



# HOLY TRINITY

A Catholic and Church of England Voluntary Academy  
The Hallam Schools' Partnership Academy Trust

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## Remote Learning Policy

### Rationale

In the event of a school closure Holy Trinity School is committed to providing continuity of education to its pupils through a process of remote learning.

Remote learning would apply in a situation in which the school or a class/year group 'bubble' is closed for an extended period of time, but a high proportion of pupils and teachers are healthy, and able to work as normal from home.

Pupils with short-term absence, will also be able to access work so they do not fall behind the work taking place in the classroom.

### Remote learning in the event of extended school closure

In the event of an extended school closure, the school will provide continuity of education in the following ways:

- use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos and that is linked to the school's curriculum expectations
- give access to high quality remote education resources
- select the online tools that will be consistently used in order to allow interaction, assessment and feedback and make sure staff are trained in their use
- provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access
- recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support and so work with these families to deliver a broad and ambitious curriculum

### Expectations of pupils

- Pupils will be expected to participate as fully as possible in the remote learning process.
- Pupils will also be expected to read and respond to communication from the school (e.g. from a form tutor) on a regular basis.
- Pupils will be expected to submit work, through Microsoft Teams, Dojo or school email.
- Pupils and parents will be expected to sign and follow the schools 'Rules for Responsible Internet Use'.

### Expectations of teachers

- To set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects.
- To teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject.
- To provide frequent, clear explanations of new content, delivered by the teacher or through high-quality curriculum resources or videos.
- To plan a programme that is of equivalent length to the core teaching pupils would receive in school.
- The setting and assessment of remote learning tasks will take place in accordance with school marking and assessment policy.

- Teachers are responsible for providing feedback to pupils in a timely manner.
- Teachers will be available to contact parents if needed, by email.
- All communication should take place during usual office hours, with no expectation to read or respond to emails after 3.30pm or before 8.30am.
- Communication must always occur via official school channels, and not through personal accounts or other websites.
- In a 'live' session, there is no need for teachers or pupils to broadcast audio or video, as the text function is also available.

### **Support for pupils with SEND, EAL and other specific learning enhancement needs**

- Teachers should ensure that work is scaffolded as required for all learners when setting online tasks.
- Profiles are available for SEND pupils and advice can be sought from the SENCo ([atalbot@holytrinitybarnsley.org](mailto:atalbot@holytrinitybarnsley.org)) and Assistant SENCo ([JFraney@holytrinitybarnsley.org](mailto:JFraney@holytrinitybarnsley.org)).
- In addition, the SENCo and team will maintain contact with pupils requiring regular support, by email or phone with parents/pupils and feed back to teachers using CPOMS if required.

### **Pastoral care**

- Form tutors and class teachers should check in regularly with their class to monitor both academic progress and their general wellbeing.
- Form tutors and class teachers will be expected to pass on feedback to the Primary Leader, Heads of Year or the Safeguarding Team, particularly if there are concerns or a lack of communication.

### **Safeguarding**

- In the event of a school closure, pupils, parents and teachers are reminded that the school's Child Protection and Safeguarding Policy still applies to all interactions between pupils and teachers.
- In that policy, there are specifically prohibited behaviours and reporting obligations to which teachers must adhere, whether they are at home, in the community or at school.
- Concerns about safeguarding should continue to be raised to the Designated Safeguarding Lead – [loldcorn@holytrinitybarnsley.org](mailto:loldcorn@holytrinitybarnsley.org)

### **Links to other policies**

Child Protection Policy

Online Safety Policy

Teaching & Learning Policy

Marking & Feedback Policy

Rules for Responsible Internet Use

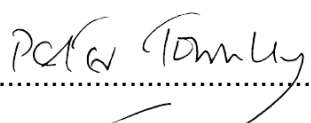
## Policy Review

This policy will be reviewed every year by the Teaching, Learning & Curriculum Committee of the Governing Body.

The policy was last reviewed and agreed by the Teaching, Learning & Curriculum Committee of the Governing Body on

Signature .....  .....  
Head Teacher

Date ..... 5/11/2020 .....

Signature .....  .....  
Chair of Committee

Date ..... 5/11/2020 .....

The school website: [www.holytrinitybarnsley.org](http://www.holytrinitybarnsley.org)

School email (outlook): accessed via the google search for Office 365 [www.office.com](http://www.office.com)

Microsoft Teams®: accessed via the google search for Office 365 <https://teams.microsoft.com>

Access to these platforms is via a pupils's normal school login; if pupils have difficulty with logging in, they should contact the school's IT support ([codegreen@holytrinitybarnsley.org](mailto:codegreen@holytrinitybarnsley.org)).

If there are IT related issues while remote working, teachers can contact the IT Support via the service desk email – [codegreen@holytrinitybarnsley.org](mailto:codegreen@holytrinitybarnsley.org) .