



The Joseph Whitaker School

An Academy specialising in Sport and Performing Arts

2025-26

Remote Learning Policy

Remote Learning Policy

Rationale

This policy is to ensure the ongoing education of The Joseph Whitaker School students under unusual circumstances. The Joseph Whitaker School is committed to providing continuity of education to all of its students and we will do this through a blended learning approach to best fit the needs of our students and staff. When remote learning is referred to, this can take a variety of forms including, but not exclusively, live lessons.

This policy will future-proof against long term closures that could happen at any time: due to school closure from illness epidemic, weather events, power-loss, etc. but does not apply in the event of a short-term closure or student absence. It also covers the ongoing education of students who cannot be in school during exceptional circumstances (e.g. following an infectious disease outbreak) but are able to continue with their education when the school remains fully open.

There is no obligation for the school to provide education for those students absent from school without the school's permission (e.g. students on holiday during term time or students who are removed from school as a 'precaution' against government guidelines.)

This policy applies to the whole school although some variance may occur during 6th form teaching.

Remote Learning Lead

The Deputy Head for Teaching and Learning is responsible for formulating and overseeing The Joseph Whitaker School Remote Learning Policy. Any questions about the operation of this policy or any concerns about the viability of any part of this policy should be addressed to the Deputy Head in the first instance.

Preparing for Remote Learning

We would expect that many of the steps below should already be in place with most staff within The Joseph Whitaker School.

The Joseph Whitaker School will be proactive by ensuring that:

- Staff have access to Microsoft Teams to enable staff to communicate and meet virtually
- Staff have access to Google Classroom and Google Drive for Classes, and that these are set up in advance of each academic year
- Students within classes have access to Google Classroom
- Students will receive Google Classroom refresher sessions in tutor periods and Year 7 will receive training in ICT lessons/ tutor time where time permits
- Instructions and advice on how to use Google classroom will also be available on the school website
- Staff are familiar with the main functions of Microsoft Teams/ Google Classroom
- Staff have the ability to host a Google Meet with their classes either from their classrooms or from home where possible
- Heads of Department and faculty will oversee the setting of remote work to ensure high standards remain
- Parents and students are made aware in advance of the arrangements in place for the continuity of education

The Joseph Whitaker School should ensure that staff are supported in the development of the above framework by:

- Using professional development time to develop their Google Classroom knowledge
- Ensuring that staff have access to a suitable device in their classroom or, in the event of closure, that staff have suitable resources at home and if not, supply them with a working device.

Staff should ensure that they:

- Have received appropriate training
- That their computer- based teaching resources are available outside of school (on Google Drive/ Remote access)
- 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 Tech team to the situation

Continuity of Education in Event of a Closure

The Joseph Whitaker School will make provision for remote learning with students in a variety of ways depending on the cohort and circumstances. The following outlines our provision for these scenarios:

Government guidance to close schools due to infectious diseases

If Public Health England request a year group bubble is to work from home, the following will occur: (please note some staff may also be working from home)

Year 12/13 Working from home

- The Joseph Whitaker School will attempt to replicate the school day with live lessons conducted through Google Meet.
- Students, teachers and parents will be informed of a required Code of Conduct for live lessons. This Code of Conduct is non-negotiable and protects both staff and students from abuse of technology and safeguarding concerns. (See Appendix A for Code of Conduct)

Year 7 - Year 11

- The Joseph Whitaker School will attempt to replicate the school day with a blended learning approach including live lessons conducted through Google Meet. However, there will be no requirement for full 1-hour lessons to be delivered. Staff may deliver a 10-15minute introduction to the lesson to explain a topic or idea before setting consolidation work. Staff will be available for the full hour lesson
- Staff may also interchange live lesson introductions with videos and resources to help students to continue to progress whilst at home through the use of Google Classroom. Where possible new content will be delivered through a live introduction or a video created by either staff or through online national platforms.
- Work set on Google Classroom will be a mix of online resources (e.g. Oak National Academy), PowerPoints, videos and worksheets.
- Students, teachers and parents will be informed of a required Code of Conduct for live lessons. This Code of Conduct is non-negotiable and protects both staff and students from abuse of technology and safeguarding concerns.

