

Liverpool College

Remote Learning Policy



Mission Statement

Liverpool College values the dignity of each individual and promotes the development of character and learning through a commitment to high standards within a caring community.

Core Values


We recognise that all pupils have different talents and strive to ensure that every pupil has an equal opportunity to find and develop the talents they do possess

We believe that the development of character, creativity, intellect and spirituality, are the primary aims of education.

We work together to create a happy and caring school community which is engaged in our local community and the wider world

We pursue high standards in every area of school life

This is a College policy which applies to the Primary and Secondary Phase, Boarding, Breakfast Club and after school activities.

Approved Date	24 th March 2025		
Review Date	24 th March 2027		
Signed Principal		Print name	Mrs A Haynes

Remote Learning Policy

1. Aims

This remote learning policy aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for Data Protection

2. Remote Learning at Liverpool College

The key IT platform for interactive remote learning lessons at Liverpool College is Microsoft Teams. This is coupled with Satchel One in the Secondary phase and SeeSaw in the Primary phase for the setting and monitoring of pupils' work.

There are a variety of ways in which interactive remote teaching and learning at Liverpool College via Microsoft Teams is structured. The delivery varies according to whether the pupils and teachers are able to be physically present in school. The aim is to ensure that all pupils receive a consistent quality and quantity of learning to ensure their expected progression over time. It also aims to establish sustainability in terms of teachers being able to deliver lessons when not in school, which is not only cost effective but also assists with continuity of learning for every pupil. Some Microsoft Teams lessons are recorded to enable continuity of learning for those pupils absent from Teams lessons.

During enforced school closure, a variety of combinations and mixtures of blended learning and hybrid learning, or 'dual teaching', to ensure continuity of learning, as well as high quality and immediate remote learning provision. These are outlined below:

2.1 Remote Learning via Microsoft Teams:

Microsoft Teams is used for remote teaching and learning when either pupils or a member of staff is unable to attend the school but is nevertheless able to work e.g. during a long period of forced school closure.

Pupils and teachers in the secondary phase are to follow the full timetable for Teams lessons. If a pupil or group of pupils is sent home from school, or are unable to attend in the first place, then their Teams lessons will commence from 11am on the morning e.g. period 3.

Pupils and teachers in Years 1 to 6 follow a reduced timetable for Teams lessons which prioritises the core subjects of Maths and English and are timetabled for the morning only. Additional work and that of other subjects beyond Maths and English is set on the SeeSaw remote learning platform. Teams lessons for the primary phase will also begin from 11am.

2.3 Combinations of Remote Teaching via Teams at Liverpool College:

- a. Teacher in school and pupils at home: Teacher delivers lesson via Microsoft Teams from their usual teaching classroom. All pupils attend from home. Registers are taken and non-attendance is followed up by the pastoral team as per attending lessons in school.
- b. Teacher at home and pupils at home: Teacher delivers lesson via Microsoft Teams from their home, ensuring all safeguarding guidelines are followed e.g. no 121 Teams lessons and suitable background

and clothing to ensure appropriate professionalism at all times. Registers are taken and non-attendance is followed up by the pastoral team as per attending lessons in school.

Should any pupil be able to attend school they should sit in the classroom with the teacher while they deliver the Teams lesson to the majority of pupils working at home.

- c. Teacher at home and pupils in school: Teacher delivers lesson via Microsoft Teams from their home, ensuring all safeguarding guidelines are followed e.g. no 1-2-1 Teams lessons and suitable background and clothing to ensure appropriate professionalism at all times. The Teams lesson is projected in the classroom to the pupils and a cover teacher is present in the classroom to ensure positive behaviour for learning as well as supporting logistics e.g. distribution of worksheets etc.
- d. Teacher in school and individual pupils or small groups of pupils at home, with the majority of the class in school (This would only occur in exceptional circumstances and would be part of a whole college strategy): Teacher delivers their lesson 'dually' i.e. focus is on front facing face to face teaching in the classroom but those pupils at home are formally invited to join via Teams. The teacher should ensure that sound is accessible and wear a roaming microphone (or equivalent) if necessary so as to ensure that the pupil is able to access the learning happening in the classroom.

3. Roles and responsibilities

3.1 Teachers

When providing remote learning, teachers should be available between 8.30am and 4.15pm, depending on their timetable and phase of working.

