



Remote Learning Policy

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Date of Next Review:	Autumn 2026
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Responsible Committee:	Education Committee

Remote Learning Policy

1. Background

This policy is to ensure the ongoing provision of education at Haileybury Turnford during unusual circumstances. This includes future school closure including year group closures due to pandemics, extreme weather conditions and other unforeseen circumstances.

2. Remote Learning Lead

The Vice Principal leading on Curriculum will be responsible for implementing the Remote Learning Policy with the support of other senior colleagues. If there are any questions about the operation of the policy then the Vice Principal should be contacted within the first instance.

3. Staff training and support

Haileybury Turnford will ensure that staff are supported in the development by:

- Providing professional development training opportunities, including for all new staff as they join the school
- Ensuring that staff have access to suitable devices in their classrooms or in an event of school closure at home

Staff should ensure:

- That they have received the appropriate training and are familiar with the use of Microsoft Teams and Class Charts
- That they have access to key resources through the use of One Drive or other appropriate storage devices
- That they have access to appropriate device; if not, they should alert their line manager who will help provide a solution

4. Continuity of education in the event of a school closure

Haileybury Turnford will contact students to provide remote learning through the use of three platforms; Class Charts, Microsoft Teams and the use of Educational online platforms where necessary.

- Follow-up work and homework tasks will be set using Class Charts
- Lesson delivery will be conducted using Microsoft Teams
- Educational online platforms will be used to supplement learning

In as far as is possible, Haileybury Turnford should attempt to replicate the timetable that students follow through the course of a normal school day. Teachers will need to make themselves available for teaching during their normal working hours and should communicate with the Vice Principal responsible for remote learning and Human Resources & Wellbeing Manager if this is not possible.

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

Vulnerable students without internet access or an appropriate device to use for their remote learning will be supported where possible by the school. An appropriate device and/or 4G router will be loaned to vulnerable students where possible. Students with an Education & Health Care Plan (EHCP) will be prioritised.

5. Remote learning practice

- Microsoft Teams and Class Charts will be the two main platforms for remote learning delivery
- Educational online platforms will be used to supplement and support learning where appropriate
- Class Charts can be monitored by parents to check work completion and submission
- All feedback to students will be provided by Class Charts using the school's feedback protocols
- Teachers can lead meetings on Microsoft Teams and the screen sharing facility will help to share resources during team discussions
- When hosting Microsoft Teams meetings or online lessons all protocols should be adhered to (outlined in Microsoft Teams protocols document)

6. Information for parents

Parents can support with remote learning by doing the following things:

- Check their child's timetable to ensure they attend the online lessons
- Checking Class Charts regularly to ensure that work has been completed and submitted
- Contacting the relevant members of staff by email if an issue arises - all email addresses can be found on the Haileybury Turnford website
- Ensuring their child can login to Class Charts successfully

7. Summary

The primary purpose of this document is to provide an overview of remote learning should any unforeseen circumstances arise in the future. Successful training and existing system set-ups should allow for a smooth transition to remote learning to avoid any disadvantage for our students at Haileybury Turnford.

8. Evaluation

This policy will be reviewed by the Education Committee annually.