



Date of review: April 2022

Date of next review: April 2023

Responsible person: Assistant Principal – Teaching and Learning

Remote Learning Policy

Introduction

As an employer of staff, The Boulevard Academy recognises the statutory responsibilities related to employment. Day-to-day management of staff is delegated to the Principal/CEO and line managers in The Boulevard Academy. Throughout this document, reference is made to the responsibilities held by the Principal/CEO for operational purposes. Ultimate responsibility rests with the Board of Trustees.

The Boulevard Academy and its Board of Trustees are committed to promoting positive mental, physical and emotional wellbeing and will provide suitable support for all members of staff. Acting to prevent ill health and promote good health makes good educational and business sense, as sickness absence carries high costs both in monetary terms and in terms of the impact upon performance, teaching and learning, morale and productivity, which may disrupt or compromise student progress.

Members of the teaching and non-teaching staff are entitled to be treated fairly and professionally at all times. The Board of Trustees of The Boulevard Academy takes very seriously its duty of care as an employer to all members of staff and a number of policies and procedures have been made in relation to this duty.

Live, online, lessons are a current necessity in Secondary Education. This new style of teaching and learning brings its own challenges, whilst still allowing students to access key input to their education from staff. These associated challenges and risks need to be managed by all parties in order to keep the members of our school community safe and well.

Remote Learning

'Remote learning' is the provision of work, assessment and feedback, as well as pastoral support in the event that normal lessons are unable to be delivered as normal.

Situations where this policy will apply include:

- A pupil taking an authorised absence from school of 3 or more days e.g. sporting event, medical etc.
- A fixed term exclusion.
- Pupils unable to attend school due to a period of advised self-isolation.
- An extended period of school closure.

This policy does not apply in situations such as:

- A student who is absent without prior authorisation from the school, with or without parental permission.

Individual Remote Learning

In cases where the school remains open but an individual student is unable to attend lessons due to an exclusion of any length or for an authorised period of 3 or more days but is otherwise fit and well, work will be set as follows:

- The year team will indicate that a student needs to access remote learning.
- Subject Leadership will ensure that their departments provide the appropriate work through Show My Homework or Google Classroom.
- Links to the work will be sent to parents through MyEd or via Text.
- Where computer access is limited in the home, work books will need to be provided for completion.
- All completed work will need to be completed online or uploaded for teachers to assess the work.
- If students have an issue with any work set, communication with teachers can be made through SMHW or Google Classroom.
- Students completing BTEC assignments should be able to continue their assignments through google classroom where appropriate.
- Should the absence continue, work will be completed on a weekly basis until the student can return to school.

A Period of School Closure

The Boulevard Academy is committed to providing a continuity of education for all students in the event of an extended school closure. While these situations, cannot be pre-empted and will differ highly in their causes, we will provide the following:

- The provision of relevant work for each subject area and each year group so that students can continue with their studies.
- Regular, live instruction from subject specialists, with the ability for students to type questions in real time.
- The opportunity for students to have one piece of work a week assessed and receive feedback.

This provision relies on the assumption that students and staff have access to the internet at home. All work will be electronically set and resubmitted online. If students do not have computer access, we will endeavour to support them with loan laptops, or as a last resort provide work packs.

Work will be set, submitted and assessed through the following online platforms:

Show my Homework (<https://www.teamsatchel.com/>)

Zoom (<https://zoom.us/>)

Google classrooms (<https://classroom.google.com/h>)

Show my Homework is a platform that enables teachers to set work and then assess it. Students can communicate with staff in a controlled and safe manner. Zoom allows us to have real-time communication and the sharing of resources between teachers and their classes. Google classroom helps students and teachers to organise assignments, boost collaboration and foster better communication while both working remotely and within the classroom under normal school opening. Teachers delivering BTEC courses should use this platform in order to set assignments where possible to allow for seamless blended learning.

(a) Short -Term Closure

For short-term closures (up to 5 working days), departments will set tasks via Show My Homework. Timetables for the release and submission of work is to be shared through social media and through the MyEd App.

Each department will set the following:

Number of lessons per week	Number of Activities per week	Assessed Task
1	1	Final task to be uploaded for teacher assessment and feedback.
2	2	
3	3	
4	4	
5	5	
6	6	

(b) Long -Term Closure

For long-term closures (longer than 5 working days), we will move immediately to a model whereby departments provide 'live lessons' through Google Classroom and supplement these with work for submission through Show My Homework. This may include closures to a class bubble, year group or the full academy.

