



# Blended, Remote Learning and Homework Policy

## Document Control

| Version | Author | Summary of Changes               | Approved By | Date Published | Date of Review |
|---------|--------|----------------------------------|-------------|----------------|----------------|
| Rev 1   | EW     | New Policy                       | RGR         | Sept 2022      | Sept 2023      |
| Rev 2   | EW     | Updated dates                    | RGR         | Sept 2023      | Sept 2024      |
| Rev 3   | CV     | Added Century and Homework       | GG          | March 2025     | March 2026     |
| Rev 4   | CV     | Updated dates and changed format | RGR         | March 2026     | March 2027     |

## Contents

|                                    |   |
|------------------------------------|---|
| 1. AIMS .....                      | 3 |
| 2. ROLES AND RESPONSIBILITES ..... | 3 |
| 3. WHO TO CONTACT .....            | 6 |
| 4. DATA PROTECTION .....           | 6 |
| 5. MONITORING ARRANGEMENTS .....   | 7 |
| 6. LINKS WITH OTHER POLICIES.....  | 7 |

## 1. AIMS

1.1 To provide seamless learning opportunities across the college to enable students to progress across the Key Stage and engage effectively with their teaching staff by:

- Ensuring consistency in the approach to remote learning for students who aren't in college
- Set out expectations for all members of the college community with regards to remote learning
- Provide appropriate guidelines for data protection

## 2. ROLES AND RESPONSIBILITIES

2.1 For students who are absent Vega College Teaching staff will:

- Ensure students' have their Century log in details and that nuggets of core subject work are available for students to complete
- Ensure that lesson resources are added to the Microsoft Team for each class they teach the morning of a lesson before 9.30am if we are using Teams. This will support other procedures in school and reinforce independent learning and revision
- Attendance team to share with teaching colleagues' students who are absent
- Communicate with an absent student your intentions for live learning
- Provide direction for each class every time they teach them, signposting the work that students should complete at home with clear explanations of how the work is to be completed e.g. utilising TEAMS and email
- Review work completed online and if relevant prompt students to bring completed work into college to ensure they have sequential progress in their books/folders
- Respond to any queries from students to enable them to complete set tasks

2.2 In the event of a whole year group or whole school closure, Vega College will deliver a live virtual timetable within 24 hours of the instruction to close. Staff will be expected to:

- Contact all students by phone every morning to discuss the learning
- Staff to email out work to students and call again to check they have understood it
- Reinforce the following key expectations, alongside our normal whole academy non- negotiables and behaviour practices
- Report any issues or concerns immediately to the on-duty leadership team

2.3 Expectations of work for students

Vega College expect that remote education (including remote teaching and independent work) will take students broadly the number of hours in each college day and work will be supplied. Staff will not be expected to address any forms of email communication from students after 3.20pm or before 8.35am.

2.4 Teaching Staff Absence during closure

Staff who are unwell should communicate this by 7.30am each day they are unable to engage in virtual learning by calling the Head of Provision.

2.5 Teaching staff codes of conduct:

- When delivering live lessons with students, or a remote meeting with a parent, the Vega College dress code should be followed, even if you are delivering from home
- When delivering live lessons, ensure that the space used is suitable. i.e not from a bedroom and your background is blurred

## 2.6 SEND Team and Teaching assistants

When assisting with remote learning, teaching assistants must be available during their normal contracted hours.

If they're 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.

When assisting with remote learning, teaching assistants will be available to communicate with students and parents to ensure they know how and when to access the remote provision.

## 2.7 Curriculum Lead

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with learning mentors teaching their subject areas remotely to make sure all work set is appropriate and consistent through quality assurance of work sent out.
- Monitoring the remote work set by teachers in their subject – quality assurance of remote learning, feedback and participation of students
- Alerting teachers to resources they can use to teach their subject remotely
- Ensuring that homework nuggets relating to topics covered each term will be available on Century for students to complete
- Parents and students will receive regular written reminders to complete homework

## 2.8 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Monitoring the effectiveness of remote learning through quality assurance of Teams Lessons, drop ins to live lessons, work scrutiny of Class Notebook and assignments (if used)
- Undertaking regular reviews with all stakeholders to identify areas for development in remote learning
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Leading the development and delivery of CPD to enable staff to upskill and develop high quality teaching and learning in periods of remote learning

## 2.9 Designated safeguarding lead

The designated safeguarding lead is responsible for:

- Ensuring that the policy is up to date to reflect local and national policy
- Ensuring that students and staff are trained and are following the policy
- Work with the Safeguarding Team to support vulnerable students and respond to any safeguarding concerns
- Ensuring there is always a member of the safeguarding team available during college opening hours
- Monitor the appropriate use of the lobby feature

## 2.10 IT Support Staff

IT support staff are responsible for:

- Ensuring that all Microsoft 365 programs are up to date
- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting students and parents with accessing the internet or devices, including hardware set up for devices provided by the Department for Education for students who do not have IT access in their home setting

Parents are advised that:

- Access to lessons on Microsoft Teams or via email does require students to have access to a suitable internet-enabled device. Where possible, this should be a large screen device such as a tablet, laptop or desktop computer. High speed broadband or 4G internet will also be required to stream live lessons
- If their child does not have access to a suitable device, they are to contact school reception
- If a family requires support with reliable and fast internet connection, it may be possible to offer access to a 4G wireless internet router or to provide data top-ups to existing mobile

## 2.11 Attendance Staff:

When college is open/operational:

- Share with staff the names of students who are absent so engagement with learning can be planned
- Ensure the correct attendance codes are entered into SIMS

When college is closed and running remotely:

- Support the tracking and monitoring of attendance of remote learning
- Contact parents to inform them if students are absent to support engagement
- Work with colleagues to positively support attendance

## 2.12 Expectations of Students (and parents) who are absent:

If students are absent from the college because they have been advised to for medical or personal reasons, and they are well, it is expected that students will access work assigned to the Team's channels if able, via emailed work or on Century. This work will be signposted by class teachers and will include learning opportunities and tasks that students should complete and return to their subject areas when the isolation period is complete. Students can communicate with their teachers via the Teams channels, phone or email.

The college expect that remote education (including remote teaching and independent work) will take students broadly the number of hours in each college day.

## 2.13 Steering Group

The Steering group is responsible for:

- Monitoring the college's approach to providing remote learning to ensure education remains as high quality as possible

- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

#### 2.14 Support Staff

- All support staff are expected to be in the building during their normal working hours when a partial closure is in place
- Support staff may be deployed to support across the college as required

### 3. WHO TO CONTACT

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

- Issues in setting work – talk to the relevant Key staff member
- Issues with behaviour – talk to the relevant Key staff member
- Issues with IT – liaise with IT staff
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the Designated Safeguarding Lead and report any concerns via CPOMS.

### 4. DATA PROTECTION

#### 4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will access data, on the secure server on Microsoft office 365.

#### 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as such as email addresses as part of the remote learning system. As long as this processing is necessary for the college's official functions, individuals won't need to give permission for this to happen. However, staff are reminded to collect and/or share as little personal data as possible online.

#### 4.3 Keeping devices secure

All staff members will take appropriate steps to ensure their work device remains secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

## **5. MONITORING ARRANGEMENTS**

5.1 This policy will be reviewed by the Steering Group and Leger Education Trust

## **6. LINKS WITH OTHER POLICIES**

6.1 This policy is linked to our:

- Behaviour and Anti-Bullying Policy
- Child protection and Safeguarding Policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy