Remote and Blended Learning Policy

Last Review: **November 2026**

Next Review: **By end of Autumn Term, 2028**

Committee: **Teaching & Learning**

1. Links with other policies

This policy is linked to our:

- Behaviour for Learning policy
- Teaching Learning and Assessment policy
- Safeguarding Policy and coronavirus addendum to it
- Data protection policy and privacy notices
- Home-school agreement
- Information Technology and e-Safety Policy Code of Conduct for Teaching and Support Staff Policy Information Technology and e-Safety Policy
- Audio/Video Recordings Policy

2. Aims

This policy aims to:

- ensure consistency in the approach to remote learning for students who are not in school
- set out expectations for all members of the school community with regards to remote learning
- provide appropriate guidelines for data protection

3. Use of remote learning

All students are expected to attend school every day, in line with Government expectations and the JCoSS Attendance policy.

We will consider providing remote and or blended education to students in circumstances when in-person attendance is either impossible or contrary to government guidance.

This might include:

- Occasions when we decide that physically opening the school is either:
    - Not possible to do safely
    - against guidance from local or central government
- Occasions when individual students, for a limited time, are unable to physically attend school but are able to continue learning, for example due to infectious illness or medical recuperation. This will be granted at the School's discretion and will happen only in exceptional circumstances, usually involving extended absence.
- Occasions when an individual member of staff is unable to be in school but is able to teach lessons.

It will not include:

- Occasions when a family is on holiday in term time
- Occasions when a student is medically unwell

4. Roles and responsibilities

a) Teachers

b) When working remotely, teachers must be available as per their usual working hours. For full time staff this means 8.30 am to 3.20 pm (1.30 on Fridays) with a normal lunch break, and 1 meeting a week after school for an hour.

When the school has agreed to provide remote or blended learning teachers should:

- Provide students with access to remote education as soon as reasonably practicable, taking account of the expected length of absence and disruption to the learning of all
- Make reasonable adjustments for students with SEND to access remote education, where required, informed by relevant considerations including the support families will require and the types of services that students can access remotely

Teachers are also responsible for:

- Delivering lessons as per the timetable:
  - Teachers will calendar and deliver lessons using MS Teams. This includes registrations when a whole cohort is at home.
  - A variety of Teaching and Learning strategies is encouraged to ensure that teaching remotely remains sustainable.
  - Teachers should use the MS Teams assignments functionality to monitor and enable students to complete and submit work.
  - Teachers should co-ordinate with other teachers, including those teaching in school, to ensure consistency across the year/subject and to make sure students with limited access to devices can still complete the work. All line management structures remain in place.
  - Any behaviour concerns should be reported and escalated through normal systems. Remote behaviour will be monitored and rewards (class teachers) and consequences (SLT LMs) issued.
  - Attendance will be monitored through the MIS system as it is when students are present on site. The normal attendance policy will remain in place

- Providing feedback on work
  - Teachers should provide feedback on submitted student work using their best endeavours to follow the Teaching, Learning and Assessment policy. This should normally be done through MS Teams assignments.

- Keeping in touch with students who are not in school, and their parents
  - Keeping in touch with both students and parents should usually be confined to a 'normal school day' 8.30 am -3.20pm as far as possible, with reasonable flexibility.
  - In the first instance teachers can use the 'chat' facility to contact students who are not attending lessons and or not submitting work. If teachers do not receive a reply the same day they should email students and their parents. If this goes unanswered teachers should escalate this to their HoF who liaise with HoY and SLT.
  - CPOMS is always operational and any safeguarding concerns should be logged in the normal way.

