

Remote working



Leytonstone
SCHOOL

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| Approved by: | Governing board | Date: |
| Last reviewed on: | September 2023 | |
| Next review due by: | September 2025 | |
| The information is communicated by the following means | | |
| Governors | GovernorHub | |
| Staff | Policy folder in the staff shared area and email | |
| Parents | School website | |
| Pupils | School website | |

Appendix to 'Teaching and Learning Policy' - Our Approach to Remote Learning

We expect all pupils to attend school regularly and punctually, there are however occasions where this is not possible for all pupils. These occasions include:

- Long term illness and/or hospitalisation
- Fixed term suspension

We will not provide remote learning for pupils with unauthorised absences and/or persistent absenteeism unless the school's Education Welfare Officer is in agreement with the action.

Monitoring Long Term Absence (from the Admissions Policy 2023)

1. In the event of an authorised long term absence (e.g. hospitalisation) the Head of Year will co-ordinate work for the pupil. If the authorised absence was with advance notice (three/two months) from the hospital/consultant and given to the School. The School can liaise with the LA Education and Welfare to arrange home tuition for the pupil.

2. In the event of unauthorised long term absence, the Head of Year and Attendance Officer should maintain contact with the parents/carers at all times and in consultation with the Waltham Forest Education and Welfare Team to discuss other strategies to support the pupil back into school. This may involve consulting with other agencies and personnel such as the EWO, the LA, CAMHS, Mentors, YOS etc.

We recognise the importance of providing quality first teaching, both face to face and remotely for some pupils depending on their circumstances. We expect that:

- The planned curriculum is followed and teachers provide work which is commensurate to the pupil's timetable.
- All pupils who cannot be in school will have access to learning that enables them to stay in touch with the curriculum at school.
- Lessons will be scaffolded in line with school policy, and accompanied by an accessible model/example.
- Teachers use a range of resources to support the learning of pupils learning remotely, this will include: pre-recorded lessons (Looms), resources from Oak National, Massolit videos and other audio/visual materials.
- Opportunities will be created for scheduled live conversations with the class teacher (via phone call or Zoom).
- Pupils will submit evidence of their learning at the end of each learning episode and teachers will review this work and use this evidence to plan future learning.
- All communication on the remote learning platform (Google Classroom) will conform to the school's expectation as set out in the **Communications Policy**; this will be monitored

by teachers, HoDs, HoYs and SLT and pupil privileges for posting comments will be rescinded if they do not conform to expectations.