



# REMOTE LEARNING POLICY

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**Review Date:** September 2023

**Next Review Date:** September 2024

## Policy Statement

If the Provision is to undergo enforced temporary closure due to government and/or public health guidelines, related to COVID 19 we have designed this policy to make sure we can still support our students adequately. We also need to consider the management of students who go into self-isolation for any reason.

Our remote Education platform is Google Workspace. Each student will be given an account they can log onto the platform with. Within this we will use Google Classroom for virtual classes and Google Sheets/Google Classroom for classwork and homework.

## The aims of this policy

To outline procedures and practice for remote delivery of learning in local/national lockdown.

To outline procedures and practice for students in self-isolation, and are otherwise fit and healthy, to continue with their academic program.

To outline procedures and practice for staff in self-isolation, and are otherwise fit and healthy, to continue with teaching, and setting, marking, and feeding back on student work as part of a normal Provision program.

## Student Expectations

- Students should retain structure to their education day starting with log-in to Google Classroom by the time specified by the teacher or senior management.
- Check Google Classroom to access the posts/resources for each lesson and work through tasks in a timely fashion.
- Complete all set work and hand in work to the teacher in the agreed manner
- e.g., upload, photograph, scan etc.
- Use designated messaging within Google Classroom to communicate with their teacher and ask questions if they do not understand/require help within normal Provision teaching hours. They may need to email senior management or their teacher if they are having difficulties with the system or for a longer question.
- Students may need to photograph work of a visual nature and use Google Classroom or email to submit this to their teacher or senior management.
- Deadlines must be met where practically possible; senior management will be informed if they are not.
- All interactions on Google Classroom are to be of classroom level type discussions. Students are to keep personal conversations to a minimum

- Appropriate dress is expected for remote learning
- Consider what is in the background of your videoed content or chat – ask if you don't know how to blur background.
- Attend all class sessions unless actually ill – in which case a parent(s)/carer(s) must report the illness to the main office.

## Teacher Expectations

- Upload teaching materials and lessons to Google Classrooms
- Teachers will endeavour to set work equivalent in length to the lessons on their revised timetable and be available during scheduled lessons to answer any questions students may have via google Classroom Chat. It is recognised that it is not easy to estimate the time it takes for students to complete work and some students will work faster than others. An element of differentiation by outcome is to be expected. Extension tasks may be set if appropriate.
- It may be that it is more appropriate for the teacher to set one longer task that covers several shorter lessons (e.g. a task for the whole week). The total set work should reflect the total length of lesson time that is missed.
- Mark and feedback using Google Classroom with the same regularity they would have done if in the Provision.
- Make sure that all resources are available online including scanned pages of handouts.
- As much as possible, use the usual rewards and sanctions and verbal praise/warnings. Email parent(s)/carer(s) if there are ongoing concerns.
- Staff can answer Google Classroom chats during college hours and their working day but not beyond 2:30 pm or at the weekend. Students are not to expect a response over the weekend or during the staff members lunch break.
- Staff must ensure a classroom level of interaction is maintained through use of email, and Google Classroom. This is a new experience for the students, and we must guide them in how to behave. Just as in their own physical classroom staff must set out their expectations.
- Staff to set expectations such as microphones off and blurred background.
- REACH staff are not to have a one-to-one video chat with a student, they should invite another member of staff to be a silent attendee if such a case is warranted.

## Senior Staff Expectations

- Connect with students and/or parent(s)/carer(s), during their usual allocated time, to check how they are coping with the home learning and keep formal records of all interactions.
- Make sure that teachers are abiding the expectations expected of them
- Keep the students home school informed of the students learning

## Parent(s)/Carer(s) are expected to

- To ensure their child has adequate computer equipment and internet access in order to fully participate in home learning – contact the main admin office if this is a problem.
- Encourage and support their children's work including finding an appropriate place to work, checking that set work is completed and submitted by the end of each day and ensuring that the normal college timetable for the day is followed as much as possible.
- Contact the main admin office if there are any concerns in a timely manner
- Support students in choosing an appropriate location for Google Classroom online sessions
- Allow the student to take part in the class without interference

## Feedback

Students can continue to receive the feedback they need through online annotation of work and Google Classroom chat notes, whilst teachers can track their progress and see where support is required.

## Recording of Online Teaching Sessions

To maintain our offer of a high-quality provision and a safe learning environment for REACH students and staff, we will make recordings of educational sessions conducted over online video platforms. Formal written consent ([Appendix A](#)) will be required before any recording and verbal consent will be asked prior to all individual calls and video calls where recording is need.

## Specific additions to note

By bringing instruction into the home, the lessons can feel different. The same rules of communication apply as if this were a regularly taught lesson, meaning that the interaction in these lessons is between the teacher and the invited students of the class.

(Appendix A)

## Online Teaching Recording Consent Form

To maintain our offer of high-quality Provision and a safe learning environment for REACH Learning Provision students, we will make recordings of educational teaching sessions conducted online via Google Classroom.

### CONSENT

To be completed by the learner's parent(s)/carer(s) – please tick.

(please note the form needs to be signed by a parent(s)/carer(s) if the student is under the age of 16.

I understand that:

- The recordings will be stored securely in appropriate file formats on equipment belonging to REACH Learning Provision
- All students will be notified at the start of a session that recording will be taking place

I agree for REACH Learning Provision to make recordings of any educational/remote learning sessions that may take place over an online platform (Google Classroom) that I am involved in.

By signing this form, you are agreeing to REACH Learning Provision recording any online sessions your child is involved in.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (print) \_\_\_\_\_

### Storage/Data Protection

REACH Learning Provision is committed to processing personal data in accordance with the Data Protection Act (DPA) 2018. The personal data collected on this form will be held securely, kept according to record retention guidelines, and will only be used for administration purposes. If you have any queries about this form or wish to update your details, please email [admin@reachlearningprovision.org](mailto:admin@reachlearningprovision.org).

### GDPR

The General Data Protection Regulation (GDPR) gives individuals the right to ask for their data to be deleted or removed. In the event that you would like us to delete or remove any recordings, please email REACH Learning Provision admin team at [admin@reachlearningprovision.org](mailto:admin@reachlearningprovision.org) stating the date of the recording and we will arrange to carry out your request.

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