

# Hazelwick School Remote Learning Policy

## 1. Aims

The aims of this policy are to ensure consistency, maintain engagement, support wellbeing and provide clear guidance for all members of the Hazelwick School community.

This policy applies to all staff, students, and parents/carers engaged in remote learning, whether due to individual absence, partial school closure, or full remote provision.

This policy sets out Hazelwick School's approach to remote learning to ensure continuity of education when students are unable to attend school. It aims to provide high-quality learning experiences through Satchel One as the primary platform for communication, assignment distribution, and submission.

## 2. Use of remote learning

All students should attend school, in line with Hazelwick School's attendance policy. Remote education is not viewed as an equal alternative to attendance in school.

Students receiving remote education will be marked absent in line with the Student Registration Regulations.

We will consider providing remote education to pupils in circumstances when in-person attendance is either not possible or contrary to government guidance. This might include:

Occasions when we decide that opening our school is either:

- Not possible to do safely
- Contradictory to guidance from local or central government

Occasions when individual students, for a limited duration, are unable to physically attend school but are able to continue learning, for example because:

- They have an infectious illness
- They are preparing for or recovering from some types of operation
- They are recovering from injury and attendance in school may inhibit such recovery

The school will consider providing students with remote education on a case-by-case basis.

Work will always be set when a child is suspended, in line with the school's statutory duty.

Remote learning will not be provided to students who are school refusers, i.e. students who are unwilling to attend school without medical, safeguarding, or other exceptional circumstances verified by the appropriate professionals. In such cases, the school will work closely with

parents/carers, the EWO, and relevant external agencies (e.g. the Local Authority Education Welfare Service, CAMHS, West Sussex: Pupil Entitlement Investigation) to identify barriers to attendance and implement a support plan aimed at reintegration.

Remote education is not considered an alternative to school attendance and will not be used to accommodate persistent or unauthorised non-attendance.

### **3. Roles and Responsibilities**

The following outlines the responsibilities of the Senior Leadership Team, teaching staff, support staff, students, parents/carers and the governing body in ensuring effective remote learning provision.

#### **3.1 Senior Leadership Team (SLT)**

- Ensure the remote learning provision meets statutory and safeguarding requirements.
- Monitor the quality and consistency of any remote teaching and learning.
- Provide appropriate training and support for staff.
- Review and update this policy as needed.

#### **3.2 Teaching Staff**

- Deliver remote learning via Satchel One, when requested by the school, ensuring all lesson materials, tasks, and instructions are uploaded in a timely manner.
- Monitor student engagement and follow up concerns.
- Provide timely and constructive feedback through Satchel One or Microsoft Teams.

#### **3.3 Students**

- Access lessons and assignments via Satchel One daily.
- Complete and submit all assigned work by deadlines.
- Follow the school's behaviour and IT acceptable use policies.

#### **3.4 Parents/Carers**

- Ensure their child has access to a suitable device and internet connection.
- Encourage their child to follow their timetable and complete work set on Satchel One.
- Contact the school if technical or wellbeing concerns arise.

#### **3.5 Governing Body**

- Monitor the school's approach to providing remote learning to ensure education remains as high quality as possible.
- Ensure that the SLT are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons the quality and consistency of remote teaching and learning.

### **4. Delivery of Remote Learning**

Satchel One will serve as the central platform for accessing all work, assignments, timetables and communication. Work and assignments may be required to be completed on other platforms

such as Microsoft Teams and/or other subject specific websites. All details will be shared with students via Satchel One. Teachers will upload lesson materials, resources, and submission instructions in line with the school's normal timetable.

### **5. Attendance and Engagement**

Student engagement will be monitored through submission data from the platform through which students have completed their work. Teachers will record non-engagement and escalate persistent concerns to Heads of Year. Completion of all remote work set by teachers is expected unless a valid reason has been communicated by parents/carers.

### **6. Safeguarding and Online Safety**

All remote learning must adhere to Hazelwick School's Safeguarding and Child Protection Policy.

### **7. Data Protection**

All personal data processed during remote learning will comply with the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018. Staff will only use school-approved systems (e.g., Satchel One, official school email accounts) for communication and data handling.

### **8. Support and Wellbeing**

Students experiencing difficulty accessing or engaging with remote learning should contact their teacher or Head of Year. The pastoral and SEND teams will endeavour to provide additional support to vulnerable or disadvantaged students. The school will continue to promote student wellbeing through regular check-ins via the Head of Year teams.

This policy will be reviewed annually by the Senior Leadership Team and Governing Body, or sooner if national guidance changes.