



# WILDS LODGE SCHOOL

## Remote Learning Policy

Date of issue: September 2023

Review Cycle: Annual

Next Review Date: September 2024

Wilds Lodge School is owned and operated by Cavendish Education.

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school's aspiration to provide an outstanding education for each of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

All of these policies have been written, not simply to meet statutory and other requirements, but to enable and evidence the work that the whole school is undertaking to ensure the implementation of its core values.

While this current policy document may be referred to elsewhere in Wilds Lodge School documentation, including particulars of employment, it is non-contractual.

The school's policies, unless the specific context requires otherwise, the word "parent" is used in terms of Section 576 of the [Education Act 1996](#), which states that a 'parent', in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance [Understanding and dealing with issues relating to parental responsibility](#) considers a 'parent' to include:

- all biological parents, whether they are married or not

- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school employs the services of the following consulting companies to ensure regulatory compliance and the implementation of best practice:

- Peninsula BrightHR
- Peninsula BusinessSafe (Health and Safety)
- Atlantic Data (DBS)
- Educare (online CPD)
- SchoolPro (data protection)
- Marsh Commercial (insurance)

Wilds Lodge School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at Wilds Lodge School.

The policy documents of Wilds Lodge School are revised and published periodically in good faith. They are inevitably subject to revision. On occasions a significant revision, although promulgated in school separately, may have to take effect between the re-publication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are still effectively current at a particular moment.

In the event of an emergency school closure, we have a responsibility to continue providing education provision for our students.

### **In the contact of Covid-19**

In response to the outbreak of Coronavirus (Covid-19), the government has issued guidance to all schools and education settings. These guidelines state that 'Schools are responsible for providing places to vulnerable children, and children of workers critical to the Covid-19 response'. By definition, vulnerable children include those

who have a social worker and those children and young people up to the age of 25 with education, health and care plans (EHCP). This encompasses every student that attends Wilds Lodge School.

Some students are continuing to attend school whilst others are remaining at home due to parental preference, the need to isolate or in response to lock down/social distancing guidelines.

Thai policy aims to outline how education will be provided to those students who remain at home due to circumstances preventing them from attending school such as being clinically vulnerable or due to positive cases within a bubble.

### **Expectation of Teaching Staff**

Teaching staff at Wilds Lodge School are expected to adhere to the following guidelines regarding the setting of work for students:

- Work will be set via Google classroom/BKSB and or sent home by post or email as appropriate. Work books may also be sent
- Any reading/worksheets/weblinks should be provided alongside task instructions
- Regular contact (at least twice a week from Teacher/TA) will be in place to support students/parents and carers with any concerns. In many cases this contact will be daily and logged on SchoolPod. In addition the care team will contact the residential students during the week
- Where appropriate, teachers may deliver pre-recorded or live lessons and support with work over platforms such as Google Meet/Classroom or occasionally on Skype (with parental permission and in line with safeguarding considerations)

### **Structure of the work**

Teachers are expected to set work at an appropriate level that continues to challenge and engage students, in line with the curriculum plans in their department schemes of learning although some modifications may be needed and tailored to individual needs.

Whilst not an exhaustive list, the following points should be used as the broad guidelines for structuring learning activities:

- The work should contain some form of content (video, reading, research etc)
- The work should include some form of practice or application if appropriate
- An assessment should be set to check for student understanding (SMHW multiple-choice quiz, extended written tasks that could be uploaded, answering exam style questions etc).

### **Further guidance**

Consideration needs to be given to individual students' circumstances. Some student's access to computers might be limited or non-existent. Families with several children may have to share a device. For these students, teaching staff should deliver work using the most accessible format.

We would ask teachers not to set work that requires printing if possible. Where work needs returning SAE are included.

We would expect teachers to spend an appropriate amount of time planning and resourcing tasks that enable students to continue learning the curriculum in each subject.

### **Student Expectations**

If Wilds Lodge is forced to close or students are working from home, students are expected to log onto emails/Google classroom and access the materials that have been set by their teachers. DfE guidance has increased and now (Jan 2021) suggests that primary students receive not three but four hours of remote education a day. This increases from four to five hours for secondary students. There is a recognition that for SEND students this may be adapted.

Teachers will set work by regularly each day or release throughout the week as appropriate depending on Key Stage and individual need.

Students do not have to complete the work in the order that their timetable denotes, however the expectation is that all work is completed where possible.

As a therapeutic school, we understand that the current situation may cause many students to feel anxious and unsettled. We recognise that accessing education from home may take time to get used to. Staff are available to support students should they have any difficulties or worries when working from home. We also recognise the increased pressure placed on parents.

Students are expected to read task instructions carefully and apply themselves fully in order to complete all of the work that has been set. Some students may find it hard to complete work independently and will need support from parents/carers. Staff are available to address any questions that may arise around any learning tasks.

## APPENDIX

### **INSTRUCTIONS FOR PARENTS AND PUPILS**

How to use our school's Google Classroom

Please help your child to follow these steps so they can continue to complete learning activities, hand them in, and get feedback from teachers while they can't come into school.

Note: your child will need their log-in details for their school G Suite for Education account to complete the steps below. If they can't remember these log-in details, please contact our admin team or the main school office [edit as necessary and insert contact details].

Smartphones and tablets: download the free Google Classroom app

Android devices

iOS devices (iPhones, iPods, and iPads)

Open the Play Store app Search for 'Google Classroom' Tap 'Google Classroom' Tap 'Install'	Open the App Store app Search for 'Google Classroom' Tap 'Google Classroom' Tap 'Get'
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Once the app has downloaded, open it.

Then, your child needs to:

- Log in to their G Suite for Education account
- Tap the '+' icon (in the top-right corner), then 'Join class'
- Enter the class code that their teacher has provided, then tap 'Join'

Computers and laptops: log in to Google Classroom

Your child needs to:

- Go to [www.classroom.google.com](http://www.classroom.google.com)
- Log in to their G Suite for Education account
- Click the '+' icon (in the top-right corner), then 'Join class'
- Enter the class code that the teacher provided, and click 'Join'

How to get and hand in work (computers and laptops)

Your child needs to:

- Go to Google Classroom (see link above)
- Click 'Classwork'
- Click on an assignment, then 'View assignment'
- On the right-hand side of the page, click 'Add or create'. Follow their teacher's instructions on how to complete their work
- Once they've finished, click 'Hand in', then 'Hand in' again to confirm
- Made a mistake? Click 'Un-submit' to return the work, and follow the last two steps to resubmit it.

How to hand in work (mobile devices – Android or iOS)

Your child needs to:

- Open the Google Classroom app
- Tap on their class, then 'Classwork' (at the bottom)
- Tap on an assignment, then the arrow at the bottom

- Tap 'Add attachment'. Follow their teacher's instructions on how to complete their work
- Once they've finished, tap 'Hand in', then 'Hand in' again to confirm
- Made a mistake? Tap 'Unsubmit' to return the work, then follow the last two steps to resubmit it.