Policy Name	Remote Learning Policy (Campus)
Policy Number	LFTSFQ/0029
Date of Issue	January 2022
Reviewed by	C Ralph
Date of next review	July 2022

(1) Statement of School Philosophy

Landau Forte QEMS/Sixth Form will endeavor to maintain high quality remote education through the provision of a curriculum that resembles the onsite provision as far as is reasonably possible. It is our absolute aim to ensure that students' education is minimally disrupted and where learning is impacted, suitable measures are put in place.

(2) Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for pupils who are unable to attend school because they are awaiting Covid 19 test results or are required to self-isolate due to a positive Covid 19 test result or an extended or partial school closure due to Covid 19.
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

(3) Who is the policy application to?

Any child who is absent because they are awaiting test results, are required to self-isolate due to a positive test result, or due to closure, as detailed in section 2.

(4) Resources and Tools to deliver this Remote Education Plan

- Online tools for Key Stages 3, 4 and 5: Go 4 Schools, Microsoft Teams and/or other high quality online resources, such as The Oak Academy and pre-recorded lessons
- Use of Microsoft Teams to deliver live lessons
- Communication with home to support pastoral provision
- Printed learning packs and/or text books for those who have no access to online tools or to support a blended learning approach

The detailed remote learning planning and resources to deliver this policy can be found in following locations:

- Curriculum resources found on Teams
- Live Lessons guide for staff
- Staff/Student User Agreements for using IT in the academy
- Behaviour Addendum

(5) Home and School Partnership

Landau Forte QEMS/Sixth Form is committed to working in close partnership with families and recognises each family is unique and because of this, remote learning will look different for different families in order to suit their individual needs.
Landau Forte QEMS/Sixth Form will provide a guide for parents on how to use Go 4 Schools/ Microsoft Teams as appropriate and where possible, provide personalised resources. These are available on the academy websites.

Where possible, Landau Forte QEMS/ Sixth Form would recommend that students maintains the structure of a school day and are logged on to Microsoft Teams ready for the start of each lesson. Time away from the screen will be factored in to each lesson where possible.

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 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 in a timely manner and that lessons are delivered through Microsoft Teams. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on case-by-case basis.

All children must sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on computers at home.

(6) Roles and Responsibilities

All staff

Maintain professional boundaries which are as relevant in the online world as they are in the classroom; staff engaging with pupils and/or parents online have a responsibility to model safe practice at all times.

Curriculum Leaders
All curriculum leaders will:

- Ensure that teachers within their team are setting work that is appropriate and consistent
- Monitor the setting and assessment of work
- Review the impact of remote learning in their subject area
- Support Heads of Year with contacting students who are not engaging in their subject

Teachers

Landau Forte QEMS/Sixth Form will provide a refresher training session and induction for new staff on how to use Go 4 Schools and Microsoft Teams.

When providing remote learning, teachers are responsible for:

Setting work

- All staff will endeavor to provide a blended learning approach (live lessons and time for independent study) for students who are unable to attend school due to Covid 19.
- Lessons and feedback should be delivered through Microsoft Teams for the students in teachers' own classes.
- The work set should follow the usual timetable for the class had they been in school, wherever possible.

Live lessons

- Live lessons should be hosted on Microsoft Teams
- Attendance to sessions should be recorded on the usual register on Go 4 Schools using the appropriate code regarding engagement
- Online lessons should use the academy teaching and learning principles wherever possible.

Providing feedback:

Students should submit work on Microsoft Teams (or when back in school if appropriate) and feedback provided. This can be verbal or written feedback.

Summative assessments (if completed during the period of self-isolation or closure) will be submitted to the MT platform and feedback given on return to the academy

Keeping in touch with students who aren't in school and their parents:

If there is a concern around the level of engagement of a student/s, teachers should report to Head of Year so that parents can be contacted to determine whether school intervention can assist engagement.

All Parent/Carer emails should come through the school admin account (post@lfatq.org.uk or post@lfatsf.org.uk)

Any concerns shared by parents or students should be reported to the curriculum leader for the subject initially– for any safeguarding concerns, refer immediately to the DSL.

Heads of Year
Pastoral leaders will:

- Monitor level of engagement of students in the year group and liaise with subject teachers and curriculum leaders
- Monitor the setting of work for students in their year group
- Contact parents (KS3 and 4) and students (KS5) if attendance and engagement is a concern

Learning Support Assistants responsibilities
Supporting students:
Live lessons

- LSAs should attend lessons delivered which match their onsite provision unless directed otherwise by the SENCO
- Staff should think about the background; photos, artwork, identifying features, mirrors – ideally the backing should be blurred
- Teachers should attempt to provide students with the support identified on Pupil Passports e.g. change colour of screen, break tasks down in to small chunks, provide models and scaffolds etc.
- Coordinating the remote learning approach across the school including daily monitoring of engagement and reporting any issues to C Ralph

Senior Leaders
Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach across the school including daily monitoring of engagement and reporting any issues to C Ralph

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- ➢ Issues in setting work – talk to the relevant curriculum leader or SENCO
- ➢ Issues with behaviour – talk to the head of year or Student Support Officer
- ➢ Issues with IT – talk to IT support team
- ➢ Issues with their own workload or wellbeing – talk to curriculum leader
- ➢ Concerns about data protection – talk to the data protection officer
- ➢ Concerns about safeguarding – talk to the DSL or report to safeguarding@lfatq.org.uk

(8) Links with other policies and development plans

In addition to this policy, we have other Policies that support this and can be found at www.lfatsf.org.uk & www.lfatq.org.uk

- Safeguarding Policy including Child Protection
- Behaviour Policy
- Online Safety Policy including Staff/Student Acceptable Use Agreements

(9) Short term closure

Should the academy be required to close due to non Covid-19 circumstances, the following provision will be in place:

- Staff and parents informed of closure through email and text message
- Student work will be set on Microsoft Teams and should log on as per timetabled lessons

(10) Monitoring arrangements

This policy will be reviewed by C Ralph (Assistant Principal) in December 2022

At every review, it will be approved by the Principal/Governing Body.

Date	January 2022
Amendments	Various
Made By	C Ralph