



Distance Learning Policy

This policy may change at short notice if Government guidelines change.

The purposes of this policy are threefold:

1. To outline procedures and practice for pupils in self-isolation, and are otherwise fit and healthy, to continue with their academic program while VLC is open
2. To outline procedures and practice for staff in self-isolation, and are otherwise fit and healthy, to continue with teaching, and setting, marking and feeding back on pupil work as part of a normal academic program while VLC is open
3. To outline procedures and practice for staff, pupils and their parents to continue with the academic program if VLC has to close due to advice from the Government and/or Public Health England or similar body.

Remote learning for pupils who are in self-isolation whilst the school is still open

In the event of a public health incident, pupils must isolate themselves in line with public health advise. During any such period, VLC will make sure that education is provided remotely (online) so no-one need fall to far behind.

Moreover, particular pupils may have needs that mean that to physically attend the centre, for a temporary short term or long term period, would be impossible or inappropriate. In these cases VLC will endeavour to provide distance learning as part of its Outreach Programme.

This policy summarises the provision of remote learning for pupils in this position, so that there are consistent and well understood expectations of the level of support that will be provided for all concerned.

Day 1 of a student absence:

Work will be sent to the student on the first day of confirmed self isolation or covid related absence

Day 2 of a student absence:

Staff will contact parents and carers and arrange either a face-to-face teams teaching session, telephone conversation, doorstep or Outreach Visit with the pupil (to occur by the end of day 3 of the absence) to help with learning where needed. This face to face session or telephone conversation will help guide the student through their learning for the week

Day 3 of a student absence onwards:

- Pupils may be invited to a face to face lesson with a teacher or may receive a telephone call to help with learning.
- Every day, appropriate work will be sent to the student.

- If a student does not have access to the internet, VLC staff will endeavour to drop around or post paper copies of work to the home address.

Pupil expectations:

- Pupils should retain structure to their working day
- Check email or post for learning set
- Complete all set work and return to the teacher in the manner agreed.
- Email the teacher as appropriate/if they are having difficulties.
- If there is a face to face lessons or phone call help arranged, it is expected that you attend

Teacher expectations:

- Centre leaders to allocate a member of staff to work with students who are isolating – this could be a member of the centre team or a member of isolating staff who is working from home
- If any member of staff is isolating, but can work – the work can be passed to that staff member to set if the staff member has the skill set – the maximum number of students each isolating staff member will be expected to send work for is 6
- Allocated staff will: set relevant work, phone parents to see if the pupil understands the work set and explain in more detail if needed, agree a method for student to return the work, feedback on work returned by the student
- Face to face sessions or phone call help will be available in the afternoon – as staffing allows, or if there is a staff member isolating who can provide this

Parents expectations:

- Encourage and support their children's work, including finding an appropriate place to work, checking that set work is completed and ensuring they have some structure to the working day: start and finish times and appropriate breaks.
- To answer telephone calls and arrange how it will be possible to either face to face Teams sessions or phone call help to take place.
- Ensure that their child has access to their VLC email and MyMaths log-on and that the centre leader is contacted if this is not possible
- Contact the centre leader if there are any problems

Remote teaching for staff who are unable to attend the workplace

In the event of a public health incident, staff may be required to isolate or remain at home in line with government/public health guidelines.

Furthermore, it is acknowledged that there may be times when a member of staff is otherwise unwell and unable to attend physically, but is in a position to be able to offer remote teaching.

This policy summarises the provision of remote teaching by teaching staff in this position, so that there are consistent and well understood expectations of the level of support that will be provided for all concerned.

If a staff member is well enough to work and there is work for them to do, they will be required to work from home. In this instance, the Sickness Policy will not apply. You simply work from home. Where an employee is unwell and unable to work, VLC's Sickness Policy applies and absences over 7 days must be certified by a Doctor.

In cases where a staff member is unable to physically attend work but there is not employer agreement to continue working from home (eg. if there is not work to do), VLC's Sickness Policy will apply and the staff member should remain at home for their own health.

If a member of staff is required to self-isolate and can work, they may be expected to:

- Follow the normal VLC routine for absence.
- Teachers should contact the centre leader to see if they can help by planning resources and setting cover work for another staff member, who may not be a subject specialist, to follow.
- Set work, give feedback, give phone call help or face to face Teams sessions to students across a variety of VLC centres.
- Phone parents to check that the pupils can access the work (phones should be set so that numbers cannot be seen).
- Report any safeguarding concerns raised through contact with parents.
- Where requested, deliver video sessions on Microsoft Teams or telephone help where this is not possible.
- Other Schemes of Work planning and general administration tasks, as required.

Remote teaching and learning in case of enforced school closure:

If VLC has to undergo enforced temporary closure due to government and/or public health guidelines, the following will apply:

Pupils/Student expectations:

- Work will be sent to the student VLC account by 11 am of the first day of absence
- Check emails to see the resources for each lesson and work through tasks in a timely fashion.
- Complete all set work and hand in work on email.

Teachers and TAs are expected to:

- Take responsibility for allocated pupils
- Send teaching materials/lessons to email
- Teachers will endeavour to set work equivalent in length to the lessons on their usual learning time at VLC.
- It may be that it is more appropriate for the teacher to set one longer task that covers several shorter lessons (e.g. a task for the whole week). The total set work should reflect the total length of lesson time that is missed.
- Set tasks that include lesson activities and resources, as well as any prep/homework that would normally be set.
- Mark and feedback with the same regularity they would have done if in school.
- Make sure that all resources are available online including scanned pages of textbooks.
- Deliver phone help or Microsoft Teams face to face lessons on the instruction of the centre leader or Principal
- Communicate with centre lead to ensure safe and welfare checks with any concerns

Centre Leaders are expected to:

- Divide the setting of work throughout the centre staff
- Allocate responsibility for pupils to staff
- Ask to be cc'd on emails and check the quality of the work being set

- Regularly check in with their teams to ensure that staff are consistent in their approaches and pick up on any potential concerns early on.
- Provide support to colleagues in their teams to ensure that work is provided as required.
- Connect with parents and/or students, to check how they are coping with the home learning at least once a week
- Report any safeguarding concerns to DSL

Parents are expected to:

- Encourage and support their children's work, including finding an appropriate place to work, checking that set work is completed and ensuring they have some structure to the working day: start and finish times and appropriate breaks.
- Ensure that their child has access to their VLC email and MyMaths logon and that the centre leader is contacted if not
- Contact the centre leader if there are any problems
- Help their child to load Microsoft Teams onto their digital device and ensure that they are aware of any timetabled face to face lessons on Teams or telephone conversations. If this is not possible, agree a method of learning with their allocated staff member

Safeguarding

This guidance document is supported by the Safeguarding policy at VLC.

Parental involvement during video sessions

By bringing staff instruction into the home, the lessons can feel different. The same rules of communication apply as if this were a regularly taught lesson, meaning that the interaction in these lessons are between the teacher and the pupils alone.

One-to-one Safety

We are aware of the increased level of risk around one-to-one video meetings with pupils, however, there are many reasons why they would be helpful and appropriate. One to-one sessions with students should follow the same guidance as one-to-one conversations in school (e.g. appropriate standards of dress as worn at school), the option for the teacher to video the teaching session should be used in this instance. Settings options in Zoom also allow background blurring if appropriate. Staff registering for any software / platforms, must do so with their school email address. Full instructions will be provided to staff on the use of Microsoft Teams