- Attending virtual meetings with staff, parents and students
  - Dress should be as per the school dress code policy
  - Locations: colleagues should avoid areas with background noise and ensure that the background is appropriate for teaching.

c) Learning Support Assistants

When assisting with remote or blended learning, Learning Support Assistants must be available as per their usual working hours. They are responsible for:

- Supporting identified students, usually via MS Teams either by attending online lessons or by making contact at other times. IT provision will be made available for this purpose where required and subject to availability
- Following the directions and instructions from the Learning Support and PSRP Leadership on which students to support and how to support them
- Keeping in touch as required with staff, parents and students
- Attending virtual meetings with staff, parents and students
    - Dress should be as per the school dress code policy
    - Locations: colleagues should avoid areas with back ground noise and ensure that the background is appropriate for teaching.

Responsibility for the quality of remote learning is part of the normal responsibilities of middle and senior leaders for learning as a whole. The usual expectations of quality assurance, monitoring, co-ordinating and reviewing operate at Head of Department, Head of Faculty and Senior Leadership level. Concerns regarding any aspect of remote should be raised via the usual channels.

Heads of Year remain responsible for the overall learning, progress and wellbeing of students in their Year.

The Safeguarding Team will operate as usual, under the direction of the Designated Safeguarding Lead.

Responsibility for the technical operation of IT hardware and software, for the security and compliance of the network, rests with the Network Manager. Systems exist for remote technical support for staff, and students and parents may contact the office to request assistance with access to school IT systems if required.

d) **Students and parents**

Staff can expect students learning remotely to:

- *Be present and engaged* in calendared online lessons, informing teachers before the lesson through MS Teams if they are unable to attend.
- *Have their cameras switched on*
- *Be suitably dressed*: school uniform is not required at home, but respectable clothing is
- *Be in a suitable space for work*, as free as possible from distractions, other household members on camera, or background noise and with a blurred background
- *Complete work to deadlines* set by teachers, and alert teachers if they are not able to complete work
- *Seek help if they need it*, from teachers or learning support assistants
- *Adhere to the normal behaviour expectations* for lessons
- *Follow e-safety policies and the IT Acceptable Use Agreement*. Any misuse of images or video from online lessons will lead to immediate removal of access to online lessons either temporarily or permanently. We will deploy the full range of our sanctions and involve other agencies where necessary. Attention is drawn to the school's policy re Audio/Video Recordings).

Staff can expect parents of children learning remotely to:

- Respect the boundaries of live lessons. It is not appropriate for parents to be in the same room unless living conditions dictate it, in which case students should be encouraged to wear headphones. There should be no input from parents, and staff have the right to remove a student from a lesson if this is the case.

- Be respectful and reasonable when making any complaints or concerns known to staff. The school will not respond to comments or requests from parents based on their viewing of lessons.
- Make the school aware if their child is unwell or otherwise cannot complete work.
- Seek help from the school if they need it.

If any staff are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

5. Who to contact

If staff have any questions or concerns about remote or blended learning, they should contact the following individuals:

- Issues in setting work – Head of Faculty and or Head of Department
- Issues with behaviour – as per the behaviour policy
- Issues with IT – email ITHelpdesksupport@jcoss.barnet.sch.uk
- Issues with their own workload or wellbeing – the line manager
- Concerns about data protection – the Data Protection Officer
- Concerns about safeguarding – the DSL

6. Data protection

- All members of staff are reminded of the duties and systems set out in the Information Technology and e-Safety Policy, Code of Conduct for Teaching and Support Staff Policy and Information Technology and e-Safety Policy

Attention is drawn to the following:

When accessing personal data for remote learning purposes, all staff members will:

- Use the MIS system as per our normal way of accessing personal data
- Use school devices, such as laptops, rather than their own personal devices (other than via the established Remote Access software)
- Only communicate with parents and students through the usual school channels and using students' school email addresses; never communicated with students via social media
- Be mindful of what is in view when teaching from home
- Take appropriate steps to ensure their devices and passwords remain secure, including from other household members
- Report any issues to ITHelpdeskSupport@JCoSS.Barnet.Sch.Uk

Report any urgent issues to ITHelpdeskSupport@JCoSS.Barnet.Sch.Uk , marking them as urgent

7. Monitoring arrangements

This policy will be reviewed biannually. At each review, it will be approved by the Teaching and Learning Committee.