



Pendle Community High School & College Remote Education Policy

At Pendle Community High School and College (PCHS & C) we provide a bespoke 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 needs.
- Provide clear expectations for members of the school community in regard to the delivery of high quality, interactive remote learning.
- Include continuous synchronous and asynchronous delivery of the school curriculum, as well as assistance for health and well-being, parents and student motivation.
- Consider continued education for staff and parents e.g. CPD
- Support effective communication between the school and families to support attendance online.

Who is this policy applicable to?

- A student who is absent because they are following local or national guidance, when the rest of their class are attending school and being taught as normal.
- A student whose whole class is not permitted to attend school / college because they are following local or national guidance.
- Families when they are absent due to medical reasons.
- Any student who is unable to attend school.

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 Purple Mash, IDL, IXL and Bug Club.
- Use of pre-recorded and live PCHS TV.
- Printed learning packs.
- Physical materials such as DT kits and writing tools.
- Daily virtual lessons via Zoom/Teams.
- Use of BBC Bitesize and Oak Academy.
- Phone calls / emails home to identify the timetable for online lessons and wellbeing check ins.
- Policy for providing contact via Zoom/Teams and expectations of staff and pupils.

Home and School Partnership

PCHS&C is committed to working in close partnership with families and recognises each family and student is unique. Therefore, the remote learning offer will be shaped to suit the individual needs of that student.

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

We would encourage parents to support their children's work and this may include:

- Finding an appropriate place to work to the best of their ability.
- Ensuring students are dressed appropriately for virtual school.
- Supporting students with work if required.
- Encouraging students to work with an appropriate level of concentration.
- Supporting student's online safety and the promotion of the safe use of devices, apps and websites.

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 8:40 and 3:10 pm to provide interactive lessons and support to students.

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 for the students in their classes.
- Providing feedback on work.
- Keeping in touch with the students and their parents who aren't in school. If there is a concern around the level of engagement of a student, parents should be contacted via phone to ascertain whether school intervention can assist engagement.
- Reporting any complaints or concerns shared by parents or students 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, including 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 students and parents.
- Monitoring the security of the 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 students and parents with accessing the internet or devices.

The School Business Manager

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

Students and parents

Staff can expect students 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/Teams conferencing.

Policy approved by governors:	May 2023
Review Date:	April 2024
Signed: T Ashton, Chair of Governors	
Signed: D Grogan, Head Teacher	