



**University Technical College Warrington
(UTCW)**

Remote Learning Policy

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1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for students who aren't in college either due to self-isolation or whole school closure.
- Set out expectations for all members of the college community with regards to remote learning.

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 8.30 and 4:00pm.

When staff are unwell during a period of school closure, they should notify the school by emailing staffabsence@utcwarrington.org as usual. If they are able to set work for any lessons that require it then they should do so, otherwise responsibility for work falls to the Head of Faculty or designated delegated colleague.

When providing remote learning, teachers are responsible for:

Setting of work/Delivery of lessons

Teachers should ensure that

- Accurate class teams have been set up, which are communicated with students
- The insights tab and class notebook function have been added to each Team
- Appropriate tasks have been set using the assignment functions on Teams
- Teaching materials have been uploaded to MS Teams
- During periods when whole year groups are isolating, live lessons are scheduled and delivered using the calendar function on Teams in line with revised timetables
- During periods when individual or small groups of students are self-isolating (and able to work) work is provided as soon as possible that day. This work should mirror the learning taking place in the classroom. This can be, but is not limited to;
 - A link to an Oak Academy lesson.
 - A link to the resources used in the lesson.
 - A link to another online platform such as Active learn, Kerboodle or Seneca.
- All learning that is set remotely (where live or not), should follow the same principals of effective learning;
 - Recap, input, application and feedback.

Providing feedback

- Students should be encouraged to complete work via class notebook where possible
- Feedback can be given directly onto work or in the chat function on TEAMS or live during a scheduled live lesson

- Information from diagnostic tools such as Seneca and Microsoft forms should be used as a responsive teaching tool to inform future lessons

Behaviour and safeguarding

- Use of rewards and sanctions should be in line with existing school policy (see UTCW Behaviour Policy)
- Behaviour incidents should be logged on SIMS in the usual manner
 - One warning
 - Removal from live lesson
- Safeguarding concerns should be logged through CPOMS
- Parents should be contacted via ParentMail if students fail to attend a live lesson or hand in work using the template provided by the Pastoral Team
- Two or more missed sessions must be logged onto CPOMS as attendance concern

2.2 Faculty leaders

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 teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Monitoring the remote work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

2.3 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the college
- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set and feedback from students and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 IT staff

Virtue Technologies our ICT Support contract are responsible for:

- 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

2.6 Students and parents

Staff can expect students learning remotely to:

- Be contactable during the college day – although consider they may not always be in front of a device the entire time
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work
- 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 Teams comments or emails, 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 clothing is appropriate, following the same guidance as a normal "non-uniform" day in school
 - Have muted microphones and no camera unless told otherwise
 - Ask questions via the chat function
 - Blur backgrounds or apply a standard background
 - The usual sanctions for poor behaviour will be in place. They will include;
 - One warning
 - Removal from the live lesson
 - Incident logged on SIMS
 - Parents will be contacted by the pastoral team

Staff can expect parents with children learning remotely to:

- Make the college aware if their child is unwell or otherwise can't complete work
- Seek help from the college should they require it
- Be respectful when making any complaints or concerns known to staff

2.7 Trust Board

The Trust Board 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

3. Who to contact

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

- Issues in setting work – talk to their faculty leader or Vice Principal for Curriculum
- Issues with behaviour – Head of Faculty/Pastoral Team
- Issues with IT – Log problem on the Spiceworks portal
- Issues with their own workload or wellbeing – report to their line manager
- Concerns about data protection – Data Protection Officer
- Concerns about safeguarding – Log issue using CPOMS, alerting the Safeguarding manager

4. Safeguarding

During any period of school closure, the UTCW Safeguarding and Child Protection Policy still applies, as does the Staff Code of Conduct and the IT Acceptable Use agreement

Any live contact between students and staff must only take place through official school channels. This includes emails from students to teachers, which should only be sent from students' UTC email address

5. Monitoring arrangements

This policy will be reviewed in January 2021 by the Principal and Teaching and Learning Coordinator. At every review, it will be approved by UTCW Trust Board.

This policy is linked to our:

- Behaviour policy
- UTCW Safeguarding and Child Protection Policy
- Data protection policy and privacy notices
- Home-college agreement
- ICT and internet acceptable use policy
- Online safety policy