


REMOTE LEARNING POLICY



ST ANDREW'S COLLEGE POLICY DOCUMENT	
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1. Aims

This remote learning policy for staff aims to:

Ensure consistency in the approach to remote learning for students who aren't in college in the event of a partial or full lockdown due to COVID-19

Set out expectations for all members of the college community with regards to remote learning

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available during normal timetabled teaching hours.

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

When providing remote learning, teachers are responsible for:

Remote learning responsibilities include the following:

Setting work for all students according to their timetable.

The amount of work should be the same as they would receive if had been in college.

Classroom teachers must make sure that students have all the necessary information to access all of their online learning, such as passwords and usernames.

The work should be uploaded as and when required to ensure learning is and can take place. The platform chosen would normally be Microsoft Teams.

REMOTE LEARNING POLICY



All students will have access to a plethora of learning resources including, PPTs, worksheets, recorded lessons, homework and tests.

Providing feedback on class work

Staff will be responsible in providing classroom feedback on assessment.

Staff will need to share feedback with students after each piece of completed work so that learning, progress and attainment is continuous based on comments received.

Keeping in touch with students in the event of a lockdown.

Tutors will need to make contact with their tutees every week to identify any issues and offer support.

Staff should be available to offer support to students' queries within their working hours.

Any complaints or concerns regarding remote learning should be communicated immediately to the Principal.

Consistent failure to complete set classwork or homework should be communicated with the student and then escalated to their agents and or parents as required. Our in-country marketing team is also a good resource for conversation between the college and students and or parents and agents.

2.2 SENDCO/Head of Pastoral Care / Wellbeing

Alongside their teaching responsibilities, the above stakeholders are responsible for:

Considering whether any aspects of the subject curriculum need to change to accommodate remote learning

Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent

Working with other the SMT to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other

Monitoring the remote work set by teachers in their subject.

Alerting teachers to resources they can use to teach their subject remotely

Monitor the quality of feedback

The SENDCO will coordinate and quality assured the work set and feedback given to students with SEND across the school.

REMOTE LEARNING POLICY



2.3 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

Co-ordinating the remote learning approach across the college.

Monitoring the effectiveness of remote learning – They will do this, by regular online meetings with teachers, reviewing work set or reaching out for feedback from students.

Monitoring the security of remote learning systems, including data protection and safeguarding considerations. The Operations Manager will have the overall strategic lead on this area.

2.4 Designated Safeguarding Lead

The DSL is responsible for:

Implementing the Child Protection Policy, including the COVID-19 addendum, working closely with the Principal and other internal or external agencies. Regular contact with students that have been identified as being vulnerable.

2.5 Operations Manager

The Operations Manager is responsible for:

Fixing issues with systems used to set and collect work

Helping staff with any technical issues they're experiencing

Reviewing the security of remote learning systems and flagging any data protection breaches to the Principal.

Assisting students with accessing the internet or devices

2.6 Students

Staff can expect students learning remotely to:

Complete work to the appropriate deadlines set by teachers

Seek help if they need it, from teachers during working hours. Alert teachers if they're not able to complete work and ask for appropriate support. Keeping their cameras on when requested to do so by the class teacher. Effective classroom participation.

REMOTE LEARNING POLICY



Staff can expect parents with students learning remotely to:

Make the college aware if their student can't complete work for any reason.

Seek help from the college if they need it

Be respectful when making any complaints or concerns to any member of staff

2.7 Governing board

The Governing Board is responsible for:

Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible

Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

2.8 Who to Contact

If staff have any questions or concerns about remote learning, they should contact the following individuals: Issues in setting work – talk to your relevant teacher.

Issues with IT – talk to the Operations Manager and ask for support.

Issues with their own workload or wellbeing – talk to the Principal.

HR and Concerns about data protection – talk to the Services Director.

Concerns about safeguarding – talk to the school's DSL, Wayne Marshall

2.9 Safeguarding

Any concerns with safeguarding during remote learning should be communicated immediately to the DSL, Wayne Marshall, or Deputy DSLs Helen Widdall or Hanna Claydon. They will work together to ensure that all students are safe during partial or total lockdown.

2.10 Links with other policies

This policy is linked to our:

Behaviour policy with COVID-19 addendum

Curriculum Policy

Child protection policy and COVID-19 addendum to our child protection policy

ICT and internet acceptable use policy

Online safety policy