

# Policy and Procedure on Remote Learning

## Great Dunmow School

Policy Author / Reviewer	Sariena Watkins/Tonia Lewis
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Staff Groups Affected	EDUCATION STAFF

### Contents:

- Monitoring and Review of Policy
- Terminology
- Legal Status
- Policy
- Education Offer
- Reduced Timetables
- Reintegration
- Blended and remote learning
- Process, Monitoring and Reviewing
- Recording Codes for Reintegration Period
- Appeals
- Relevant documents

## 1. Monitoring and Review

- 1.1.** The Proprietor will undertake a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than three years from the date of approval shown above, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.
- 1.2.** The local content of this document will be subject to continuous monitoring, refinement and audit by the Head of Service.

Signed:

Andrew Sutherland



Andrew Sutherland  
**Proprietor, Cambian Group**  
February 2024

Tonia Lewis  
**Executive Head Teacher**  
February 2024

## 2. Terminology

### 2.1. Our aim is to use consistent terminology throughout this policy and all supporting documentation as follows:

<b>'Establishment' or 'Location'</b>	this is a generic term which means the Children's Home/school/college. Great Dunmow School is a school.
<b>Individual</b>	means any child or young person under the age of 18 or young adult between the ages of 18 and 25. At Great Dunmow School we have young adults attending between the ages of 11-18.
<b>Service Head / Head of Service</b>	This is the senior person with overall responsibility for the Location. At Great Dunmow School this is the Executive Head Teacher who is Tonia Lewis. <i>*dual registered locations need to include Service Head and Registered Manager if they are not the same person.</i>
<b>Key Worker</b>	Members of staff that have special responsibility for Individuals residing at or attending the Establishment.
<b>Parent, Carer, Guardian</b>	means parent or person with Parental Responsibility
<b>Regulatory Authority</b>	Regulatory Authority is the generic term used in this policy to describe the independent regulatory body responsible for inspecting and regulating services. At Great Dunmow School this is Ofsted.
<b>Social Worker</b>	This means the worker allocated to the child/family. If there is no allocated worker, the Duty Social Worker or Team Manager is responsible.
<b>Placing Authority</b>	Placing Authority means the local authority/agency responsible for placing the child or commissioning the service
<b>Staff</b>	Means full or part-time employees of Cambian, agency workers, bank workers, contract workers and volunteers.

## 3. Legal Status:

### 3.1. Legal Status: Regulatory Requirements, Part 1, paragraph 2(vii), Quality of Education Provided (curriculum) (teaching) of The Education (Independent School Standards Compliance Record) (England) (Amendment) Regulations.

#### Applies to:

### 3.2. The whole Location, out of school care and all other activities provided by the Location, inclusive of those both outside and of the normal Education hours;

### 3.3. All staff (teaching and support staff), students on placement, the proprietor and volunteers working in the Location.

## Availability

**3.4.** This policy is made available to parent/guardian/carer, staff and pupils in the following ways: via the Location website, and on request a copy may be obtained from the Location Office.

## 4. Policy

**4.1.** The purpose of the Reintegration policy is to support the successful transition of pupils who are returning to School for a range of reasons these include but are not limited to;

- Fixed term Exclusions
- Missing from Care or Home for a period longer than 3 days
- Long term sickness (longer than 1 week)
- Long term refusals to attend school
- A SUI
- Extreme aggression or threats of violence to staff or peers.
- Bringing in weapons to School

**4.2.** At Great Dunmow School, we believe that it is a priority to support every child in our School to secure their legal entitlement to education. Any pupil on a reintegration/reduced timetable is deemed to be at risk of missing education and therefore needs to be identified and tracked rigorously by School Leaders. For this reason, all reasons, chronology of actions and information regarding the reintegration period is tracked in the Reintegration file.

The document 'Pupils Missing Out on Education', published by Ofsted in November 2013 and the KCSIE 2023 update around attendance and prolonged absences for students that are not accessing full-time education, correctly support the need to have strong guidance and tracking of support offered by Great Dunmow School in place.

It is important to highlight that there is no statutory basis upon which to establish a reduced timetable, however, in exceptional circumstances, Great Dunmow School may decide to implement a reduced timetable for an unspecified period of time in order to support a pupil who cannot attend the School for a range of different reasons including those stated in 4.1.

