



LANDAU
FORTE
COLLEGE
DERBY

Policy Name	Remote Learning
Policy Number	1
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Author	LR
Reviewed by	
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1. Statement of Curriculum Intent

Our approach to the curriculum is holistic, **coherent and provides equity for learners**. The curriculum is **logically sequenced** and ensures our students have regular opportunities to practise what they know, constantly **building and deepening their knowledge and skills**.

Our curriculum intent is driven by a strong moral purpose to ensure what we offer is personalised, **ambitious** and reflective of opportunities that exist globally, nationally and locally.

We strive for our students to be **responsible, safe and healthy** citizens in the real and digital world with an acute awareness of their role in positively shaping the future.

We intend a Landau Forte student to have a **memorable experience** in and outside of the classroom through providing outstanding teaching and enrichment opportunities.

2. Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all students (including SEND) who are not in College through use of quality online and offline resources
- Provide clear expectations members of the College community with regards to the delivery of high quality interactive remote learning
- Include continuous delivery of the College curriculum, as well as support of motivation, health and wellbeing and parent support
- Consider continued education for staff and parents/carers (E.g. Staff training, virtual parents' evenings)
- Support effective communication between the College and families and support attendance and engagement

3 .Who is this policy applicable to?

- A child who is absent because they are awaiting test results and the household is required to self-isolate. The rest of their College bubble are attending College and being taught as normal.
- A child's whole bubble is not permitted to attend College because they, or another member of their bubble, have tested positive for Covid-19.
- National lockdown leading to school closure for many students

Remote learning will be shared with families when they are absent due to Covid-19 related reasons and not to all at the start of the week.

4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Show My Homework
- Seneca
- Microsoft Teams
- Use of Recorded video

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- Phone calls home
- Printed learning packs
- Physical materials such as books
- Use of BBC Bitesize, Oak Academy and some subject-based platforms

5. Home and College Partnership

Landau Forte College is committed to working in close partnership with families.

We will communicate with parents/carers to inform them of the appropriate platforms for online learning. This includes Show My Homework and Microsoft Teams.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Landau Forte College would recommend that each 'College day' maintains structure. We have provided remote learning guidance already and are able to re-issue. This includes students following their usual school timetable, with the full, broad range of subjects, when learning remotely.

We would encourage parents/carers to support their children's work, including finding an appropriate place to work and, to the best of their ability, support students with work 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 College promptly and alternative solutions may be available. These will be discussed on case-by-case basis.

All students sign an 'Acceptable Use Policy' at College which includes e-safety rules and this applies when children are working remotely at home. Parents/carers have received information for remote learning and guidance is also available on the website.

6. Roles and responsibilities

Teachers

To note: the suggested responsibilities below relate to where a whole class/bubble is isolating and would be reduced when it is fewer children isolating and the majority of the class are in College.

Landau Forte College has provided staff training on the use of platforms used for remote learning. College will provide refresher training sessions for staff when needed and/or in line with national changes. Teachers are expected to:

- set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects
- set work that is of equivalent length to the core teaching pupils would receive in school
- provide frequent, clear explanations of new content, delivered by a teacher or through high-quality curriculum resources or videos
- have systems for checking whether pupils are engaging with their work, and inform parents immediately where engagement is a concern. This will be actioned by pastoral teams.
- gauge how well pupils are progressing through the curriculum using questions and other suitable tasks, and provide feedback using digitally facilitated or whole-class feedback where appropriate
- adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding

When providing remote learning, teachers must be available in usual College working hours.

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, 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 College, wherever possible. Projects will not replace this.
 - Teachers will set work on Show My Homework and MS Teams in some instances. In the event of closure, Show My Homework becomes the remote learning platform, not a homework platform.
 - Teachers will set work in time for the lesson start time wherever possible so the work is readily available for students to access at the correct timetabled slot.
- Providing feedback on work:
 - Provide weekly feedback using digitally facilitated or whole-class feedback where appropriate. Teachers will decide the most appropriate way to feedback through SMHW, MS Teams or the College e-mail system and be guided by Directors of Learning and Curriculum Leaders.
 - Questions about the learning posted on Show My Homework and/or MS Teams will be responded to by teachers, preferably within the session time.
 - Directors of Learning and Curriculum Leaders will agree with teachers which tasks that have been submitted online will be marked as per the College Assessment and Marking Policy. These will be clearly communicated with teachers and students.
- Keeping in touch with students who aren't in College and their parents/carers:
 - Concerns regarding student engagement/ submissions should be directed to the Personal Tutor in the first instance (and the Designated Safeguarding Lead and/or Individual Needs Team if appropriate).
 - Pastoral Teams will have systems for checking, at least weekly, whether pupils are engaging with their work, and inform parents as promptly as possible where engagement is a concern.
 - All parent/carer and student emails should come through the College e-mail system
 - Any complaints or concerns shared by parents, carers or students should be reported through the usual channels. For any safeguarding concerns, refer immediately to the DSL.

Learning Support Assistants

Learning Support Assistants must be available between the usual working hours.

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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 College day, teaching assistant must complete tasks as directed by a member of the SENCO.

Leaders

Alongside any teaching responsibilities, leaders are responsible for:

- Co-ordinating the remote learning approach
- Review the effectiveness of remote learning

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.

Technical Systems Manager:

- Monitoring the security of remote learning systems, including data protection, security and online safeguarding considerations (preferably alongside the Exec Team)
- Support the training of staff in new systems such as Microsoft Teams, ensuring staff are able to use this safely

IT Technicians

IT technicians are 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 students and parents/carers with accessing the internet or devices

The SENCO

Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible to all students and that reasonable adjustments are made where required.

- Ensuring that students with EHC plans continue to have their needs met while learning remotely, and liaising with the Exec Team and other organisations to make any alternate arrangements for students with EHC plans and IHPs
- Identifying the level of support

Students and parents/carers

Staff can expect students learning remotely to:

- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers via Show My Homework or College e-mail only (no personal e-mails)
- Alert teachers if they're not able to complete work via Show My Homework or College e-mail only (no personal e-mails)

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

- Make the College aware if their child is ill or otherwise can't complete work
- Seek help from the College if they need it
- Follow guidance on the remote learning area of the website
- Be respectful when making any complaints or concerns known to staff

Trust Board

The trust board is responsible for:

- Monitoring the College'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
- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Online safety acceptable use policy
- Staff Code of Conduct



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