CHERRY TREE SCHOOL REMOTE LEARNING POLICY

DATE AGREED / REVIEWED: SEPTEMBER 2017, SEPTEMBER 2018, SEPTEMBER 2019, SEPTEMBER 2020, SEPTEMBER 2021, SEPTEMBER 2022, SEPTEMBER 2023

DATE OF NEXT REVIEW: SEPTEMBER 2024

HEADTEACHER SIGNATURE:

MANAGEMENT COMMITTEE CHAIR SIGNATURE:

ALL STAFF MUST HAVE ACCESS TO THIS POLICY, AND SIGN TO CONFIRM THAT THEY HAVE READ, UNDERSTOOD AND WILL ADHERE TO ITS CONTENTS.

Cherry Tree Remote Learning Policy

Introduction

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are not in school.
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection.

When providing remote learning, all staff must be available for their normal working day hours.

If they're unable to work for any reason during this time, for example due to sickness they should report this using the normal absence procedure.

When providing remote learning, tutors are also responsible for:

- Setting the appropriate amount of work and at the appropriate level
- Ensuring that if working from home, the background reveals nothing personal and is appropriate.
- Using appropriate teaching resources to keep pupils engaged.
- Ensure pupils know when work is to be completed by if working independently.
- Ensure pupils understand how to use the equipment they are using for their remote learning.
- Ensure pupils know what to do with their completed work.
- Ensure feedback is delivered to pupils appropriately.
- Ensure pupils follow the appropriate dress code.
- Ensure contact is made with the School Operations Manager or the Headteacher where pupils either do not follow the dress code, do not log on, or behaviour is unacceptable.
- Ensure any complaints made by either pupils or parents are passed onto the School Operations Manager or Headteacher and the complaints procedure is followed where appropriate.
- Ensuring that where any personal information is needed, this is passed to the senior staff to manage.
- Co-ordinating with other tutors where needed.

Senior staff are responsible for:

- Ensuring that the remote timetable is fair and appropriate.
- Ensuring that all pupils have the appropriate equipment and that it is in good working order.
- Ensuring that security and safeguarding measures are in place for home use equipment.
- Ensuring that someone is available for parents and pupils to contact if any technical issues that occur within school hours.

- Ensuring that the equipment software including anti-virus is kept up to date.

- Ensuring that any personal data needed is carried out securely.

- Ensuring that where appropriate all remote learning equipment is stored securely and is password protected.

- Ensuring that pupils and parents agree to school equipment only being used by pupils, only for school use and in an appropriate manner.

This policy will be reviewed annually by the Headteacher

and or the Management Committee