The Academy reserves the right to vary the methods described below depending on the situations surrounding a long-term closure. Timetables will be released by the leadership team to parents through the MyEd App.

(i) Live Lessons

- Students are expected to attend all live sessions relevant to their specific timetable, if they are well enough to do so.
- If a child is unwell, parents should let the school know in the usual manner.

(ii) Expectations of Students

- Complete all work and submit as requested by the Academy
- Attend all live lessons
- Respond to all communication by teachers
- Students are expected to uphold the same standards of conduct and behaviour during live online lessons as they would be expected to in school.

This includes but is not limited to:

- Ensuring appropriate language is used in Zoom/google classroom comments or communication with staff through SMHW, and that any comment is on-topic and relevant to the task in hand.
- Ensuring full engagement with the tasks in hand, including submission of any required work by the deadline that has been set.
- Ensuring that all video and microphone capabilities are switched off during a Zoom/google classroom Live lesson to safeguard both staff and students.
- **Any student who acts inappropriately during the live lesson will be removed from the lesson and could possibly be removed for a fixed period of time (similar to a fixed term exclusion in school).**
- Parents will be contacted if a student does not attend or is removed for poor behaviour
- This includes anything that disrupts learning – silly noises, inappropriate comments on the chat box, turning video/microphone on without permission, abuse to any student or member of staff.
- Sharing log in details for lessons with others

(iii) Expectations of Staff

- Ensure that work is set on SMHW in accordance with the online learning timetable and that sufficient resources and support are available to students via SMHW, google classroom and Zoom.
- Ensure that submitted work receives feedback as is appropriate in a timely manner.
- Subject leadership are responsible for quality assuring the work set and lessons devised to ensure that the standard is high.
- Staff should attend CPD when required to support with the main online platforms we are using: SMHW, google classroom & Zoom. Subject Leadership will liaise with their departments weekly to support this process, any student not accessing the online work must be flagged with year teams so that it can be addressed during weekly welfare phone calls.
- When setting up live lessons, staff must ensure the following:
 - students must not be able to unmute themselves
 - video/microphone is off on entry to the waiting room
 - must have a waiting room, and staff let students in once ready

- host teacher must monitor the chat room and follow the BM expectations set by the academy for live learning (see (ii) Expectations of Students)

Staff Absence

When staff are ill during a period of school closure, they should email Miss E. Spence and inform their line manager daily.

If they are able to set work for any lessons/ classes they are responsible for then they should do so, otherwise it falls to the leadership of the department.

If they are due to host or lead a live lesson they must ensure the lesson planned is available for cover supervisors or a volunteer from the department to use in their place.

If there are issues due to childcare etc. staff must discuss this with their line manager so that support can be provided.

Pastoral Care

The Boulevard Academy has a very strong pastoral ethos and this is even more important during periods of school closure. Our high standards of providing the very best pastoral care will continue during any period of closure or remote learning.

During any long-term whole academy closures, the pastoral team will ensure that phone calls are made weekly to all students to ensure that their welfare is checked up. All calls are logged and reported to Mr Stevens (Assistant Principal & DSL) weekly. If need be referrals are made thorough the well-being team or as need be the child protection team. Mr Stevens liaises with the LA regarding all vulnerable students and CP incidents. In addition, our wellbeing team are available for sessions if required.

During any period of school closures, depending on the reason, the academy will be available for all key worker and vulnerable students. One such exception to this would be if the CEO/Principal ordered a deep clean of the academy or sections of the Academy.

Safeguarding

During any period of school closure, the following policies remain active:

- Safeguarding and Child Protection Policy and Procedure (COVID 19 Child protection Annex)
- Staying safe online

Any online/ verbal contact between staff and students must only take place through official methods, which are:

- Show My Homework messaging (no personal or school emails to be used)
- Zoom chat
- Google classroom

- Social Media questions will be answered by the marketing team only
- Student Welfare Calls must be made via your work phone only. If you have issues with signal and do need to use your own phones – you must ask permission from BST and ensure that you use '141' before ringing the number

Contact between students and staff through personal telephones (without SLT approval) or personal email accounts, or any other third-party messaging software or video conferencing software (e.g. WhatsApp, Skype etc.), is strictly prohibited.