TIBSHELF COMMUNITY SCHOOL
REMOTE LEARNING

Ratified: Oct 2026

(Tibshelf Policy)

1. Background

This policy is to ensure the ongoing education of Tibshelf Community School pupils under unusual circumstances. This policy will future-proof against disruption that could happen at any time: due to school closure from illness epidemic, extreme weather, power-loss, etc. It also covers the ongoing education of pupils who cannot be in school but are able to continue with their education when the school remains fully open.

2. Remote Learning roles and responsibilities

The Deputy Head teacher is responsible for formulating and overseeing Tibshelf Community School's Remote Learning Policy. They will be supported by the ICT Operations Manager, School Business Leader who are responsible for implementing and maintaining the platforms utilised.

2.1 Teachers

When providing remote learning, teachers must be available during their normal working hours.

If staff 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.

Setting work:

If the majority of students are working remotely:

- Staff should follow the normal daily timetable and provide work for each class
- This should ideally be a live lesson via Teams that should last approximately 30 minutes and provide ongoing tasks
- Staff may direct students to pre-recorded lessons and associated tasks at the time of the lesson
- If neither of these are possible, work may be provided to students via google classroom, Teams or email and this should be at the time of the normal timetabled lesson
- Staff should communicate lesson objectives with teaching assistants supporting pupils they teach

Feedback:

- Staff should provide verbal feedback to students during live lessons
- Tasks that are completed by students should be shared with staff via Teams, google classroom or email
- Appropriate and timely feedback should be provided to students in line with the assessment policy

If a small number of students from a class are working remotely:

- Staff should provide the appropriate classwork to the student via Teams, google classroom or email

2.2 Teaching Assistants

When assisting with remote learning, teaching assistants must be available during their normal

working hours.

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 assisting with remote learning, teaching assistants are responsible for:

- supporting allocated students with their learning following live lessons
- supporting allocated students with their learning set via google classrooms or email
- Identify and remove barriers to learning for students with additional needs

2.3 Directors of Faculty

- Consider whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Monitoring the remote work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

2.4 Network Manager

The Network Manager and IT team are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the Data Lead who will liaise with the school's Data Protection Officer
- Assisting pupils and parents with accessing the internet or devices
- Introducing new technology where appropriate to support staff delivering remote learning
- Advising Directors of Faculty and supporting the development of remote learning provision

2.5 Pupils and Parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day and present in live lessons
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it

3. Preparing for Remote Learning

We would expect that many of the steps below should already be in place with most staff within Tibshelf School. We would expect that there will be future benefits to putting these plans into place. Tibshelf School will be proactive in ensuring that:

- Staff have access to Microsoft Teams for Classes and google classroom and that these are set up and updated as required
- Pupils within classes have access to the relevant Microsoft Team and google classroom
- Pupils will receive Teams refresher sessions and google classroom training (and specific Teams Meetings instruction) in ICT lessons

- Staff are familiar with the main functions of Microsoft Teams and google classroom
- Staff have the ability to host a Teams Meeting (video and/or audio) with their classes either from their classrooms or from home
- Parents and pupils are made aware in advance of the arrangements in place for the continuity of education

Tibshelf school should ensure that staff are supported in the development of the above framework by:

- Using staff meetings or setting aside professional development time
- Ensuring that staff have access to a suitable device in their classroom or, in the event of closure, that staff have suitable at home and if not, supply them with a device during the closure period

Staff should ensure that they:

- Have received appropriate training
- That their computer- based teaching resources are available outside of school (on Microsoft Teams, OneDrive or OneNote and the school servers)
- That they have access to key resources not available online at home e.g. key textbooks
- That they have access to a suitable device for home use

4. Continuity of Education in Event of a Closure

Tibshelf School will make provision for remote contact with pupils daily in two forms:

- Pupils will have access to work that allows them to continue progress while at home
- Pupils will have the opportunity for face-to-face interaction with their class teacher daily

In as far as is possible Tibshelf School should attempt to replicate the timetable that pupils follow through the course of a normal school day. Teachers will need to make themselves available for teaching during their normal working hours and should communicate via the normal absence procedure if this is not possible. We are mindful of the challenges of operating in an unfamiliar environment in that:

- online learning operates on a very different dynamic
- some subjects and activities do not lend themselves well to remote learning
- access to internet connection and devices may be limited for some students

The school will audit and maintain a list of students with compromised access and put into place appropriate support.

5. Remote Learning Practice and Recommendations

- Microsoft Teams will be the main hub for all Remote Learning interactions
- Google classroom may be used for some exam classes
- Teams Meetings allow teachers to host video and audio calls and automatically invite members of their classes (pupils join by clicking the relevant meeting invite in the correct Class Team)
- Live lessons should last approximately 30 minutes and provide students with tasks to complete afterwards
- Teachers should record the Meeting for easy cloud access at a future date and time
- Screen sharing will allow teachers to broadcast their screens and open documents during the Meeting calls for discussion and sharing with the class
- We are mindful that if remote working/learning is happening nationally then there may be bandwidth restrictions across the UK internet backbone. In this event dropping the Teams Meetings down to just audio might be necessary
- Classwork and prep that can be handed in online can be set through Teams and marked online
- Work packs will be available for students who require these to support their remote learning

6. Information for parents

Parents will find the following useful information on the Arbor app:

- Their child's timetable
- Their child's teachers
- Messages regarding school work and notices from the school

Parents and students will also be able to access a range of information and support on the school website. A dedicated remote learning area will have the following available:

- Knowledge organisers and retrieval practices
- Work packs to download
- Links to suitable learning platforms:

e.g. Seneca, Oak National Academy

7. Summary

The primary purpose of this policy is the continuity of education for pupils at Tibshelf Community School.

Using existing school systems (Teams and Google Classroom) means this provision can be put into place quickly and pupils only need their existing login details of school email and password. A wide range of resources are also accessible on the school website.

8. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- GDPR and Data Protection policy and Privacy Notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy
- Business continuity plan