The document Working together to improve school attendance, published by the DfE in May 2022, states that schools should work to help remove the barriers that effect access to education. It is the aim of Great Dunmow School that it is every child's right to access the curriculum offer that is offered

at the School and that a reintegration timetable is a short-term solution with the aim of leading to the successful reintegration of the Child back in to the School community.

## 5. The Education offer:

All education should be suited to a child's age, ability and aptitude, considering any special educational and emotional needs.

It is the assumption is that pupils should receive an education consistent with their Key Stage however due to our learners having significant gaps in their learning the education provided through the reintegration period will meet the National Curriculum requirements whilst still being accessible for the learner in line with the ability and learning levels as set out in their EHCP (If applicable) or identified by the School assessments completed in induction and through Teacher observations and assessments.

The Learner will be given a reduced timetable to support the reintegration which will provide Core subjects of English and Maths and a range of other subjects or activities to promote and develop skills, build relationships (if suitable and relent) with peers and staff or enable the learner to access alternative provisions that will aim to support the successful transition back into school. Supporting the pupil to work on and understand the reasons for why they are not in School during the time previous to the reintegration period.

## 6. Reduced Timetables

A timetable is considered reduced when it consists of something less than the mandatory education hours for compulsory aged students.

A reduced timetable may be used to support the successful reintegration into Great Dunmow School. The duration of this will be determined by the presenting pupil needs and will be reviewed every 2 weeks and moved to the next stage, continued or amended as necessary.

## 7. Reintegration

As part of a planned reintegration back into Great Dunmow School the expectation of this process, where the learner is engaging fully in the program set out, is no longer than one half term. However, in circumstances where the Child does not engage or their behaviours do not demonstrate they are ready to re-join the School Community safely then this process will be reviewed and may take longer than one half term.

## 8. Blended or remote learning

Remote or blended learning will take place as part of the reintegration policy following a major incident, a SUI or when it is not possible to conduct teaching and learning in the standard way due to behaviours exhibited or one of the reasons stated in 4.2.

Remote and Blended Learning can take place when the teacher and student are in physically separate locations. Access to the teacher is enabled using technology. The interaction between the student and teacher may be at the same time or with a time delay, or a mixture of both. This learning may also be paper based, depending on the appropriate mode of delivery and the circumstances of the student. Teaching and learning could involve but is not limited to any of the methods below:

- Written learning materials provided to students with the expectation they use these, with written instructions, to further their learning e.g. unnarrated PowerPoints or written resources/weblinks, with tasks;
- Written and pre-recorded audio teaching materials provided to students with associated learning tasks e.g. narrated PowerPoint with tasks;
- Live lessons delivered online with sound and/or video, with screensharing or recorded and available for students to access at a later date;
- Remote at a suitable place in the community local to the school or their home address;
- Online access via Teams or other platforms to all subject teachers for guidance and support.

Please refer to the Blended learning policy for details around Principles, Expectations, Staff, Students and Safeguarding.

## 9. Process, Monitoring and Reviewing;

In circumstances where Great Dunmow School has initiated the Remote Learning policy the following process will take place with the Executive Head Teacher continually reviewing the situation and all decisions made to ensure the safety, security and safeguarding of Learners and Staff attending the Great Dunmow School. A member of the SLT team will ensure parents are notified of the process and reviews that take place, any staff who are asked by the parent or career of an update of the decision or process so far will refer back to SLT who have oversight on the reintegration process as a whole and will be the main point of contact for any timetable changes, reviews or meetings throughout this reintegration period.

A timetable for a pupil will be issued with Maths and English on daily and a range of supporting activities to meet their individual, behavioural and SEMH needs. All timetables should be issued in advance with links for on-line meetings being sent to the parents/carers or Social workers.

The Reintegration stages is a 3-Stage Process;

**Stage 1:** Executive Head Teacher to review alongside National SEMH Lead reasons behind need for remote learning for Learner – Safeguarding impact. Risk Assessment to be actioned as per Learners need.

**Stage 2:** Timetable structure and at home support where Home based education is used to reflect key academic areas as per YPs ILP to ensure continuation of YP education. Teachers to send work home for YP to complete in line with learners' levels and term targets. Teams calls to be set up by teachers 1 Lesson per day as a minimum to provide 1:1 support. Home visits, where appropriate, to be set up by key teachers to review learner engagement and progress.

