



# Inspire Education Trust

Together we achieve, individually we grow

## Remote Learning Policy

Blue Coat CE Secondary School

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**Policy Date:** July 2023

**Review Date:** July 2025

## Document History

Version	Status		Date	Author	Summary Changes
V1			October 2021	Clare Taylor	
V2			July 2023	Zara Yasmeen	Staff role changes

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# Introduction

At Blue Coat Church of England School, our vision is “Living life in all its fullness”. We exist to equip our students to ‘live life in all its fullness’ by providing excellent education, which is distinctively Christian and inclusive of all. At the heart of this education are the values of Care, Hard Work, Respect, Integrity and Servanthood, working Together for the good of all individuals, the school and wider communities.

## 1. Aims

This remote learning policy aims to:

- Ensure consistency in the approach to remote learning for pupils who are not in school.
- Set out expectations for all members of the school community with regards to remote learning.
- Provide appropriate guidelines for data protection.

## Responsibility

The Inspire Education Trust Board of Directors have a responsibility for the oversight of this and all policies within the Trust’s academies and may delegate the implementation and review of this policy in accordance with our Scheme of Delegation.

## 2. Roles and Responsibilities - Teachers

Teachers will support students by providing remote learning that is in-line with the current curriculum sequence.

All live lessons and resources should be made available to students via TEAMS

Provision for each scenario is summarised below;

### Full remote learning (whole year group bubble/full lockdown)

Teachers will provide a blended learning experience that will include a combination of ‘live’ TEAMS lessons, voice over Power Points and assignment tasks to embed class learning. Teachers will request the submission of designated assignment tasks; feedback for these tasks will be provided in a timely manner.

### The majority of the class and teacher are in school, but one or more pupils are isolating at home.

Where possible teachers will ‘live’ stream lessons via TEAMS; if this is not feasible alternative provision should be provided. Lesson resources and assignments will be uploaded onto TEAMS. Feedback for designated assignment tasks will be provided in a timely manner.

### The class are in school, but the teacher is isolating and delivering the lesson remotely.

Where appropriate the teacher will teach a live lesson through TEAMS, supported by a cover supervisor/teacher to manage the class. If this is not feasible then alternative provision such as a voice over Power Point should be provided.

Homework will be set via Class Charts; feedback will be provided in a timely manner.

When providing remote learning, teachers should refer to the Remote Learning Protocol for guidance.

### **Ensuring remote education is inclusive for SEND students**

In conjunction with LSAs, teachers will adapt and modify the remote provision appropriately for students with special educational needs and disabilities.

### **Providing feedback on work:**

- Feedback will be given in-line with the whole school feedback policy.
- Students will be given guidance about the work that should be submitted, including date of submission, explanation of the task and how the students should submit the work.
- Feedback will be shared with pupils via the most appropriate medium e.g. Microsoft Office forms, e-mail or GCSE Pod.

### **Keeping in touch with pupils who aren't in school and their parents:**

- When a whole tutor group is not in school, tutors are expected to contact tutees on Monday, Wednesday and Thursday via Teams in tutor time. If students do not attend the tutors are expected to contact home.
- Where only one or a small number of tutees are missing then the tutor will be expected to make contact with the tutee(s) at least once a week.
- Teachers and tutors are not expected to respond to parent and student emails outside of normal working hours.
- The DSL should be contacted immediately in person, if there are any safeguarding concerns. If the member of staff is in isolation and teaching from home then the DSL should be contacted by phone.
- High standards of behaviour are expected from students, the behaviour policy should be followed as normal. If behaviour is extreme then the individual should be removed from TEAMS lessons & parents contacted.

## **3. Roles and responsibilities - Learning Support Assistants**

LSAs who are responsible for supporting key groups of students, such as a year group, will continue to support those students through regular contact whilst home learning. This contact will ideally be via telephone in the first instance, but then may primarily be via email depending on the level of need and support required.

If any student requires work adjusted for them, the LSA will facilitate this by coordinating with the SENDCO, who will then discuss with the relevant department. Whilst we have high expectations of learners and standards of work, we also realise that remote learning creates specific challenges for some of our learners. We are realistic in our expectations and understand the need to make adjustments where required.

## **4. Roles and responsibilities - Heads of Departments**

- Work with staff teaching their subject remotely to make sure all work set is appropriate and in-line with the Remote Learning protocol. Ensure that the setting of work is distributed equally across the department.
- Alert teachers to resources they can use remotely.

