CORNWALL EDUCATION LEARNING TRUST

CELT Remote Learning Policy

Aims

This remote learning policy will ensure that all CELT schools offer a consistent approach to Remote Learning, but also describe the differences between Primary and Secondary schools within our Trust.

All CELT schools

All schools will:

- Produce local guides tailored to their individual schools, detailing classes or timetables, and signposting pupils and parents where they should go to access online platforms, or read further guidance.
- Use their individual school websites (and any designated learning platforms as a 'base' for information and guidance to be hosted, making it clearly visible for children and parents, with clear signposting to further information – as well as links to other 3rd party learning platforms.
- Upload the 'Providing remote education information to parents: template' as advised by the DFE and ensure this is easily accessible for parents on the Website (https://www.gov.uk/government/publications/providing-remote-education-information-to-parents-template?utm_medium=email&utm_campaign=govuk-notifications&utm_source=1384c02e-643a-4374-b33e-92b29da5afd6&utm_content=immediate)
- Provide a broad and balanced curriculum; delivering live lessons or online pre-recorded lessons produced either by the school or nationally for this purpose.
- Provide personalised learning opportunities for pupils including those with SEND.
- Adhere to all relevant trust policies if the use of video / audio calling is undertaken.
- Provide class, group or individual (as appropriate) feedback on work submitted.
- Keep in regular contact with pupils and parents.

At its most basic level, remote learning could easily take place via the uploading of resources (e.g. PowerPoint presentations and PDFs) with appropriate learning content. This content should be easily accessible by parent and pupil, and have explanatory information provided that will allow learning to take place outside of the classroom

Many parents have given feedback that pupils miss their teachers voice/face during periods of closure. Teachers could consider using the notation and video facilities within Microsoft PowerPoint (or comparable resources) to embed these features in to existing resources; or consider using additional resources to create pre-recorded teaching sessions.

CELT Secondary Schools

-The aim for CELT secondary schools is to replicate the school day as closely as possible, in order that our pupils are motivated, engaged, progress, and are happy and healthy.

-We aim to offer the broad curriculum that pupils would usually have access to.

-Teachers will continue to both formatively and summatively assess pupils in order that we can support any gaps in knowledge.

-Not all work will be expected to be uploaded, but work that is, will be marked in accordance with individual school and department Assessment and Feedback policy.
-Pupils without access to remote devices will be supported by either receiving the equipment, or being taught in school in our hubs.
-CELT believe that excellent teaching is excellent teaching whatever the platform, and teachers will explain tasks clearly, scaffold, differentiate and model learning where appropriate and give pupils time to complete tasks and demonstrate the knowledge and skills they have learnt.
-Challenge and extension tasks should be available, as well as tailored support for SEND pupils.
-Schools may offer "live" remote teaching - these sessions will take place on Microsoft Teams, with more detailed instructions being provided to parents via schools depending on their access method (i.e. secure links, or a requirement to fully log in using school usernames and passwords)
-Where live teaching is offered, teacher and pupils must adhere to the CELT and individual schools' safe guarding policy surrounding live lessons
-Live teaching sessions will be arranged on an individual school basis, with groupings and timetables communicated by the school.
-Where live teaching is happening, pupils should be registered, and attendance data shared and acted upon where relevant and where appropriate.

Roles and responsibilities

Teachers
Teachers working from home will be available for the duration of each setting's school day as specified in their remote learning policy. Teachers are responsible for setting work for their classes and/or classes delegated via school curriculum leads/senior leadership team.
Teachers will be responsible for monitoring parental communications directed towards their classes; supporting pupils with any difficulties they face; and providing feedback on submitted work.
Teaching staff will keep in regular contact with their pupils and parents via the agreed communication methods for the school. (This could be via the school website, 3rd party platform(s) or schools professional email platform).
Where individual school remote learning policies direct them to, teachers may also be responsible for holding online face-to-face sessions in line with IT acceptable use policies and safeguarding policies.
Teaching staff will be responsible for reporting any safeguarding, welfare, access or attendance concerns to their SLT and for recording pupils' engagement in their learning and/or attendance.
Virtual meetings between school/Trust staff may also be required, though they will often be planned to not clash with teaching / contact time so that priority can be given to ensuring teaching and pupil/parent contact. When meetings are required teachers should be prepared to join these as required – and be mindful of their location and dress etc.

