



BELLE VUE
GIRLS' ACADEMY

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Remote Learning Policy

Reviewed by	Approved by	Date of Approval	Next Review Date
MH	LGB	December 21	December 22

This policy adheres to Department for Education guidance which states that in the event of closure or student self-isolation the academy must ensure:

- All students continue to receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life.
- All students continue to be taught a wide range of subjects, maintaining their choices for further study and employment.
- Remote learning is high-quality and safe, and aligns fully with the planned curriculum.

The aim of this policy is to:

- Ensure consistency in the approach to remote learning.
- Set out expectations for all members of the school community with regard to remote learning.
- Provide appropriate guidelines for data protection and safeguarding.

Consistency and Expectations

The **Remote Learning Protocol** below sets out how we aim to meet the DfE obligations for students working remotely.

Practical arrangements for students working remotely during partial school closure

- To fully access our remote learning provision students need access to an internet enabled device, ideally a laptop, during school hours. Students without a device and / or internet will be supported by school to provide them with the resources to learn remotely.
- Students temporarily unable to access a device or the internet are provided with work packs, or will attend on site provision.
- All students have been trained on the use of Microsoft 365. Students and parents requiring further support to access remote learning are given one-to-one tuition, on the phone or on site.
- All students in Key Stage 4 and 5 have been provided, free of charge, with revision guides, workbooks and other practical resources to complement digital remote learning.
- Arrangements have been put in place to ensure students in Key Stage 4 and 5 have access to all their books and resources.

Expectations for students when working remotely

- Students are instructed to follow their normal timetable and complete one hour of learning per timetabled subject, per day. Updated guidance for students and parents is shared via email and our weekly newsletter.
- Our agreed learning platform is Microsoft 365. Students should only communicate with staff using this platform.

- When involved in live on-line learning, students should follow the protocols as set out in the appendix document Teaching Live Lessons: Guidance on Staying Safe.
- Students who fail to engage in remote learning will be contacted by their pastoral manager and measures out in place to support the student to engage.

Expectations for Teachers working remotely

- Updated Department for Education guidance (January 2021) states that remote learning should “be equivalent in length to the core teaching pupils would receive in school and will include recorded or live direct teaching time, and time for pupils to complete tasks and assignments independently”. We adhere fully to the conditions in this guidance and we are fully committed to ensuring our students continue to receive a high quality of education during partial closure.
- Faculty Leaders, Subject Leaders and class teachers, supported by SLT, are responsible for providing remote learning which is high-quality, challenging, aligned to the curriculum and ensures that no student is disadvantaged.
- The Head of Year and pastoral staff, supported by SLT, are responsible for working with students and families to ensure they have access to devices and know how to access remote learning.
- We are following guidance from the Department for Education and providing at least five hours of remote learning each day. Teachers and students are following their usual timetable.
- Teachers are following the planned curriculum and are providing a combination of live, recorded, and independent tasks.
- The Ofsted guidance document ‘What’s working well in remote education’ has been shared with leaders and teachers, and we continue to use research evidence to inform our pedagogical approach to remote learning. Remote Learning Champions are sharing best practice around the use of the learning platform and other digital resources.

Data protection guidance

All staff members are required to take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping devices password-protected.
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device.
- Making sure the device locks if left inactive for a period of time.
- Not sharing the device among family or friends.
- Installing antivirus and anti-spyware software.
- Keeping operating systems up to date – always install the latest updates.

Safeguarding Guidance

All staff members are required to take appropriate steps to ensure the safeguarding of students and staff members is prioritised when teaching and learning remotely. All staff must:

- Follow the guidance set out in the Remote Learning Protocol.
- If teaching live lessons, follow the guidance set out in the appendix document Teaching Live Lessons: Guidance on Staying Safe
- Use only the agreed online learning platform (Microsoft 365) to communicate with students when working remotely.
- Follow the guidance in the Safeguarding and Child Protection Policy, and COVID-19 Policy Annex.

Links to other Policies

This policy should be read in conjunction with the following BVGA and BDAT policies:

- Safeguarding and Child Protection Policy.
- Coronavirus (COVID-19): Safeguarding Policy Annex.
- Curriculum Policy.
- Acceptable use of ICT Policy.
- Social Media Policy.
- Staff Code of Conduct.

Teaching Live Lessons

Protocols for staying safe for staff and students



There is no requirement for teachers to deliver live lessons. However, if teachers wish to do so, the following protocols must be followed.

Teachers should:

- Follow the guidance set out in the **Remote Learning Policy** which can be found on the school website. The policy includes guidance on safeguarding and data protection.
- Only teach live lessons when the usual timetabled lesson is due to take place. For Post-16 students, live lessons are also permitted in study periods if students confirm they can attend at that time. Teachers should not teach live lessons outside school hours.
- Ensure students who are unable to access the live lesson are not disadvantaged. An alternative must be provided.
- Take measures to **safeguard** themselves by:
 - Teaching from a neutral location or obscuring the background when using the camera.
 - Ensuring family members cannot be seen or heard.
 - Ensuring proper professional boundaries are maintained at all times.
 - Avoiding one-to-one live teaching.
 - Informing your Head of Faculty when you are teaching live lessons.
 - Recording and saving all live lessons.
- Remind students of the **protocols** set out below at the start of every live lesson.
- Follow the usual procedure for reporting any **safeguarding concerns** arising during live lessons.

Students should:

- Arrive on time, ready to learn, and stay in the lesson until the end.
- Ensure music, television and any other distractions are removed.
- Keep the camera switched off throughout.
- Mute the microphone until directed to speak.
- Not use other electronic devices during the lesson, unless directed by the teacher.
- Not communicate with other students, unless directed by the teacher, using the chat function.
- Follow the direction of the teacher at all times.
- Be respectful towards the teacher and other students.

