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 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.
- Provide a broad and balanced curriculum; delivering online pre-recorded or live lessons (where appropriate).
- 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 to embed these features in to existing resources.

CELT Secondary Schools
Secondary CELT students will receive the same universal offer as that of our Primaries (see above) but may offer "live" remote teaching.

These sessions will take place on Microsoft Teams, and require students to log in using their school user/email address to the schools Office 365 platform.

Live teaching sessions will be arranged on an individual school basis, with groupings and timetables communicated by the school.

Roles and responsibilities

Teachers
Teachers working from home will be available between 9am and 3pm. They are responsible for the setting work for their classes and/or classes delegated via school curriculum leads/senior leadership team.

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).

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 9am and 3pm, or 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.

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.

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

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 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. Staff will keep in regular contact with pupils and parents. *Teaching staff will be seen and heard via use of pre-recorded video files – these may either be embedded in to learning resources (e.g. inside PowerPoint presentations) or uploaded as standalone videos.* *Work may be 'handed in' by either logging in to the school website, or submission via a 3rd party platform (as directed by your individual school)*	School websites will be used to communicate remote learning information, and share links to learning resources. 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. *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 saving to OneDrive or SharePoint, emailing, or via the use of other 3rd party platforms (as directed by your individual school)*

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- Safeguarding (Primary): primarysafeguarding@celtrust.org
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