**Stage 3:** Reintegration back into Great Dunmow School. The timetable will support scheduled sessions into School alongside, community and home learning. This will be a staggered process with learners demonstrating they are able to be engaged and safe in the community before coming into School for timetabled session.

**Stage 4:** A successful reintegration back into Great Dunmow School will be considered a success when the learner is on site and accessing Education appropriately. This maybe full or part-time depending on the learners needs.

### **Details of the review schedule.**

Executive Head Teacher to review each process bi-weekly alongside Education Staff/ National SEMH Lead with the aim for the next steps for successful reintegration back into Great Dunmow School. Depending on the review outcome after the meeting learner will either stay on the initial stage or move to the next stage of the reintegration plan. At any point the Executive Head Teacher can call an early review, this could be due to an incident, progress made or changes needed to be implemented to support the success of the child completing the reintegration period.

### **How will all parties know that it is successful?**

The learner will have successfully moved to working within Great Dunmow School without demonstrating any of the behaviours that led to the need for reintegration plan. The plan is also considered successful through each integration Stage if the learner is engaging and taking part in the Lessons provided, demonstrating an understanding for the reasons for the changes set out by Great Dunmow School and demonstrating the ability to make positive choices to support the eventual reintegration into School.

#### **Recording information:**

All information relating to the reintegration processes will be in the Reintegration file on the Staff drive. Staff will need to update the logs of lessons that have taken place, all timetables and other data relating to the young person and the reintegration period should be in this file along with meeting minutes and any relevant data such as time tables issued, incidents, PCP's or Missing from Education incidents to be included in the chronology and logs.

## **10. Recording attendance codes for the reintegration period.**

It is important that the recording the child's attendance continues to be accurate during this time on the attendance register, SLT will confirm the attendance codes if required:

**C Code:** Leave of absence authorised by Great Dunmow School. To be used when a pupil has a reduced timetable that includes sessions which have been mutually agreed not to involve attendance at academy or an alternative provision during this time the learner is in the care of a parent or guardian and not the responsibility of the School.

**B Code:** Off-site educational activity. This code should be used when pupils are present at an off-site activity that has been set up by Education. A risk assessment must be set up for all activities set up by the School and issued to the place of residence of which the learner resides if this is being supported or dual supported by the carers.

**D Code:** Dual registered to be used where a pupil is registered at two schools. The D code only applies where a pupil is attending a Provision such as a College or transition to a new Educational provision other than Great Dunmow School.

## **11. Appeals**

- 11.1.** If parent/guardian/carers wish to appeal the decision made by Great Dunmow School then they must do so in writing to the Proprietors, in writing, within one week of the Remote Learning process being initiated by the School. The Proprietors will establish an Appeal Panel to consider the appeal.
- 11.2.** The Appeal Panel will normally convene within three weeks of the receipt of the letter requesting the appeal. The parents or guardian may bring a representative to the meeting. All letters and documents on the process to date given on by the Executive Headteacher or a member of SLT, shall be made

available to the parents or Guardian prior to the hearing. The parents or guardian or their representative may ask questions of the Headteacher or may raise any relevant matter for the consideration of the Panel. The Panel may call for any further information it requires. No evidence or argument shall be presented to the Panel in the absence either of the parents or guardian or their representative, or in the absence of the Executive Headteacher, who is the Proprietor. At the conclusion of the hearing, the Panel shall retire to consider what recommendation it may make. The Panel may recommend:

- A Full and immediate Return to School is needed
- The Remote Learning Process is right, reasonable and required on this occasion and it may continue as directed by this policy.
- Make recommendations for the current process or implement an alternative solution.

However, the final decision will always rest with the Location Proprietors, who may or may not accept the recommendations of the panel.

The overall recommendation shall be communicated to the parent/guardian/carers and the Executive Headteacher. Every child has a right to confidentiality – it will be kept in the strictest confidence and only disclosed to those who need to know. We appreciate that such sensitive matters must be dealt with in confidence.

## 12. Relevant Documents:

**12.1.** Blending and Remote Learning policy.

**12.2.** ST Remote Learning Protocols

**12.3.** Attendance Policy