

VOYAGE LEARNING CAMPUS



REMOTE LEARNING POLICY

This policy has been adopted by the Senior Leadership Team

Date adopted:	February 2025
Signed:	
Next review due:	February 2027

VLC REMOTE TEACHING AND LEARNING POLICY

Policy Title	Remote Teaching and Learning Policy
Function	For information and guidance. It forms part of the portfolio of policies designed to keep children safe in Education and links to the HR guidance for all staff.
Status	Approved
Audience	Students, Parents, Councillors, Principal, Teachers, Support Staff.
Related Policies	This policy should be read in conjunction with the following policies: <ul style="list-style-type: none"> • Child Protection & Safeguarding Policy • Data Protection Policy • Relationships & Behaviour Policy • Attendance Policy • Online Safety Policy • ICT & Internet Acceptable Use Policy
Ownership / Implementation	The Principal has overall responsibility for ensuring that this policy is implemented.
Implementation Date	9 th June 2020
Review period	Every two years
Last Reviewed	February 2025

1. Introductory Statement

This policy ensures the effective delivery of remote learning for all students at Voyage Learning Campus (VLC), including those unable to attend in person due to medical needs, exclusions, or other exceptional circumstances. It also outlines procedures for remote learning in the event of a full or partial school closure.

Remote learning at VLC aims to provide high-quality, accessible education while maintaining safeguarding protocols. This policy applies to all students, including those with Special Educational Needs and Disabilities (SEND), and aligns with VLC's safeguarding, data protection, and behaviour policies.

2. Preparing for Remote Learning

We would expect that many of the steps below should already be in place with most staff within Voyage Learning Campus. We would expect that there will be future benefits to putting these plans into place.

Voyage Learning Campus will be proactive in ensuring that:

- Staff have access to Microsoft Outlook, SIMS, CPOMS, Teams, Seneca and other online platforms necessary for each individual, including accessibility tools for students with SEND.
- Students within classes have access to Seneca, Microsoft Outlook, Mathswatch and other learning platforms.
- Students and parents/carers receive tailored support in accessing IT systems, including:
 - Guides on using assistive technology.
 - Options for alternative formats (e.g., printed resources, simplified content).
 - Contact details for additional technical or learning support.
- Risk assessments for some SEND students learning remotely are conducted to identify any specific challenges and ensure appropriate provision.
- Staff are familiar with the main functions of all our online platforms.
- All staff laptops have the ability to access CPOMS, which supports safeguarding and the flow of information to staff/SLT relating to wellbeing and learning.
- Parents/Carers and students are made aware in advance of the arrangements in place for the continuity of education. This may be a dynamic arrangement and there will be a variety of strategies to ensure parents are fully informed, such as telephone contact, email, website updates and staff delivery.

- In the event of a school closure, a dedicated closure email address will be activated to ensure the flow of information is effectively received, collated and efficiently acted upon. Information sharing will also take place via website and via telephone calls if necessary.

Voyage Learning Campus will ensure that staff are supported in the development of the above framework by:

- Using staff meetings or setting aside professional development time.
- Ensuring that staff have access to a suitable device in their classroom or, in the event of closure, that staff have a suitable device at home and if not, supply them with a device during the closure period if possible. There may be some level of priority within the staff group to prioritise safeguarding and effective student support.

Staff should ensure that:

- They have received appropriate training required in order to support remote learning. This training is likely to be ongoing and linked to professional development strategy as directed by the VLC.
- They have read and understood the guidance outlined in the Data Protection policy, Online Safety policy, ICT and Internet Acceptable Use policy, Child Protection & Safeguarding policy, and Attendance policy.
- Staff should not download or store school data on home devices.
- Their computer-based teaching resources are available outside of Voyage Learning Campus via the network drives (accessed via the VPN), uploading to their school OneDrive account or the school VLE.
- They have access to key resources not available online at home e.g. key textbooks.
- They have access to a suitable device for home use and if this is not the case then staff should alert a member of SLT.
- They apply the same data protection, confidentiality, and safeguarding practices as they would when working on site within their centre.
- When using personal mobile phones (those not provided by the school), staff should ensure the number is withheld. Staff should ensure the method used for withholding their number is effective. If they are not sure of an effective way to do this they should contact IT for support.

