



KICKSTART ACADEMY

Remote Learning Policy

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Aims

This policy sets out the arrangements for remote education at Kickstart Academy and aims to:

- Ensure continuity of education when pupils are unable to attend school in person.
- Maintain high expectations for participation, engagement and achievement.
- Safeguard pupils and staff when learning takes place remotely.
- Ensure disadvantaged, vulnerable and SEND pupils can access learning equitably.
- Support pupils to maintain routine, connection and engagement with education.
- Facilitate planned reintegration into full-time attendance wherever possible.

At Kickstart Academy, face-to-face education remains the preferred method of delivery. Remote learning is not considered equivalent to onsite provision and will only be used in specific circumstances.

Circumstances for Remote Learning

Remote education may be considered where attendance in school is temporarily not possible and where the pupil remains well enough to engage with learning.

Examples may include:

- Short-term medical absence.
- Recovery from illness, injury or medical procedures.
- Exceptional circumstances agreed by the Headteacher.
- School closure due to unforeseen circumstances.
- Transition arrangements where agreed as part of an individual reintegration plan.

Remote learning will not be used as an alternative to regular attendance or as a response to behaviour.

Any decision to implement remote learning will consider:

- The pupil's safeguarding needs.
- Attendance history.
- Mental health and wellbeing.
- SEND requirements.
- Access to technology and internet connectivity.
- Advice from relevant professionals where appropriate.

Remote learning arrangements will be reviewed regularly with the expectation that pupils return to onsite learning as soon as possible to aid a successful post 16 transition.

Principles of Remote Learning at Kickstart Academy

Remote learning should:

- Maintain curriculum progression.
- Reflect the personalised nature of Kickstart Academy's provision.
- Provide meaningful learning opportunities rather than simply task completion.
- Include regular contact with staff (main contact will be through the Family Liaison Office and DDSL, and Outreach Mentors).
- Support pupils' personal development and wellbeing.
- Encourage independence, resilience and positive routines.

Provision may include:

- Microsoft Teams lessons and check-ins.
- Online learning platforms.
- Directed independent study.
- Vocational learning tasks where appropriate.
- Project-based learning.
- Reading, literacy and numeracy activities.
- Wellbeing and personal development activities.
- Printed resources where technology is unavailable.

Roles and Responsibilities

Teachers

Teachers are responsible for:

- Providing work that reflects curriculum expectations.
- Maintaining contact with pupils during agreed school hours.
- Monitoring engagement and participation.
- Providing feedback on completed work.
- Recording concerns about welfare, safeguarding or engagement.
- Differentiating activities for pupils with SEND and additional needs.
- Liaising with parents, carers and key adults where required.

Teachers must use only approved school systems when communicating with pupils.

Family Liaison Officer and Outreach Mentors

Will:

- Support pupils to access learning at home.
- Provide welfare and engagement checks on a weekly basis.
- Assist with personalised interventions.
- Attend meetings and reviews as required.
- Report safeguarding concerns immediately.

SENDCO

The SENDCO is responsible for:

- Ensuring reasonable adjustments are made for pupils with SEND.
- Supporting staff with appropriate provision and adaptations.
- Monitoring engagement and progress of SEND pupils.
- Liaising with external agencies where appropriate.

Senior Leaders

Senior leaders will:

- Oversee the quality and consistency of remote provision.
- Monitor engagement and attendance.
- Support staff training.
- Ensure disadvantaged pupils have access to suitable equipment where possible.
- Review the effectiveness of remote learning arrangements.
- Ensure safeguarding procedures remain effective.

Designated Safeguarding Lead (DSL)

The DSL will:

- Maintain oversight of vulnerable pupils.
- Ensure safeguarding concerns are followed up promptly.
- Maintain regular contact with pupils identified as vulnerable.
- Conduct risk assessments where remote education is used for an extended period.
- Ensure pupils and families know how to report concerns.

ICT Support

ICT support will:

- Assist staff and families with technical issues.
- Maintain security of online platforms.
- Monitor potential data protection risks.
- Support access to devices where available.

Expectations of Pupils

Pupils accessing remote education are expected to:

- Follow acceptable use guidelines.
- Engage positively with learning activities.
- Attend scheduled online sessions.
- Complete work to agreed deadlines.
- Communicate if they need support.
- Follow the Academy's Behaviour Policy.
- Use technology safely and responsibly.

Pupils must not:

- Record online sessions.
- Share meeting links.
- Use inappropriate language or behaviour online.
- Access learning platforms using another person's account.

Expectations of Parents and Carers

Parents and carers should:

- Encourage engagement with learning.

- Notify the academy if their child cannot participate.
- Support the establishment of a suitable learning routine.
- Maintain communication with academy staff.
- Report any safeguarding concerns immediately.

Safeguarding During Remote Learning

Safeguarding remains paramount during remote education.

All staff must continue to follow the academy's Child Protection and Safeguarding Policy.

Online Contact

Staff must:

- Use only academy-approved communication systems.
- Communicate through professional accounts.
- Avoid personal social media or messaging platforms.
- Follow staff conduct expectations at all times.

Online Sessions

During live sessions:

- Staff should, where possible, teach from a professional environment.
- Appropriate dress standards must be maintained.
- Pupils should participate from a suitable learning space where possible.
- Sessions may involve more than one pupil wherever appropriate.
- Any concerns about a pupil's welfare, presentation, environment or disclosure must be reported immediately.

Welfare Monitoring

Where pupils do not engage:

- Staff will attempt contact with the pupil and family.
- Concerns will be escalated to pastoral leaders.
- Vulnerable pupils will receive additional monitoring.
- The DSL will be notified where safeguarding concerns arise.

Vulnerable Pupils

Particular attention will be given to:

- Children in Care.
- Pupils with a social worker.
- Pupils subject to Child Protection Plans.
- Pupils with significant attendance concerns.
- Pupils identified as vulnerable through academy risk assessments.

Attendance and Engagement

Although remote learning is not a substitute for school attendance, engagement will be monitored through:

- Attendance at online sessions.
- Completion of work.

- Communication with staff.
- Welfare contact records.

Lack of engagement will result in follow-up contact with home and, where necessary, safeguarding actions.

Data Protection and Online Safety

Staff must:

- Use academy-issued devices.
- Keep passwords secure.
- Access information only through approved systems.
- Follow acceptable use guidelines.
- Follow the Online Safety Policy.
- Follow the Trust Data Protection Policy.

Pupils and families must:

- Use devices safely.
- Protect personal information.
- Report any online safety concerns immediately.

All remote learning activity must comply with UK GDPR and Trust data protection requirements.

Monitoring and Review

The Headteacher will monitor:

- Participation and engagement.
- Quality of remote education.
- Safeguarding effectiveness.
- Feedback from pupils, parents and staff.

This policy will be reviewed annually or sooner as appropriate.

Related Policies

This policy should be read alongside:

- Child Protection and Safeguarding Policy
- Online Safety Policy
- Behaviour Policy
- Attendance Policy
- SEND Policy
- Data Protection Policy
- Staff Code of Conduct
- Mobile Device and Acceptable Use Policies

