

Horizon Community College Remote Education Policy



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REMOTE EDUCATION POLICY

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Section 1 Introduction and Principles

Introduction

Horizon Community College is committed to ensuring students have the widest possible access to a full curriculum. Our Remote Learning policy is designed to support the achievement of that objective, in the following circumstances, as defined by the Department for Education's March 2022 "Providing remote education: guidance for schools":

- *occasions when school leaders decide that it is not possible for their setting to open safely, or that opening would contradict guidance from local or central government*
- *occasions when individual pupils, for a limited duration, are unable to physically attend their school but are able to continue learning, for example pupils with an infectious illness*

In either scenario, Horizon Community College is committed to offering immediate remote education in a way that safeguards students from harm in a digital world.

Principles

1. If students are unable to physically attend lessons (as confirmed by the college or due to a site closure) they will be offered remote learning in the form of live online lessons, or if this is not practicable, appropriate learning materials.
2. To support all students, absent or otherwise, to revise and review prior or missed learning, teaching staff will upload lesson resources and learning materials to the college remote learning platform.
3. Staff, students, and parents will be provided with appropriate training and guidance to ensure a safe and effective remote learning offer.

Section 2 Processes

In the event of a college closure:

1. All parents will be informed of the college closure, and the offer of remote learning for the duration of the closure, via ParentMail. Guidance for parents to support their child accessing remote learning from home will be provided as part of this communication.
2. Students will follow their normal timetable, accessing remote lessons via Microsoft Teams.

If a student is unable to physically attend college but can learn remotely:

1. The parent/carer of that student should contact college at the earliest opportunity to request access to online lessons.
2. The Strategic Lead for Attendance will review evidence to support this request and decide if access is to be granted. This evidence may include documentation from healthcare providers or other external authorities. The parent/carer of the student will be notified of the decision before the start of the school day, where practicable.
3. If access is granted, the Strategic Lead for Attendance will:
 - a. notify the parent/carer of the student
 - b. update registers for the student
 - c. notify their class teachers that live online access to lessons will need to be provided.
4. The parent/carer should inform college when the student is able to return to face to face lessons on site.

Inclusion

Special educational needs

For students with SEND, their teachers are best placed to know how the student's needs can be most effectively met to ensure they continue to make progress even if they are not able to be in school. The requirement for schools to use their best endeavours to secure the special educational provision called for by the student's special educational needs remains in place. We will work collaboratively with families, putting in place reasonable adjustments as necessary, so that students with SEND can successfully access remote education alongside their peers.

Vulnerable students

When a vulnerable child is required to access lessons from home, the college will notify their social worker (if they have one). School leaders will then agree with the social worker the best way to maintain contact and offer support to the vulnerable child or young person.

Section 3 Expectations

Expectations of students during live lessons

During live lessons, students should adhere to the following:

- Attend lessons according to their normal timetable unless they have been told otherwise
- Join all live lessons punctually and complete the work set to the best of their ability

- Keep any microphones on 'mute' unless the member of staff asks them to 'unmute'
- Keep any cameras turned off (student cameras are set to 'off' as a default setting)
- Utilise the conversation/chat area in Microsoft Teams sensibly and appropriately – all lessons are recorded, and chat logs are a permanent record.

Expectations of parents/carers

During remote learning, we would appreciate parental/carer support in the following ways.

- Ensure your child/children are eating and sleeping well to help them focus on their learning and that they have a quiet workspace where they can access lessons and complete classwork
- Encourage your child/children to join all live lessons punctually, to take part in the lesson and to complete the work set to the best of their ability
- Model positive conduct during the live lessons by showing respect towards the member of staff teaching and students taking part in the lesson
- Report any concerns with remote learning to the relevant School team via the email info@horizoncc.co.uk. If there has been an issue during a live lesson, please do not try and address the matter during the lesson using the microphone or the conversation function
- Any concerns with the conduct of parents and carers during live lessons will be managed in accordance with the 'Managing parent and visitor conduct policy, 2020'. This policy is available on the college website, under 'Policies and Reports'

Expectations of teaching staff during live lessons

During live teaching from college or home, Teachers should:

- Share their power point using the 'window' or 'power point' option on Microsoft Teams, as sharing via desktop may be an issue if SIMs or CPOMS are open
- Turn the camera 'off' unless it is required to show a practical demonstration or modelling of an answer
- Demonstrate the same standards of dress and conduct that they would if students were being taught face to face in college. Also, if working from home, any computers used should be in appropriate areas, and where possible against a neutral or Microsoft Teams background
- Press 'End' at the end of all lessons (not 'Leave') as this ends the meeting for all attendees and prevents unsupervised interaction between students

Section 4 Monitoring, Concerns and Complaints

Monitoring, Evaluation and Review

The college will review this policy termly, to ensure it is responding to both government policy and student need. We will continually evaluate its effectiveness in providing safe, effective remote learning.

Concerns or Complaints

In the first instance, issues or concerns should be raised with the relevant Assistant Principal Head of School and the Vice Principal responsible for Remote Learning. If concerns remain unresolved, they can be raised in accordance with the college's Complaints Policy.