# Remote Learning Policy

### Remote Learning: The Approach

The school approach to Remote Learning is to ensure that all students and staff are able to work remotely from home on any occasion that this may be required. This is achieved through Blended Learning Day, which usually takes place on a Friday. Blended Learning Day takes place twice during the academic year to ensure that it is effective. It may be calendared for a third time in the academic year as a further practice.

Safeguarding and promoting the welfare of students at Brook Sixth Form & Academy remains a priority during Remote Learning, in line with *Keeping Children Safe in Education (KCSIE)*. Staff are expected to maintain the same high standards of professional conduct online as they would when working on site, modelling safe, responsible, and appropriate behaviour at all times. Staff must remain vigilant to any safeguarding, welfare, or online safety concerns that may arise during live online lessons or independent remote learning.

Brook Sixth Form & Academy has systems in place to safeguard students during remote learning. **Senso** is used to support the **filtering and monitoring of online activity** on school-issued devices, helping to ensure that students' online behaviour remains safe and appropriate. Non-school devices are monitored through the Microsoft quite whilst engaging with school activities. These systems support the early identification of potential safeguarding, wellbeing, or online safety concerns, which are followed up in line with the Academy's safeguarding procedures.

### Blended Learning Day

Blended Learning Day has been developed at Brook 6th Form & Academy in response to any National or local school closures.

As part of Blended Learning Day the Academy is closed for one day. Students and staff are expected to work remotely from home (using TEAMS). The aim is to "practice" remote learning in preparation for any period of home learning and working during any National or local requirement for the school to close.

Additionally, Blended Learning Day equips individual students to learn from home during periods of absence, when they are well enough to learn but unable to attend the school site. Staff are equally able to deliver from home during periods of absence, when they are able to deliver a lesson but unable to attend the school site. Other benefits include a whole school use of TEAMS as an additional teaching and learning tool.

It is also useful to note that some university courses, and apprenticeships, include an element of remote learning/working as part of a hybrid approach. Blended Learning Day enables students to communicate confidently the strengths and limitations of "remote learning/working from home" at possible future interviews.

Following Blended Learning Day, the Academy Leadership team evaluate the success of the day, and adjusts and make any necessary changes in preparation for any unexpected or planned school closure.

To facilitate Blended Learning Day, students have confirmed that they access to technology or have been provided with access to a laptop to enable them to actively engage with on-line teaching and learning.

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**School Devices**

Students who do not have access to technology at home will be provided with a school device, (namely a laptop), to use during Blended Learning Day and the following weekend. Students and Parents must ensure that the device is returned to school the following Monday without any damage. Families may be charged to repair any damaged devices.

**Format of the Day**

We have learnt from National school closures, (in 2020), that students find on-line learning offers greater challenges than face-to-face learning, with many students becoming tired and distracted. In order to ensure that students are fully engaged, and to ensure that effective learning takes place, on-line learning lessons will end at lunch time. Students may be set tasks by their subject teachers to complete independently in the afternoon.

**Expectations**

To ensure the success of the day students must check their TEAMS login in advance and adhere to the following expectations on the day:

- Located in a quiet space without distractions
- Devices fully charged
- Cameras switched on
- Blurred background
- Ready to engage and learn
- Adhere to expectations set by staff around behaviour and participation

**Registration and Form time**

Registration and Form time is an important time of day for students. It provides an opportunity for students to discuss their general health and well-being with their Form tutor. Key notices are shared with students and expectations set for the day.

All students are required to log on to TEAMS for a prompt 8:30am registration. Members of the pastoral team will be contacting those students who fail to log on at this time.

**Example of Blended Learning Day timetable**

| Time | Activity | Note |
|---|---|---|
| 8:30am | Registration | All students must attend registration. Sixth Form students must attend registration regardless of their timetabled lessons for the day.<br><br>The day is completed by 1:30pm acknowledging that remote learning can be more challenging for levels of concentration than face-to-face learning. |
| 9:00am | Normal timetable lesson 1 | |
| 10:00am | Normal timetable lesson 2 | |
| 11:00am | Break | |
| 11:30am | Normal timetable lesson 3 | |
| 12:30pm | Normal timetable lesson 4 | |
| 1:30pm | End of day | |

# Remote Learning Policy

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| Date of Approval Full Governing Body | January 2026 |
| Date of next biennial review | January 2028 |
| Principal | |
| Chair | |