Remote Learning Policy

2024

Adopted by: Walthamstow Academy

Date: June 2024

Signed off by: Emma Skae   Geoff Skewes

Role: Principal   Chair of Governors

Review frequency: Annually

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A. Rationale

At Walthamstow Academy, we are committed to providing high-quality education consistently, including when students cannot be in the building. This policy outlines our provision of remote learning.

B. What is Remote Education?

Remote education is the education provided by Walthamstow Academy that takes place outside the school building and it may include:

- Situations when the academy is closed unexpectedly to large numbers of students (eg flood, power, pandemic)
- Situations when individuals cannot attend school but who are well enough to learn (eg due to a medical procedure, disability, being suspended, health issue….)

C. What does Remote Learning look like?

Teachers will provide work on Google Classroom with as much advance notice as possible.
The work set will cover the period of remote learning (e.g., if the academy is closed from period 3-5, work for those subjects will be set according to the student's timetable).

Work set might include:
1. Recorded lessons
2. Voice-over PowerPoints
3. Worksheets
4. Assignments set on an online learning platform
5. Lessons for the whole class on Teams
6. Other teacher-assigned work

D. Individual Cases

Where students are unable to be in school but able to be educated remotely, work will be set for them on Google Classroom. This will usually be according to their timetables, ensuring they can follow their normal timetable. In such instances, the following should happen:
1. HoYs will inform teachers of missing students and the duration of their absence
2. Teachers will post work for students who are absent and incorporate elements of self-assessment where possible
3. Teachers will ensure that the work set covers the period of absence
4. Parents will support the work at home
5. Students will submit work to their teachers
6. The academy will make reasonable adjustments for students with SEND to access remote education, considering the support families will need and the types of services students can access remotely.

E. Group or whole school cases

If whole classes, whole year groups or the whole academy needs to work remotely, teachers may use Teams to teach live lessons. Where possible these lessons follow the academy timetable and students are sent a lonk to log onto at the correct time. Registers are taken and engagement and interaction in lessons is expected. Teams lessons can be supplemented with work as described in part C.

F. HoDs are responsible for:
- Quality assurance of work
- Guiding their departments on materials to use during remote learning

G. HoYs are responsible for:
- Informing teachers of students requiring remote education
- Monitoring student engagement with remote education

H. The SLT lead for Remote Education is responsible for:

1. The overarching responsibility for the quality and delivery of remote learning
2. Ensuring staff are trained and confident in the use of the academy's digital platforms for remote education provision
3. Overcoming barriers to digital access, for example:
    a. Distributing academy-owned laptops with user agreements.
    b. Securing appropriate internet connectivity solutions.
    c. Providing printed resources, such as textbooks and workbooks, supplemented with other forms of communication to keep students on track or answer questions about work.
4. Checking student engagement with remote learning and work with families to identify effective solutions where engagement is a concern.
5. Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set, and gathering feedback from students and parents.
6. Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
7. Alerting parents and carers when remote learning is in place for students
8. Ensuring all members of Walthamstow Academy follow safeguarding policies when working remotely (with the DSL).

I. IT staff are responsible for:
- Maintaining online systems to ensure they function properly and deliver remote lessons when needed.
- Assisting academy members with technical issues.

J. Students should:
- Complete work by the deadlines set by teachers
- Seek help from teachers or LSAs if needed
- Inform teachers if they are unable to complete work
- Follow the academy's standard behaviour and conduct rules, as well as any specific online behaviour rules where applicable

K. Parents should:
- Engage with the academy and support their child's learning by establishing a routine that mirrors the normal academy day as closely as possible
- Notify the academy if their child is sick or unable to complete their work
- Reach out to the academy for assistance if needed; staff can provide information on helpful resources

L. This policy links with our other policies, such as:
- Curriculum, Teaching and Learning Policy and Assessment Policy
- Data Protection Principles
- Safeguarding Policy
- SEND Policy

M. Legal Framework

This policy has due regard to all relevant legislation and statutory guidance, including but not limited to:
- Providing Remote Education (2023)
- Equality Act 2010
- Education Act 2011
- Keeping Children Safe in Education (KCSIE 2023)