Remote Learning Policy

Approved by:	Local Governing Body	Approval Date: January 2024
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Links	ICT Policy and GDPR Policy	
Staff responsible	Vice Principal – Quality of Education	

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1. Aims

This policy is to ensure the ongoing education of learners at Ninestiles, an Academy under exceptional circumstances. This policy will future proof against closures that could happen at any time: due to an instance where school access is restricted, but learners are able to learn, or in individual cases where a learner is unable to attend school but is able to learn. These circumstances should only involve a short-term absence and might include learners recovering from short term infectious illnesses, learners preparing for or recovering from some operations, or learners recovering from injuries where attendance might inhibit recovery. In some exceptional cases, these circumstances might also include learners whose attendance has been affected by a special educational need or disability (SEND) or a mental health issue. In these circumstances, and after the learner's absence from school has been established, we consider providing learners with remote education on a case-by-case basis. This should be part of a plan to reintegrate back to school, and only when it is judged that providing remote education would not adversely affect the learner's return to school. We know that, for most learners, being in school with their teacher is the best way for them to achieve their potential.

2. Remote Learning Lead

The Vice Principal for Quality of Education is responsible for formulating and overseeing Ninestiles, an Academy's Remote Learning Policy. The school's Assistant Principal for Curriculum and Teaching and Learning also contribute

to the day-to-day efficiency of our remote learning plans. Our EdTech lead in school supports with ICT related issues.

3. Preparing for Remote Learning

We would expect that many of the steps below should already be in place for most colleagues within Ninestiles, an Academy. We would expect that there will be future benefits to putting these plans into place.

Ninestiles, an Academy will be proactive in ensuring that:
• Colleagues have access to Microsoft Teams for classes, and that these are set up
• Learners within classes have access to the relevant Microsoft Team
• Learners have received Teams refresher sessions (and specific Teams Meetings instruction) during tutor periods and IT lessons in all year groups.
• Colleagues are familiar with the main functions of Microsoft Teams
• Colleagues can host a Teams Meeting (video and/or audio) with their classes either from their classrooms or from home
• Parents and learners are made aware in advance of the arrangements in place for the continuity of education.
Ninestiles, an Academy should ensure that staff are supported in the development of the above framework by:
• Using meetings or setting aside professional development time
• Ensuring that colleagues 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.
Colleagues should ensure that they:
• Have received appropriate training
• That their computer- based teaching resources are available outside of school (on Microsoft Teams or OneDrive)
• That they have access to key resources not available online at home, e.g., key textbooks
• That they have access to a suitable device for home use and if this is not the case then staff should alert the school EdTech Lead to the situation

4. Continuity of Education in Event of a Closure

Ninestiles, an Academy will make provision for remote contact with learners daily in two forms:
• Learners will have access to work that allows them to make progress in their learning while at home
• Teachers will need to make themselves available for teaching during their normal working hours and should communicate with the Vice Principal for Quality of Education if this is not possible.
• Learners will have the opportunity for face-to-face interaction with their class teacher daily in as far as is possible. Ninestiles, an Academy will attempt to replicate the timetable that learners follow through the course of a normal school day.

We are mindful of the challenges of operating in an unfamiliar environment in that:
• Online learning operates on a very different dynamic - some subjects and activities do not lend themselves well to remote learning

5. Remote Learning Practice and Recommendations

Microsoft Teams will be the single hub for all Remote Learning interactions.
• Teams Meetings allow teachers to host video and audio calls and automatically invite members of their classes (learners join by clicking the relevant meeting invite in the correct Class Team) • Teachers should record the meeting for easy Cloud access at a future date and time.
• Colleagues may use microphone headsets to improve the quality of audio on the calls and mute once learners have received instructions on work.
• We recommend that learners wear headsets during calls to improve their listening experience and engagement with remote learning sessions
• Screen sharing will allow teachers to broadcast their screens and open documents during the meeting calls for discussion and sharing with the class
We are mindful that if remote working/learning is happening nationally then there may be bandwidth restrictions across the UK internet backbone. In this event dropping the Teams Meetings down to just audio might be necessary
• Classwork and homework that can be handed in online will be set through Teams and marked online

6. Information for parents/carers

Parents or carers are directed to our website for supporting material. Alternatively, they can contact the school on 0121 628 1311 or email directly at enquiry@ninestiles.org.uk   All learners should have copies of their

timetables in their school planners and there are also available for both parents / carers and learners through their Arbor app. If learners have mislaid these, they will need to contact the school who will send copies home.

7. Summary

The primary purpose of this policy is the continuity of education for learners at Ninestiles, an Academy. Using existing school systems (Microsoft Office 365 and, specifically, Teams) means this provision can be put into place quickly and learners only need their existing login details of school email and password. Learners can sign in easily, without the need to remember their password by using the 'Sign-in with Microsoft' button if they have already signed into Microsoft 365 on their device.