## **5. Roles and responsibilities - Senior Leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school; this will be communicated to all stakeholders via the website and e-mail.

## **6. Roles and responsibilities - Designated Safeguarding Lead**

See Child protection policy.

## **7. Roles and responsibilities - IT staff**

IT staff should be contacted via ICT support e mail [support@bluecoatschool.com](mailto:support@bluecoatschool.com)

IT are responsible for;

- Fixing issues with systems used to set and collect work
- Supporting staff, students and parents 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

## **8. Roles and responsibilities - Pupils**

Staff can expect pupils learning remotely to:

- Use TEAMS to access all remote learning resources and live lessons
- Be contactable during the school day – although consider they may not always be in front of a device the entire time
- Complete work and submit to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they are not able to complete work

When accessing live lessons students must adhere to the behaviour expectations as detailed below;

- Students should not allow anyone else to view or record the lesson
- When joining the lesson students should switch their microphone and camera off and say 'hello' via the chat facility to register. The chat facility can also be used to ask and answer questions
- Be respectful to your online peers, and teacher, do not chat over on another, use the raise hand facility and wait to be asked to unmute by the teacher

- Students should consider where their computer, phone or tablet is located and ensure there is nothing inappropriate in the background and that background noise is limited. If in a bedroom for example please keep the camera off at all times, and if your camera is turned on at any point ensure you are dressed appropriately
- Any poor behaviour will result in students being removed from the TEAMS lesson, a parental conversation and a consequence in-line with the behaviour policy. This includes; recording of the lesson in any way, including filming, taking pictures, screenshotting or sharing on any other device is forbidden. Sharing inappropriate material or any use of inappropriate or offensive language in the chat facility will result in sanctions.

#### **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; parents should use the 'Student guide to remote learning' available on the website in the first instance for guidance. If they need additional guidance they should contact the child's tutor and/or class teacher.
- Be respectful at all times when contacting staff.

Many pupils will find self-isolation difficult, both socially and emotionally it is important your child gets fresh air and exercise. Encouraging them to focus on an aspect of physical health and wellbeing is also helpful. Offering a range of learning experiences that are broad and varied will support your child to engage with their class work. This may take the form of live lessons streamed through the TEAMS function, resources uploaded onto files for them to access and work independently, sending work back to their teachers for feedback and marking.

Support for all aspects of remote learning is available on the website; [Remote Learning website link](#)

### **9. Roles and responsibilities - 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.

### **10. Who to contact;**

If students/parents have any questions or concerns about remote learning, they should contact the following individuals:

- General enquires- e-mail; [admin@bluecoatschool.com](mailto:admin@bluecoatschool.com)
- Issues with work- Contact class teacher by e-mail
- Pastoral Issue- [pastoral@bluecoatschool.com](mailto:pastoral@bluecoatschool.com)
- Issues with IT – Contact ICT support by e-mail; [support@bluecoat.com](mailto:support@bluecoat.com)
- Support for SEND students; [SEND@bluecoatschool.com](mailto:SEND@bluecoatschool.com)

## 11. Data protection

A Data Protection Impact Assessment has been completed and authorised by the Data Protection Officer and the Head Teacher for the use of Microsoft Teams to support remote learning.

Staff may only use Microsoft Teams in accordance with school decisions taken in the Impact Assessment. Guidance notes and training have been provided to staff, and by following the guidance, staff are able to comply with the Impact Assessment.

No new or unauthorised IT systems may be used by staff to support remote learning until systems have been screened for data protection issues, documented, and authorised for school use. HODs to check with the Data Protection Lead (MDO) regarding whether specific systems can be used.

### Monitoring arrangements:

This policy will be reviewed every 2 years by Assistant Head Teacher- Teaching and Learning. At every review, it will be approved by the Board of Directors.

### Links with other policies

This policy is linked to our:

- Behaviour policy and coronavirus addendum to our Behaviour policy
- Child protection policy and Safeguarding policy
- Data protection policy and Privacy Notices
- ICT acceptable use policy- staff and students



Reviewed by: Zara Yasmeen July 2023

Next Review Date: July 2025

Approved by Governor/Headteacher: July 2023

Signed:

*V. Shelley*

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Victoria Shelley  
Headteacher

*Charlotte Marten*

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Charlotte Marten  
Chair of Governors