



**BELLE VUE  
GIRLS' ACADEMY**

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## **Remote Learning Policy**

<b>Reviewed by</b>	<b>Approved by</b>	<b>Date of Approval</b>	<b>Next Review Date</b>
VDU	LGB	Autumn 2025/26	Autumn 2026/27

This policy adheres to Department for Education guidance which states that in the event of short-term school closure or longer-term disruption to on-site education, 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 and off-site education 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.

**Practical arrangements for students working remotely a short period of time due to school closure:**

- In the event of short-term school closure, students are provided with remote learning. Guidance is provided to students and parents in advance, or at the point of closure, depending on the circumstances.

**Practical arrangements for students working remotely for longer periods of time due to school closure:**

- In the event of longer-term school closure, students are provided with ongoing guidance and support from the school, teachers and pastoral staff to ensure disruption to learning is minimised.
- Students are supported to access online learning with the provision of electronic devices, if required.
- Students are instructed to follow their normal timetable and complete one hour of learning per timetabled subject, per day. Guidance for students and parents is shared via email and our weekly newsletter.
- Our learning platform is Microsoft 365.
- 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 are contacted by their pastoral manager and measures are put in place to support the student to engage.

**Practical arrangements for teachers working remotely for longer periods of time due to school closure:**

- 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 if the school is closed.

- 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 Academic Leader 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 follow guidance from the Department for Education and provide at least five hours of remote learning each day. Teachers and students follow their usual timetable.
- Teachers follow the planned curriculum and are provide 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.

## **Appendix**

# **Teaching Live Lessons**

## *Protocols for staying safe for staff and students*

### **Teachers should:**

- Ensure that usual safeguarding and data protection protocols are followed.
- 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.