Teaching Assistants
If teaching assistants are working from home they should be available between their contracted working hours. They should be prepared to support teachers with the organisation of remote learning – e.g. resource creation. Alternatively, a line manager may reasonably ask other administrative tasks to be undertaken.

Teaching Assistants should also be prepared to attend virtual meetings between school/Trust staff. If so, appropriate platforms will be facilitated or advised by the Trust/school.

IT Technical Support

IT staff are responsible for making sure that the underlying technology and platforms required for remote learning work. Though some 3rd party platforms may be out of reach to our own IT staff, attempts should be made to diagnose an issue, resolve if possible and/or help to liaise with a 3rd party provider should an external technical problem exist.

IT technical staff should be available during their normal working hours, and monitor normal helpdesk / IT support channels, as well as offer out bespoke proactive support where possible to assist in the remote learning process.

IT staff will support schools in obtaining, setting up and providing computing devices for the purposes of supporting home learning where these are required.

Pupils and Parents

For remote learning to be successful, pupils need to, as much as possible, engage with the process and may require the guidance or assistance of a Parent or Carer.

Pupils should be expected to complete remote learning by engaging with the mixture of online and offline resources they have access to. To complete work within deadlines set by teaching staff, and to alert teachers if they are unable to complete the work or need further guidance or support. Parents should make the school aware if their child is ill or cannot otherwise participate in remote learning. Parents should contact the school if they have any difficulties accessing their child's learning (due to a lack of equipment or technical difficulties) or require additional support or personalised learning due to the needs of their child (i.e. SEN). All concerns should be addressed to the teacher in the first instance and the head teacher where a parent does not feel their concerns have not been addressed fully by the teacher. Should parents still not be satisfied they have the right to take their complaint to Ofsted.

Who to contact

In most cases, CELT schools will clearly state the contact methods available for pupils or parents to receive additional support and guidance.

If additional support is required parents and carers are encouraged to get in touch via one of the following addresses:

- IT Support: helpdesk@celtrust.org
- Safeguarding (Primary): primarysafeguarding@celtrust.org
- Safeguarding (Secondary): secondarysafeguarding@celtrust.org

Links with other policies

- Behaviour Policy
- Safeguarding Policy
- IT Acceptable Use Policy
- Data Protection Policy
- Assessment and Feedback Policy

Annex 1. Remote Learning – General Overview for Parents

While all of our academies have processes in place for remote learning, there are also some differences between our Primary and Secondary schools. To help highlight these differences, and help set your expectations for Remote Learning at CELT, please see the table below:

CELT Primaries	CELT Secondaries
School websites and/or an alternative learning platform as determined by the school's remote learning policy and communicated with parents websites will be used to communicate remote learning information, and share links to learning resources.	School websites will be used to communicate remote learning information, and share links to learning resources.
Primary Schools will use a mix of resources, as well as a link to external 3rd party platforms and websites which have specific learning activities for pupils to engage with.	Secondary Schools will use a mix of resources, as well as a link to external 3rd party platforms and websites which have specific learning activities for pupils to engage with.
Staff will keep in regular contact with pupils and parents.	Staff will keep in regular contact with pupils and parents.
Teaching staff may be seen and heard via 'live teaching' and the use of pre-recorded video files – these may either be embedded in to learning resources (e.g. inside PowerPoint presentations or within 3rd party learning platforms) or uploaded as standalone videos.	*Remote Learning may also be enhanced by "Live Teaching" via Microsoft Teams, which would take place via timetabled group/class sessions.*
Work may be 'handed in' by either logging in to the school website, or submission via a 3rd party platform or platforms (as directed by your individual school)	*Work may be 'handed in' by either saving to OneDrive or SharePoint, emailing, or via the use of other 3rd party platforms (as directed by your individual school)*

Who to contact

In most cases, CELT schools will clearly state the contact methods available for pupils or parents to receive additional support and guidance.

If additional support is required parents and carers are encouraged to get in touch via one of the following addresses:

- IT Support: helpdesk@celtrust.org
- Safeguarding (Primary): primarysafeguarding@celtrust.org
- Safeguarding (Secondary): secondarysafeguarding@celtrust.org