



St Hugh's School

Remote Education Policy

1. Introduction

This policy is to ensure the ongoing education of St Hugh's School students under extraordinary circumstances. This policy will future-proof against closures that could happen at any time: due to school closure from illness epidemic, extreme weather, power-loss, etc. It also covers the ongoing education of students who cannot be in school but are able to continue with their education when the school remains fully open.

2. Remote Education Lead

The deputy head is responsible for formulating and overseeing the school's Remote Education Policy. Any questions about the implementation or 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.

3. Preparing for Remote Education

The school will be proactive in ensuring that:

- Staff have access to Google Drive, Evidence for Learning, Doodle and Big Maths as required to support the learners that they are responsible for teaching, and that these are set up
- Students within classes have the relevant login details and so do parents/carers
- In individual circumstance, students are given access to a digital device that meets their individual needs
- In the event of an extraordinary national challenge, school will work with local and national partners to source hardware to support remote education for learners of all pathways
- Staff are familiar with the main functions of the relevant learning platforms
- Parents and students are made aware in advance of the arrangements in place for the continuity of education

The school should ensure that staff are supported in the development of the above framework by:

- Using staff meetings or setting aside professional development time
- Ensuring that staff 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.

Staff should ensure that they:

- Have received appropriate training
- That their computer- based teaching resources are available outside of school
- That they have access to a suitable device for home use and if this is not the case then staff should alert the deputy head
- Adhere to the Acceptable Use Policy and Online Safety Policy, including ensuring school devices are secure, monitored, and used in line with safeguarding protocols."

4. Continuity of Education in Event of a Closure

The school will make provision for remote contact with students on a daily basis:

- Students will have access to work that allows for sequential progressive learning to take place
- Students will have access to work that allows them to continue to experience a broad and balanced curriculum

In as far as is possible, the school timetables will principally reflect what the students would study and experience day by day.

Teachers will need to make themselves available for teaching during their normal working hours and should communicate with the deputy head if this is not possible.

In the case of a teacher being unable to support with the implementation of the e-strategy due to illness, then the school leadership team will plan how learning will best continue. This learning will be planned on a case-by-case basis and will attempt to replicate the full curriculum as best as possible, however in exceptional circumstances subject leaders/senior leaders may set learning and request that learners complete work over the course of a week as opposed to on a daily basis. This work may take on the focus of supporting with the development of EHCP outcomes. Leaders will plan in checks as per processes found in the e-strategy appendices.

We are mindful of the challenges of operating in an unfamiliar environment in that:

- online learning operates on a very different dynamic
- certain subjects and activities do not lend themselves as well to remote education

5. Maintaining contact with students accessing education remotely

In line with St. Hugh's safeguarding policy, school staff will maintain regular contact with all students accessing education remotely. All safeguarding concerns, including those identified during remote education, will be logged via CPOMS in line with the Online Safety Policy, and overseen by the DSL. The frequency of this contact as well as the most suitable member of staff responsible for this will be determined on a case by case basis by the senior leadership team.

6. Remote Education Practice and Recommendations

Staff and parents/carers should familiarise themselves with the accompanying Online Safety Policy and associated Digital/Remote Education strategy and fully support its implementation within their respective role

7. Information for parents/carers

Parents/carers will find the following information useful:

- A copy of E-learning strategy
- St Hugh's E-Safety parent pack
- Email contact details for their child's teachers
- Connect Parental App
- Pupils accessing remote education on personal devices remain subject to the school's Online Safety Policy, including restrictions on mobile phones and the safe, responsible use of emerging technologies such as AI.

8. Summary

The primary purpose of this policy is to ensure the continuity of education for students at St Hugh's School during a partial or full closure. Using familiar systems and resources will allow this to take place efficiently and effectively, whilst recognising, that there is no comparative substitute to actually learning within the school setting. Remote learning provision and safeguarding will be monitored through the same reporting structures as set out in the Online Safety Policy, with regular updates provided to SLT and governors