



Remote Learning Policy

Aims

This remote learning policy aims to:

- Ensure consistency in the school's approach to remote learning.
- Set out expectations for all members of the school community with regards to remote learning.
- Provide appropriate guidelines for data protection.

Roles and Responsibilities

Any period of isolation or forced school closure will have an impact on staff, parents/carers and students. It is with this knowledge that the policy is designed to be considerate to additional stresses that people may experience.

It is important that staff and parents/carers work closely to ensure that students continue to receive a good quality education despite the challenges faced.

If a student has to work remotely due to school closure or a medical isolation:

- All departments have planned for this eventuality and work is available for students via a specific Google classroom. Every student has a **Google Classroom** invitation in their school email account which they need to accept to access their specific work.
- To be a member of a Google Classroom a student must:
 - click 'Join'.
 - click 'Classwork' from the top menu, where they will find work set for the fortnight, by subject, by year group.
 - submit the work on Google classroom by sharing the work with their teacher.
- Remote provision requires access to computer/tablet/smartphone and the internet. If this is not possible, then please contact us at admin@wellacre.org and we will do our best to find a solution.
- If your son struggles to find the work, please ask him to contact his achievement tutor via email or admin@wellacre.org
- Students also have access to **Seneca** www.senecalearning.com which they access **using their school email**. They will find assignments set by their teacher and be able to add courses, complete past papers in addition to completing additional assignments and quizzes. This guide will support students with access and navigation. [Student guide to accessing Seneca.pptx](#)
- **'Wellacre Maths'** acts as a 'one stop shop' for students.

Planning and Setting work

- Teachers will set work which aligns with the taught curriculum.
- Teachers need to ensure that the content they are providing the students is accessible and achievable for the students to complete independently at home.
- Students and their parents/carers have access to Knowledge Guides in all subjects in this folder [Knowledge guides for Parents](#). Students should use these to support the acquisition and retrieval of the key knowledge defined by the curriculum plans in every subject.

Providing feedback on work

- Any contact should be made through school emails and systems.
- Any questions raised will receive a response within 48hrs.

Inclusion Team

- Our Inclusion Assistants are available to support remote learning and will liaise with those students for whom additional support may be required in maintaining student engagement in education.
- All students and parents can use Arbor to contact teachers and/or form tutors with concerns or if they are in need of extra support.

Curriculum Leaders

Alongside their teaching responsibilities, as outlined above, Curriculum Leaders are responsible for:

- Reflecting on any aspects of the subject curriculum that need to change to accommodate remote learning.
- Working with teachers to ensure the work set is appropriate and aligned as far as possible to the medium term plans for the subject.
- Monitoring the work set in their faculty/subject.
- Maintaining links with subject networks and exam boards.

Senior Leaders

Alongside any teaching responsibilities, ALT are responsible for:

- Coordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set or and collating and evaluating feedback from pupils and parents.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

Network Services

Network services staff are responsible for:

- Fixing issues with systems used to set and collect work.
- Helping staff and parents with any technical issues they're experiencing.
- Reviewing the security of systems and flagging any data protection breaches to the data protection officer.
- Assisting pupils and parents with accessing the internet or devices.

Students and Parents/Carers

Staff can expect students to:

- Complete work to the deadline set by teachers
- Seek help if they need it
- Alert teachers if they're not able to complete work

Staff can expect parents/carers 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
- Be respectful when contacting staff

Governing board

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 systems are appropriately secure, for both data protection and safeguarding reasons.

Data Protection

Accessing personal data

All remote learning materials will be shared through a specific Google classroom. Seneca is linked to the school login.

Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected.
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device.
- Making sure the device locks if left inactive.
- Not sharing the device among family or friends.
- Installing antivirus and anti-spyware software through Network Services.
- Keeping operating systems up to date – always install the latest updates through Network Services.
- All private student equipment used at home will have the security systems of their internet or phone service provider.