# Aspire Schools Remote Learning Policy

| This policy was adopted on | September 2021 |
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| Review date | Summer 2022 |

## Contents

## 1. Purpose and Context

Aspire schools are committed to providing continuity of education to our learners and will do so through a process of remote (online) learning.

## 2. When might remote learning apply?

Aspire schools may use remote learning in the following situations:

- During national or local lockdowns, when schools are closed to all students (except vulnerable and key-worker children)
- During bubble closures, when the school has to close a particular class or group due to covid
- If increased numbers of positive cases at school mean that we are implementing outbreak management plans
- For individual pupils who have to isolate due to having covid, but who feel well enough to work.

This remote learning policy does not apply during school closures for in-service training or inclement weather, or in the case of students being absent from school for non-covid reasons (for example, during authorised absences due to student illness or appointment, or unauthorised absences such as a family holiday).

## 3. Daily attendance and welfare calls

Parents and students will receive a daily attendance and welfare call. This is to check that they understand their learning for the day, and to ensure that they are safe and well. Heads of school will ensure that every child is contacted every day that they are not in school, and that this is recorded.

Attendance codes during periods of remote learning:

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| If a student has a scheduled live lesson, attends and shows their face: | |
| If a student has a scheduled live lesson, has the technology and connectivity to attend, but does not attend: | |
| If a student does not have a scheduled live lesson for an am or pm session: | |

## 4. Our remote learning provision

A student's first day or two of remote learning might look different to our standard offer, while staff take all necessary actions (e.g. distributing devices) to support a longer period of remote learning.

Our remote learning offer may also be different depending on the context in which it is provided (whether whole bubbles or classes are remote learning, or whether learning is provided for one student who is isolating) and on current staffing levels (for example, reduced staffing due to illness will reduce the number of live lessons students can access).

Our remote learning is run through Microsoft Teams for students who can access this at home.
- All students have a Microsoft Teams account and will be taught about how to log-on, attend lessons and complete work during school time.
- Students will have at least one live lesson each day. They may have more than one live lesson if staffing levels allow for this. This live lesson may be for a curriculum subject, it may be a tutor-time style session with a small group, or may be targeted towards students' social, emotional and/or mental health needs.
- Students will also have other work set by their teachers that amounts to at least five hours work each day, as per DfE guidelines. This might include:
  - recorded lessons from providers like Oak Academy
  - tasks on websites that students can work through independently
  - written or practical tasks that students can do offscreen and then take a photograph of
  - for KS4 students, work towards their qualifications

If students cannot access Teams at home they will either have printed work delivered to them or will have to come into school to collect printed work, depending on how far they live from the school, and whether or not they are isolating and able to leave the house.
- Students will have work set by their teachers that amounts to at least five hours work each day, as per DfE guidelines.
- Schools will make sure that students have access to everything they need to do their work (e.g. resource, stationery, paper etc).

## 5. Student access to technology and connectivity

Each school will maintain an accurate record of what technology and connectivity each student has at home. This will allow for printed resources to be sent home for any short term periods of remote learning, and for the deployment of school laptops and internet dongles in the case of longer periods.

## 6. Students with additional needs

As an alternative provision setting, all of our students have additional needs. Our staff are experienced in making sure that lessons are accessible for our students, and this will apply in remote learning as it does when students are in school. If you are concerned that the work your child is receiving does not meet their needs, please contact your Head of School.

## 7. Safeguarding staff and students

Safeguarding staff and students is our highest priority. We take the following steps to ensure everyone's safety:
- Staff and students have their own school accounts, so there is no need for either to use personal email addresses.
- Staff who are expected to contact parents and students will only ever do so from a work mobile phone.
- There will be two members of staff on every live teams lesson.
- Students and staff must not to join live teams lessons from their bedrooms, and must be dressed appropriately.
- Students and staff must not make recordings or screenshots of live lessons.
- Students will be asked to show their face initially, so that we know they are there and well, but can then turn their camera off
- If we do not see or hear from a student for three days staff will carry out a home visit to ensure they are safe and well, as per our normal attendance systems.
- All of our normal safeguarding systems and practices apply during school closures: if anyone is concerned about the safety or wellbeing of a student they must contact the Designated Safeguarding Lead at their school and report their concerns using our usual reporting systems.

## Appendix – Information for parents

**When will we use Virtual Learning?**

| We **might** use virtual learning if… | We will **not** use virtual learning if… |
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| <ul><li>There are national or local lockdowns.</li><li>We have to close a class, year or school group due to covid.</li><li>We have increased numbers of positive cases at school and Public Health advise us to close to stop the spread.</li><li>If, due to covid illness and isolation, we do not have enough staff to open safely.</li><li>If individual pupils have to isolate due to having covid, and they feel well enough to work.</li></ul> | <ul><li>This remote learning policy does not apply during school closures for in-service training or inclement weather, or in the case of students being absent from school for non-covid reasons (for example, during authorised absences due to student illness or appointment, or unauthorised absences such as a family holiday).</li></ul> |

**What will virtual learning look like?**

| Morning registration | Teams meeting in small groups with two members of staff.<ul><li>Everyone checks in</li><li>A chance to stay connected, where students can talk to teachers and friends</li><li>Teachers will check students know what they are doing for the day, and that they know how to get in touch with staff if they are stuck or worried</li></ul> |
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| Assignments on teams | We will follow our normal timetable.<ul><li>Students will have an assignment for each lesson on their timetable.</li><li>Each assignment should take students between 30-45 minutes.</li><li>Assignments should be completed and sent back through teams so that teachers can mark them.</li></ul> |
| Live lessons | Some teachers may also offer live lessons, depending on the groups that they have and the topic of their lesson.<ul><li>These will be run as Microsoft teams lessons.</li></ul> |

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| | • There will be two members of staff on the teams call for safeguarding purposes. |
| **Contacting staff** | It is important to us that students can contact staff for help with their work, or if they are worried about anything.<br>• Students can email staff – all staff emails are their first initial and their surname @aspireap.org.uk. Students will be told staff email addresses and can check these in their two daily meetings.<br>• Students can also comment on their assignments in teams and their teachers will see this and respond. |
| **End of day reflection** | Teams meeting in small groups with two members of staff.<br>• Check everyone has done their work during the day, and that they are all feeling ok. |

**What if we don't have a computer or the internet?**

We have some laptops that we can provide on loan to students. We can also provide work on paper. Please get in touch with your Head of School and they will talk about what is best in your circumstances.