



WIGSTON ACADEMIES TRUST

REMOTE LEARNING PROVISION

DATE APPROVED:	13 th January 2025
APPROVED BY:	Chair of Trustees
REVIEW FREQUENCY:	1 year then every 2 years for subsequent years
DATE FOR REVIEW:	March 2026

Signed by Chair of Trustees:

A handwritten signature in black ink, appearing to be 'P. M. M.', is written over the signature line.

Date: 13th January 2025

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Statement of intent:

Wigston Academies Trust understands the need to continually deliver high quality education, including during periods of remote learning – whether for an individual student or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all students have access to the learning resources and support they need to succeed.

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for students who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

2. Roles and responsibilities:

2.1 Teachers

When delivering remote learning, teachers must be available as per the timetabled sessions of a typical school day. If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure. Contacting Paula Lucas and providing cover work via Teams/WATApp

When providing remote learning, teachers are responsible for:

- Setting work:
 - Who they need to provide work for, including if they may need to cover for other classes
 - The amount of work they need to provide
 - When this work needs to be set (24 hours in advance)
 - Where work should be uploaded (WATApp or Teams)
 - How they should co-ordinate with other teachers, including those teaching in school, to ensure consistency across the year/subject and to make sure students with limited access to devices can still complete the work

Remote teaching approaches could include:

- Live lessons via Teams
- Recorded teaching (Lessons recorded & narrated by WAT staff or using DfE recommended platform: National Oak, or Everlearner in PE/OCR Sport)
- Retrieval activities to ensure students are able to understand and apply new knowledge using assignments on Teams, WATApp quizzes or Google forms etc.
- Printed packs produced for students unable to access online learning (e.g. workbooks, worksheets)
- Reading books

- Commercially available websites supporting the teaching of specific subjects, including; Seneca, Sparx maths, Everlearner, YouTube, Ted Talks etc.

➤ **Providing feedback:**

Teachers will set regular tasks and activities for students in all year groups, and they will receive feedback in a variety of formats as per the examples below:

- Whole class feedback in live lessons
- Voice notes on Teams
- Chat function in live lessons or in Teams
- 1-to-1 interaction tools such as WATApp feedback message or via Loom
- Quizzes on WATApp / Everlearner / Kahoot / Sparx maths / Quizziz /Teams or Google Forms with immediate feedback
- Adaptive learning software such as 'Socrative' in computer science
- Written feedback on uploaded documents such as research tasks and essay questions via WATApp, Teams or email

Remote education for individual cases where a student is unable to attend school but is able to learn (Where individuals are unable to attend school, but the majority of their peer group remains in school):

KS3:

Students in Year 7-9 will access learning via the remote learning page on the Wigston Academy website, where they can access activities set by their teachers using recorded/narrated sessions or from the National Oak Academy.

KS4:

Year 10 and 11 will be directed to the remote learning overview on the Wigston Academy website, where they can access activities set by their teachers as well as specific tasks being set via WATApp.

KS5:

Year 12 and 13 will be directed to their subject Teams pages – where work will be set by their class teacher and resources from lessons will be shared.

In the event of another forced closure e.g. pandemic students will have:

KS3:

Students in Year 7-9 will access learning via the remote learning page on the Wigston Academy website, where they can access activities set by their teachers using recorded/narrated sessions or from the National Oak Academy.

- 3- 4 hours of remote learning a day, depending on the age of the student.

- Where a student does not have a live or recorded session and an additional task has not been set on WATApp, students can complete a task for that subject from the remote learning page on the Academy website.

KS4:

Year 10 and 11 will have the opportunity for blended learning, where they are invited to participate in a lesson via Teams or they will be directed to the remote learning overview on the Wigston Academy website as well as specific tasks being set via WATApp.

Year 10/11

- 4-5 hours of learning activities a day as well as independent study tasks.
- Year 11 - the majority of lessons will be live – where possible, with some recorded/narrated as well as independent study tasks set by teachers via Teams and/or WATApp, additional activities can be found on the remote learning page on the Wigston Academy website.
- Teachers will inform students where the tasks are being set and how they should be uploaded for feedback.

KS5:

Students will have the opportunity for blended learning, where they are invited to participate in a lesson via Teams or directed to lesson materials on Teams or WATApp.

- 4-5 hours of remote learning a day which includes independent study time and tasks set by their teachers. The number of live lessons will vary each day because of the way the timetable is constructed. Some days students may have a number of study periods – the same as when they are in college.
- The majority of lessons will be live, with some recorded sessions and independent study tasks. Tasks will be set on Microsoft Teams
- Teachers will instruct students how and where to upload work for assessment.

Any students that are having difficulty accessing remote learning have been advised to contact us and we will do our utmost to help.

2.2 Heads of Department / Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent

- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Monitoring the remote work set by teachers in their subject – this will be done by reviewing work set, live drop ins, QA of feedback and Teams meetings with teachers
- Alerting teachers to resources they can use to teach their subject remotely
- Ensuring appropriate paper-based learning activities are in place for those unable to access remote learning

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Assistant Headteacher for Teaching & Learning will co-ordinate the remote learning approach across the Trust
- Monitoring the effectiveness of remote learning – Leadership link meetings via Teams, reviewing work set, drop ins and reaching out to students and parents and carers for feedback
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Maintaining contact with vulnerable students and families during a potential lockdown if they are unable to attend Critical worker and vulnerable school to maintain welfare checks and provide support where needed
- Lead DSL and ASLs to liaise with outside agencies as required, for example responding to Encompass Calls, recording any incidents in CPOMs and signposting/making referrals to other agencies as appropriate and if required

2.6 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff, students and parents and carers with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting students and parents and carers with accessing the internet or devices
- Installing antivirus and anti-spyware software on staff devices that will be used for remote teaching

- Ensuring the hard drive is encrypted on staff laptops – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device

2.7 Students and parents and carers

Staff can expect students learning remotely to:

- If isolating and well enough to access their learning via the remote learning page on Wigston Academy website for Years 7-11 or if Post 16, inform teachers to ensure they can access appropriate work on Teams/WATApp
- Be contactable during the school day – although consider they may not always be in front of a device the entire time
- Complete work to the deadline sets by teachers
- Alert teachers if they're not able to complete work

Staff can expect parents and carers with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it; this may be paper resources due to access issues or if in a lockdown access to a device
- Be respectful when making any complaints or concerns known to staff

2.8 Trustees

Trustees are responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

3. Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Assistant Headteacher Teaching and Learning
- Issues in setting work – talk to the relevant subject lead or SENCO
- Issues with behaviour – talk to the relevant head of year, Assistant Head for Behaviour or Senior Deputy Headteacher
- Issues with IT – talk to IT staff or email itsupport@wigsotnmat.org
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to a member of the Senior Leadership Team
- Concerns about safeguarding – talk to the DSL or one of the ASLs

4. Data protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

- Will be able to access registers and contact details via WATApp if not in school
- Data should be accessed using laptops and devices provided by WAT

4.2 Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Keeping operating systems up to date – always install the latest updates

5. Safeguarding

All staff are expected to follow the Child Protection Policy at all times and report any concerns immediately to the Lead DSL or one of the ASLs.

6. Monitoring arrangements

This remote learning provision document will be reviewed annually by Assistant Teaching and Learning and Assistant headteacher Safeguarding. At every review, it will be approved by Trustees and Local Governing Body.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy