

Remote Education Policy

Setting: Castle Newnham School

DIRECTOR OF EDUCATION: Alison Wilshaw (awilshaw@bestacademies.org.uk)

AUTHOR:	Paul Dawson - Assistant Headteacher Primary Curriculum Shaun Stevens - Assistant Headteacher Secondary Curriculum
DATE APPROVED:	March 2025
APPROVED BY:	Local Governing Board
NEXT REVIEW DATE:	March 2027

Rationale

At Castle Newnham School, we are committed to providing high-quality education consistently, including when pupils cannot be in the building. This policy outlines our provision of remote learning.

What is Remote Education?

Remote education is the education provided by the school that takes place outside the school building and it may include:

- Situations when the school is closed unexpectedly to large numbers of pupils (e.g. flood, power, pandemic)
- Situations when individuals cannot attend school but are well enough to learn (e.g. due to a medical procedure, disability, being suspended, authorised medical leave...)

What does Remote Learning look like?

Teachers will provide work on phase appropriate online platforms with as much advance notice as possible and the work set will cover the period of remote learning.

Work set might include:

1. PowerPoints
2. Worksheets
3. Assignments set on an online learning platform
4. Other teacher-assigned work

Individual Cases

Where pupils are unable to be in school but able to be educated remotely, work may be set for them on relevant online platforms. This will usually be according to their timetables, ensuring they can follow their normal timetable. In such instances, the following should happen:

1. Heads of Year will inform teachers of missing pupils and the duration of their absence
2. Teachers will post work for pupils who are absent and incorporate elements of self-assessment where possible
3. Teachers will ensure that the work set covers the period of absence
4. Families will support the work at home
5. Pupils will submit work to their teachers
6. Castle Newnham School will make reasonable adjustments for pupils with SEND to access remote education, considering the support families will need and the types of services pupils can access remotely.

Group or whole school cases

If whole classes, whole year groups or the whole academy needs to work remotely, teachers may use **an appropriate online platform** to teach live lessons where this is appropriate.

Heads of Department and Subject Leads are responsible for:

- Quality assurance of work
- Guiding their departments/subject areas on materials to use during remote learning

Heads of Year and class teachers are responsible for:

- Informing teachers of pupils requiring remote education
- Monitoring pupil engagement with remote education

The SLT leads for Remote Education are responsible for:

- The overarching responsibility for the quality and delivery of remote learning
- Ensuring staff are trained and confident in the use of the academy's digital platforms for remote education provision
- Overcoming barriers to digital access, for example:
 - Providing printed resources, such as textbooks and workbooks, supplemented with other forms of communication to keep pupils on track or answer questions about work.
- Checking pupil engagement with remote learning and working with families to identify effective solutions where engagement is a concern.
- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set, and gathering feedback from pupils and parents.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Alerting families when remote learning is in place for pupils
- Ensuring all members of Castle Newnham School follow safeguarding policies when working remotely (with the DSL).

IT staff are responsible for:

- Maintaining online systems to ensure they function properly and deliver remote lessons when needed.
- Assisting school staff and pupils with technical issues.

Pupils should:

- Complete work by the deadlines set by teachers
- Seek help from teachers or LSAs if needed
- Inform teachers if they are unable to complete work
- Follow the school's standard behaviour and conduct rules, as well as any specific online behaviour rules where applicable.

Parents should:

- Engage with the school and support their child's learning by establishing a routine that mirrors the normal school day as closely as possible
- Notify the school if their child is sick or unable to complete their work
- Reach out to the school for assistance if needed; staff can provide information on helpful resources

This policy links with our other policies, such as:

- Online Safety Policy
- Safeguarding Policy
- SEND Policy

Legal Framework

This policy has due regard to all relevant legislation and statutory guidance, including but not limited to:

- Providing Remote Education (2023)
- Equality Act 2010
- Education Act 2011
- Keeping Children Safe in Education (KCSIE 2023)