



## **Pendle Community High School & College**

### **Remote Education Policy – October 2020**

At Pendle Community High School we provide a holistic curriculum. We aim to support all pupils' learning needs and assist them in maximising their physical, emotional and social skills. Our broad and balanced curriculum is flexible, thoroughly planned and encompasses differentiation in teaching and learning styles.

The Remote Education Policy aims to:

- Ensure the approach to remote learning for all pupils who aren't in school is flexible and appropriate to the diverse range of pupil need
- Provide clear expectations to members of the school community with regards to delivery of high quality interactive remote learning
- Include continuous delivery of the school curriculum, as well as support of Motivation, Health and Well-Being and Parent support
- Consider continued education for staff and parents e.g. CPD
- Support effective communication between the school and families and support attendance

Who is this policy applicable to?

- A child (and their siblings if they are also attending PCHSC) is absent because they are awaiting test results and the household is required to self-isolate. (The rest of their school bubble are attending school and being taught as normal.)
- A child's whole bubble is not permitted to attend school / college because they, or another member of their bubble, have tested positive for Covid-19.
- Remote learning will be shared with families when they are absent due to Covid related reasons

Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan may include:

- Online tools for learners for whom it is appropriate such as PurpleMash, IDL, IXL
- Use of pre-recorded and live PCHS TV
- Printed learning packs
- Physical materials such as story books and writing tools
- Daily virtual lessons via Zoom
- Use of BBC Bitesize, Oak Academy
- Phone calls / emails home to identify the timetable for Zoom lessons
- Policy for providing contact via zoom and expectations of staff and pupils

Home and School Partnership

PCHSC is committed to working in close partnership with families and recognises each family and each pupil is unique and because of this remote learning will look different for different families in order to suit their individual needs and that of pupils.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. PCHSC recommend that each 'school day' maintains structure, see website for suggested daily routine.

We would encourage parents to support their children's work, including finding an appropriate place to work

and, to the best of their ability, support pupils with work encouraging them to work with good levels of concentration for an appropriate amount of time that best suits the pupil's needs no more than 30 mins at one time.

We encourage families to support pupils in online safety and promote safe use of devices, websites and so on.

## Roles and responsibilities

### Teachers and Teaching Assistants

When providing remote learning, teachers will make arrangements for members of the class team to be available between 9:30 and 3:00pm to provide interactive lessons and support to pupils.

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 pupils in their classes.
- Providing feedback on work:
- Keeping in touch with pupils who aren't in school and their parents:
  - If there is a concern around the level of engagement of a pupil/s parents should be contacted via phone to assess whether school intervention can assist engagement.
  - Any complaints or concerns shared by parents or pupils should be reported to a member of SLT– for any safeguarding concerns, refer immediately to the DSL
  - TAs may be asked to complete tasks set by the Teacher, subject lead or a member of SLT

### Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school inc daily monitoring of engagement.
- Monitoring the effectiveness of remote learning –through regular feedback from teachers via email / meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

### 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.

### 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 pupils and parents with accessing the internet or devices

## The SBM

- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.

## Pupils and parents

Staff can expect pupils learning remotely to:

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

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

## Governors

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

## Links with other policies

This policy is linked to our:

- Safeguarding and Child protection policy
- Positive relationships, behaviour and SEMH policy
- Data protection policy and privacy notices
- Online safety including acceptable behaviour agreements and expectations when using Zoom conferencing

**Policy approved by Governors: October 2020**

**Policy drafted: September 2020**

**Review date: October 2021**

Signed: \_\_\_\_\_

  
**(Chair of Governors)**

Signed: \_\_\_\_\_

  
**(Headteacher)**