

Remote learning policy

This policy will form part of the Covid addendum to our behaviour policy. It should be read in conjunction with the appropriate DFE guidance available at:

<https://www.gov.uk/government/publications/remote-education-good-practice/remote-education-good-practice>

Staff

Staff members are responsible for:

- Adhering to this policy at all times during periods of remote learning
- Reporting any safeguarding incidents to the DSL/ADSL and asking for guidance as appropriate
- Reporting any behaviour issues to the pastoral team and asking for guidance as appropriate.
- Taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
- Reporting any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to the headteacher.
- Reporting any defects on school-owned equipment used for remote learning to office@litchamschool.net
- Adhering to the Staff Code of Conduct at all times.
- Recording all live lessons taught.

Parents

Parents are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring their child is available to learn remotely and that the schoolwork set is completed on time and to the best of their child's ability.
- Reporting any technical issues to the school as soon as possible.
- Ensuring that their child always has access to remote learning material.
- Ensuring their child uses the equipment and technology used for remote learning as intended.
- Ensuring their child switches off social media apps whilst they are attending remote lessons

Pupils

Pupils are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Following their normal timetable, checking Teams calendar, school email and Insight each morning before the day starts.

- Ensuring they are available to learn remotely and that their schoolwork is completed on time and to the best of their ability.
- Reporting any technical issues to their teacher during live lessons using the chat function, and by emailing office@litchamschool.net as soon as possible for any other issues
- Ensuring they have access to remote learning material and notifying a responsible adult if they do not have access.
- Notifying a responsible adult if they are feeling unwell or are unable to complete the schoolwork they have been set.
- Ensuring they use any equipment and technology for remote learning as intended.
- Ensuring they switch off social media apps whilst attending remote lessons
- Maintaining appropriate standards of behaviour for learning while online
 - being online and ready to start at the beginning of every lesson
 - joining lessons with microphone and camera switched off.
 - following instructions from the class teacher
 - using the 'Raise your hand' function to ask and answer questions
 - treating staff and their fellow students with respect and courtesy
 - using the Teams chat function appropriately, remembering that all communications are recorded.
 - Not recording, storing, or distributing audio or video material without permission.