The Bridge Trust
Keystone

Remote Learning Policy



Pride
Passion
Partnership
Professionalism
Positivity

Remote teaching and learning in case of enforced school closure

If the school has to undergo enforced temporary closure due to government and/or public health guidelines, the following will apply:

Teachers and support teachers are expected to:

- Upload teaching materials/lessons to Google Classroom
- Teachers will endeavour to set work equivalent in length to the lessons on their usual timetable and be available during scheduled lessons to answer any questions pupils may have via Google classrooms or on Teams . It is recognised that it is not easy to estimate the time it takes for pupils to complete work and some pupils will work faster than others. An element of differentiation by outcome is to be expected. Extension tasks may be set if appropriate.
- Set tasks on Google Classroom that include lesson activities and resources and an element of interactive learning.
- Mark and feedback using Google Classroom with the same regularity they would have done if in school.
- Make sure that all resources are available online including scanned pages of textbooks.
- As much as possible, use the usual rewards and verbal praise.
- Contact parents if there are ongoing concerns.

Parents are expected to:

- Encourage and support their children's work, including: finding an appropriate place to work, checking that set work is completed and submitted by the end of each day and ensuring that the normal school timetable for the day is followed as much as possible.
- Contact the teacher if there are any concerns.

General Information

Pupils' access to learning

- Home learning packs: a register will be kept in each class of pupils who don't have access to PCs/other devices so that packs can be sent home
- G Suite: all teaching staff should ensure that they are fully conversant with GSuite procedures in accordance with the school's Remote Learning policy
- Parents must sign the acceptable use agreement relating to remote learning so that pupils can access the platform

The class teacher will ensure that pupils have their login details to access GSuite through Single Sign-On. Pupils will be shown how to log into GSuite. Logins for each class will be provided by the admin team and teachers.

Teachers/Instructors

- Teacher Responsibilities for Learning –online /home packs. Teachers will produce learning activities for pupils either on site or at home. These activities will be in relation to the curriculum map planning for the specific term affected. Learning activities will also reflect EHCP targets.
- Teachers will maintain communication for those not attending school via email, Teams and telephone. Communication will be recorded and concerns raised with SLT.
- Teachers will continue to meet with their line managers according to prearranged meetings. This will be either virtual or face to face.
- Teachers will set tasks for their TAs in relation to resources, supporting on line delivery of short sessions to pupils at home and attending any set training opportunities.

Teaching Assistants

- TAs will continue to support pupils in their care- producing resources, supporting on line and face to face learning as appropriate.
- TAs will attend weekly meetings with their teachers in order to discuss pupil's progress in work tasks & discuss next steps of learning.

Leadership Team

- The SLT will take a strategic view, continually monitoring the Government updates and guidance to support the regular business of the school
- They will monitor the learning provided for pupils in order to ensure all pupils receive their entitlement through adapted teaching & learning experiences both at home and at school.
- They will attend SLT meetings and lead meetings with staff and outside Agencies, to conduct the regular business of the school in relation to teaching and learning, progress of pupils.
- Support Social Workers with vulnerable pupils (CP, CIN cases).
- Monitor, review school risk assessments including individual risk assessments for pupils.

Administration

- Maintain registers /attendance records for staff and pupils.
- Maintain/support communication with families
- Support families with accessing Free School Meals and details of food banks
- Communication to parents/carers key information such as school closure

Well Being

Pupils/Families

Any school closures can increase the daily pressures already faced by our families and a range of other factors may directly affect our pupils and their families during this time.

- Class teachers will make weekly wellbeing calls to the families (and more frequently where needed) of any pupils not in school and will either seek additional support from leadership or signpost families to various support services where appropriate.
- Teachers will liaise with the Multi-disciplinary team to offer parents telephone or virtual support with a range of behaviour and learning needs – resources will be sent home to support parents to carry out the advice.
- Where appropriate pupils will be encouraged to join online calls with their class teachersand peers to build and maintain the relationships and the sense of belonging for the pupils.

Staff

The school aim to provide the necessary working conditions and support to staff to reduce stress in school and when working fromhome.

- The school will work alongside the multidisciplinary team to ensure they support staff to optimise their own wellbeing through evidence based approaches whilst adapting to the different circumstances.
- School will encourage open and honest communication with staff and ensure they are allaware of the services available to support them.
- Government guidance will be closely monitored to ensure staff are safeguarded effectively and that the working environment is clearly organised and well led.
- Staff training will be identified and delivered to ensure staff have the learning opportunities and resilience to develop their understanding of any new roles or responsibilities they may face.

School leaders will ensure they are clear about the areas of focus to ensure staff wellbeing is maintained and supported.

Safeguarding during a school closure

In the event of a school closure, pupils, parents and teachers are reminded that the school's Child Protection and Safeguarding Policy still applies to all interactions between pupils and teachers. In that policy, there are specifically prohibited behaviours and reporting obligations to which teachers must adhere, whether they are at home, in the community or at school.

Policy Owner and Contact Details

Elliot Blackmore, Headteacher

For further information on the Policy, please contact via email

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Next Review Date: September 2027