Assessment and Feedback

- Providing feedback is integral to all good teaching and learning and we are aware that during remote learning this can be challenging for staff and students.
- The method of feedback will be varied and may be restricted by remote learning. Staff will select the most appropriate method of feedback through Google Classroom (e.g. written comments, audio, whole class feedback)
- It is expected that students will 'turn' in work on Google Classroom to meet the set deadline
- Staff will ensure that feedback is given on assessments and key pieces of work during school closures. Similarly, to normal working practices, it is not expected that all work will be marked and feedback given, however staff may wish to comment and add praise where necessary. The normal Marking Policy for the school should be adhered to in terms of frequency and content.
- Feedback will be given online through Google Classroom

Pastoral Care, GDPR and Safeguarding

- In the event of a school closure, primary care of students rests with parents and carers.
- During extended periods of school closure, tutors, academic mentors, support staff or Heads of House will check in regularly with students to monitor academic progress and wellbeing.
- Safeguarding procedures continue to be adhered to throughout student absence or school closures. Staff have a duty to inform all concerns to the Designated Safeguarding lead using My Concern.
- Staff are also reminded that the GDPR policy must be followed during all instances of school closure or staff/student absence

With the increase in time students will be on the internet during school closures, the following resources are useful for parents to familiarize themselves with.

<https://www.nspcc.org.uk/keeping-children-safe/online-safety/talking-child-online-safety/>

<https://www.gov.uk/government/publications/coronavirus-covid-19-keeping-children-safeonline/coronavirus-covid-19-support-for-parents-and-carers-to-keep-children-safe-online>

Remote Learning Practice and Recommendations

- Google Meet will be the single hub for all Remote Learning interactions
- Google Meet allows teachers to host video calls and automatically invite members of their classes (students will click on the relevant link in Google Classroom)
- Staff will be able to present their screen and show ppts and documents
- We are mindful that if remote working occurs nationally then there may be bandwidth restrictions and, in this event, we may request Google Meet is conducted with audio only.
- Classwork that can be submitted online will be done so through Google Classroom and marked online with feedback where necessary
- Parents requesting extension work will be directed towards online learning platforms and educational websites. There is no expectation of staff to set additional work.

Appendix A

Code of Conduct

In order to ensure that remote learning and in particular, live lessons are successful in supporting students with their learning it is important that **all** of the following guidelines are adhered to:

Student and Parent Guidelines:

- There must be no recording of live lessons by students.
- There must be no third parties present observing or listening to lessons unless prearranged.
- Students must ensure that the background and venue are appropriate as these are visible during a live lesson.
- Students must be dressed appropriately.
- Students must mute their audio or turn off their screens when requested by staff
- Students must use appropriate language
- Students should contact staff through Google Classroom and be mindful of staff working hours. There is no expectation for staff to respond to student queries outside normal school hours.

Staff Guidelines:

- Staff should record the live lesson
- Staff should blur the background if teaching from home or ensure that the background and venue is appropriate
- Staff must be dressed appropriately
- Staff should ensure all browsers tabs are appropriate for viewing by students
- Staff must use appropriate language
- There must be no third parties present observing lessons.
- During school closures staff are expected to keep in contact with school through the usual communication channels.
- To ensure healthy wellbeing and mental health we do not expect staff to respond to students or colleagues outside of normal working hours. We encourage staff to be more mindful when sending emails to colleagues and to refrain from doing so past 17.00hrs. part-time staff are only expected to respond to communication and deliver education on their paid contracted days.

Adoption by the Governing Body



Headteacher

Signature Date: July 2025



Chair of Governors

Signature Date: July 2025



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