3. Remote Learning Provision

Remote learning may take different formats based on students' needs, including:

- **Live or recorded lessons** via Microsoft Teams.
- **Assignments, quizzes, and independent study tasks** on Seneca and other online platforms.
- **Printed materials** for students without digital access.

- **Regular teacher feedback and assessment** to track progress.

3.1. Supporting SEND Students

Students with SEND will receive additional support to ensure equal access to remote learning, such as:

- Differentiated learning materials tailored to individual needs.
- Regular check-ins from key staff members to provide academic and emotional support.
- Assistive technology where applicable.
- Alternative formats, such as visual aids, enlarged text, or recorded instructions.

4. Expectations for Staff, Students, and Parents

4.1. Staff Responsibilities

Teachers will:

- Plan and deliver engaging, accessible lessons.
- Ensure learning materials are accessible, including for SEND students.
- Provide regular feedback and monitor student progress.
- Maintain communication with students and parents/carers.
- Adhere to safeguarding policies in remote settings.

4.2. Student Responsibilities

Students are expected to:

- Engage with remote learning and complete assignments on time.
- Communicate with teachers if they need help.
- Follow online behaviour guidelines.

4.3. Parental/Carer Support

Parents/carers should:

- Provide a structured learning environment at home.
- Encourage their child to participate fully in remote learning.
- Communicate with teachers if additional support is needed.

5. Safeguarding and Online Safety

- All online interactions between students and staff must adhere to VLC safeguarding policies.
- Students must use their school accounts for all online learning.
- Live lessons may be recorded for safeguarding purposes and securely stored for a limited period.
- Any safeguarding concerns must be reported immediately to the Designated Safeguarding Lead.

6. Remote Learning in the Event of a School Closure

If VLC is required to close fully or partially, the following measures will be implemented:

- Clear communication to students and parents/carers regarding learning schedules and expectations.
- Ensuring all students have access to remote learning resources, with printed materials for those who need them.
- Additional support for SEND students, including personalised learning plans.
- Regular review of student engagement and necessary adjustments to provision.

7. Information for Parents/Carers

Parents/Carers will find the following useful information on the VLC website:

- Generic closure email address for directing queries.
- Information on work set.
- Updates regarding closures.

Accessing Teams for Remote Learning:

- Voyage Learning Campus uses Microsoft Teams for video calls.
- Parents do not need to create an account.
- Calls will only take place during school hours (8:30 am – 3:30 pm) at pre-arranged times.

Parents should ensure:

- Their child logs out of personal Teams accounts before using school-provided access.
- Calls take place in a suitable environment (e.g., not a bedroom/bathroom).
- School devices require a signed loan agreement.
- For safeguarding, calls may be recorded and stored securely for up to 90 days.

Concerns about online learning should be directed to the appropriate staff:

- **Phase 2 Head of centre**
- **Phase 3 Head of centre**

- **Phase 1 Head of centre**

- **IT Support:** David Rivers (IT@support.vlc.org.uk)

8. Summary

The primary purpose of this policy is the continuity of education for students at Voyage Learning Campus. Using existing VLC systems (Microsoft Office Outlook) means this provision can be put into place quickly and students only need their existing login details of VLC email and password for much of their content. A system of student password re-set is established to enable rapid access for students who lose access –via IT manager-All staff to be aware of the system and ensure continuity.

If webinars or videos of lesson content are able to be provided on an online platform, students will be informed via their student email/VLC communication routes. If Teams

tuition is viable for individual or groups of students then this will be considered by the Principal.