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

- in the secondary phase, following their usual timetable on Microsoft Teams from 11am
- in the Primary phase for Years 1 to 6 providing remote learning in Maths and English from 11am
- ensuring that there is some communication set up with EYFS pupils on SeeSaw on day 1 to ensure continuity of school provision from the outset
- providing high quality remote learning to ensure accelerated progress through the LCA+ Curriculum for all year groups
- engaging in all combinations of remote learning as outlined in Part 2 of this policy
- ensuring that Teams lessons are interactive and include repeated checkbacks on pupil engagement
- using Satchel One (secondary phase) and SeeSaw (primary phase) learning platforms effectively so that both pupils and parents can track their learning
- following the LCA+ curriculum at all times, including for their remote lesson planning
- including a pastoral element to their Teams lessons e.g. if a form teacher in the secondary phase ensure that LC time is delivered via Teams
- referring behavioural issues to the pastoral lead
- responding to emails from parents within a reasonable time
- providing reasonable cover for absent staff, including in the classroom to support Teams lessons delivered from home by colleagues
- marking and providing feedback to pupils appropriate to ensure progression in their learning

- recording each of their Teams lessons, keeping them in their One Drive, to be able to share for catch up of absent pupils if necessary whilst still relevant and current
- attending virtual Teams staff meetings and CPD when requested
- reporting any IT technical issues to the ITHelpdesk as soon as is possible
- recording attendance on SIMS for every Teams lesson, following the agreed SIMS codes.

3.2 Learning Support Assistants (LSAs) and I2Is

When assisting with remote learning, teaching assistants should be available during their normal working hours.

If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

When assisting with remote learning, learning support assistants are responsible for:

- supporting pupils who are not in school with learning remotely as directed by the class teacher or Vice Principals or Assistant Principals (Safeguarding and Inclusion in the secondary phase)
- providing small group interventions remotely, both from within school and from home, to enable intervention groups to take place
- attending virtual meetings with teachers, parents and pupils where necessary
- providing high quality planned support delivered remotely for individual pupils or small groups of pupils
- following the safeguarding and professional procedures for remote learning at all times e.g. invite another adult if delivering a I2I session.

3.3 Heads of Faculty and Subject Leads

Alongside their teaching responsibilities, Heads of Faculty and Subject Leads are responsible for:

- their subject's LCA Curriculum, including considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- working with teachers delivering their subject remotely to make sure all work set is appropriate and consistent
- working with other Subject Leads and Senior Leaders to make sure work set remotely across all subjects is appropriate and consistent, and appropriately spaced deadlines are being set monitoring the remote work set by teachers in their subject
- alerting teachers to resources they can use to teach their subject remotely
- monitoring external curriculum and testing requirements e.g. specification changes or changes to external examinations, for their subjects.

3.4 Deans in the Secondary Phase

Working alongside the Senior Leadership Team, and in particular the Vice Principal Secondary. Deans are responsible for:

- monitoring the attendance of pupils within their Chapter and following up any non-attendance via, for example, e-mail, liaison with the relevant Assistant Principal or the EWO if appropriate.
- following up any pastoral concerns arising from pupils working from home and in school

- flagging up to the relevant member of the Senior Leadership Teams any worries or concerns around safeguarding for those pupils working from home
- supporting the teaching staff in dealing with incidents of poor behaviour both within school and during Teams lessons on line.

3.5 SENCO

The SENCO's responsibilities remain the same during remote learning as when pupils are in school, namely:

- ensuring that all teachers follow the pupil profiles for each SEND pupil they teach
- ensuring that these pupil profiles are up to date and shared with teaching staff as normal
- meeting with parents and pupils remotely via Teams to ensure that pupil profiles are up to date
- attending appropriate meetings for our SEND pupils with external agencies via Teams.

3.6 Senior Leaders

Alongside any teaching responsibilities, Senior Leaders are responsible for:

- co-ordinating the remote learning approach across the college
- communicating with parents and carers about remote learning
- monitoring the effectiveness of remote learning via online platform reporting, liaising with teachers, pupils and parent voice
- providing quality CPD to aid teachers in the delivery of high-quality remote learning and relevant pedagogical developments e.g. front facing teaching
- monitoring the security of remote learning systems, including Data Protection and safeguarding considerations
- the provision of appropriate IT systems to facilitate remote teaching and learning.

