3.30pm will have a teacher’s comment by the end of the week.
* Keeping in touch with students who aren’t in school:
  + If there is a concern around the level of engagement of a student, parents/carers should be contacted via phone to assess whether school intervention can assist engagement.
  + All parent/carer emails should come through the school email account: [info@theedgeacademy.co.uk](mailto:info@theedgeacademy.co.uk)
  + Any complaints or concerns shared by parents/carers or students regarding remote learning should be reported to [claire.fairburn@theedgeacademy.co.uk](mailto:claire.fairburn@theedgeacademy.co.uk) and for any safeguarding concerns, refer immediately to the DSL, Jas Greene, at [jas.greene@theedgeacademy.co.uk](mailto:jas.greene@theedgeacademy.co.uk) (see our Safeguarding and Child Protection Policy for more information).

**Teaching Assistants/ Learning Mentors**

Teaching assistants/ Learning Mentors must be available between 8.30am and 3.30pm

If staff 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, teaching assistants must complete tasks as directed by their line manager.

Senior Leaders

Alongside any teaching responsibilities, 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 subject leaders, reviewing work set or reaching out for feedback from students and parents
* 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.

IT Support

The IT technician 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/carers with accessing the internet or devices.

The SENDCo

Liaising with the ICT technician 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 EHCPs continue to have their needs met whilst learning remotely, and liaising with the Principal and other organisations to make any alternative arrangements for pupils with EHCPs.

The Business Manager

* Ensuring value for money when arranging the procurement of equipment or technology.
* Ensuring that the school has adequate insurance to cover all remote working arrangements.

Students and Parents/Carers

Staff can expect students learning remotely to:

* Complete work by 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/carers with children learning remotely to:

* Make the school aware if their child is sick or can’t complete work.
* Seek help from the school if they need it.
* Be respectful when making any complaints or concerns known to staff.

Governing Body

The governing body 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.

# 7. Links with other policies and development plans

This policy is linked to our:

* Safeguarding and Child Protection Policy
* Behaviour Policy
* Data Protection and GDPR Policies and Privacy Notices
* Code of Conduct