3.7 Designated Safeguarding Lead

The DSL (AP: Safeguarding) is responsible for:

- training staff in correct safeguarding procedures for teaching remotely, including sharing the latest from KCSIE 2023
- providing online safety guidance for pupils and parents
- following up any online safety or safeguarding concerns

3.8 IT Support Staff

IT Support Staff are responsible for:

- fixing issues with systems used to provide remote teaching and learning
- providing functioning hardware and software appropriate for online learning provision
- prompt and satisfactory handling queries and issues from staff via the IT Helpdesk
- reviewing the security of remote learning systems and flagging any Data Protection breaches to the Data Protection officer
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3.9 Pupils and Parents

Staff should expect pupils learning remotely to:

- follow the usual timetable via Teams, attend all lessons as they would do if they were physically present in school
- attend Teams lessons from 11am on Day1 of home learning
- participate fully in Teams lessons, being active rather than passive learners
- regularly log onto Satchel One and complete work to the deadline set by teachers
- seek help if they need it from teachers or Form Tutors
- alert teachers if they're not able to complete work, explaining their reasons

Staff should expect parents with children learning remotely to:

- inform the school if their child is sick or otherwise can't complete work
- seek help from the school if they need it
- be respectful when making any complaints or concerns known to staff

3.10 The Governing body

The governing body is responsible for:

- monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- ensuring that the school maintains appropriately secure remote learning systems, for both Data Protection and safeguarding reasons
- ensuring that the diverse needs of all pupils continue to be met

4. Who to contact

If parents or pupils have any questions or concerns about remote learning, they should contact:

- All Primary concerns or issues – email apease@liverpoolcollege.org.uk
- All SEND concerns or issues – email kcrook@liverpoolcollege.org.uk
- All concerns about data protection – email slam@liverpoolcollege.org.uk
- Secondary phase issues with the setting of the work – email the subject teacher
- Secondary phase pastoral concerns - email the House Mentor or the Assistant Principal: Safeguarding Mrs Duffy on kduffy@liverpoolcollege.org.uk
- Secondary phase attendance to online learning: follow the usual attendance reporting procedures or email Mrs Lines, Vice Principal on slines@liverpoolcollege.org.uk
- Secondary phase issues with IT - email Mrs Lines, Vice Principal on slines@liverpoolcollege.org.uk
- Secondary phase concerns about safeguarding – email kduffy@liverpoolcollege.org.uk
- Sixth Form concerns: email the Assistant Principal: Head of Sixth, Mr N Griffith on ngriffith@liverpoolcollege.org.uk

If staff have any questions or concerns about remote learning, they should contact:

- Issues in the Primary phase – email apease@liverpoolcollege.org.uk
- Issues with behaviour in the secondary phase – talk to / email slines@liverpoolcollege.org.uk
- Issues with IT – email ITHelpdesk@liverpoolcollege.org.uk
- Issues with their own workload or wellbeing – talk to their line manager in the first instance
- Concerns about data protection – email slma@liverpoolcollege.org.uk
- Concerns about safeguarding – talk to / email kduffy@liverpoolcollege.org.uk

5. Data Protection

5.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

- Use the Liverpool College secure cloud service and Liverpool College server on our own IT network
- Use school laptops to provide Teams lessons

5.2 Processing personal data

On rare occasions, staff members may need to collect and/or share personal data such as email addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online and then disposed of as outlined in our policies.

5.3 Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- making sure the device locks if left inactive for a period of time
- not sharing the device among family or friends
- installing antivirus and anti-spyware software
- keeping operating systems up to date – always ensure the latest updates are installed.

6. Safeguarding

Staff should bring immediately to the attention of the Designated Safeguarding Lead and Senior Leadership Team any behaviours by adults or children themselves that may be inappropriate or harmful as defined under the Safeguarding Policy. This includes when teaching and learning remotely as per this policy.

Annex C of Keeping Children Safe in Education (2023) provides schools with further key information and guidance.

The DfE guidance “Teaching Online Safety in Schools” (June 2019) also outlines how the College can ensure pupils understand how to stay safe and behave online as part of curriculum requirements.

7. Monitoring arrangements

This policy may be adapted as needed to comply with any relevant government guidance issued in particular situations that require school closures and remote learning to be undertaken. It will be reviewed annually. At every review, it will be approved by the Principal and Governing Body.

8. Links with other policies

This policy is linked to:

PD07 - Behaviour management Policy
CP01 – Safeguarding and Child Protection Policy
MI02 - Data Protection policy and privacy notices
MI06,07,10 - IT Acceptable Use Policy
MI08 Data Retention Policy
TL01 - Teaching and Learning Policy
TL02 Curriculum Policy
TL06a SEND Policy