Remote Learning Policy

Approved by:	Younes Henini	**Date:**	01/09/2026
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Remote Learning Academy

Our remote placements are designed to support those students who have difficulties accessing on site provision or when appropriate placements cannot be found. Our Remote Learning Academy provides an alternative route to success providing a broad and rich curriculum with a range of qualifications at appropriate levels for students across KS3 and KS4.

We have capacity for up to 10 students in years 9, 10 and 11 in our 'Remote Learning Academy' who will receive daily support from Stone Soup Staff. Our Remote Learning Academy is led by our 'Vice Principal' and is supported by our Senior Leadership Team and both our Engagement and Teaching Teams. Our vision of 'Creating Unimagined Futures' is embedded throughout this new learning environment with our remote learners able to benefit from initiatives such as our rewards system, celebration evenings and Suits day for year 11 students but they will be managed to meet the particular needs of the individual students.

Our high quality procedures in regard to safeguarding, SEND support and assessment will remain the same as if the student was on site and we will adapt our practice where appropriate to ensure all young people are given the appropriate support and are safe.

Curriculum Offer

Our core remote package gives students the opportunity to achieve a total of 5 qualifications as well as participation in PSHE, RSE and RE. The times of the day will be 9:45am to 2:45pm. All young people will study English and Maths at GCSE and Functional Skills level (as appropriate) and they will have a choice of 3 further qualifications from our range of GCSE, BTEC and NCFE programmes.

Registration

Students accessing our 'Remote Learning Academy' should sign into the Academy using Google Classroom at 9:45am in the morning (Morning Registration) and again at 12:50pm (Afternoon Registration). Students will also be contacted during these times by a member of SSA staff.

If staff are unable to make contact with students during registration time then staff will attempt to contact parents/carers to follow up on attendance just as we would for students physically attending the school.

If students have not signed in on Google Classroom and are not contactable by phone during the registration period then they will be marked as absent. If students then make contact after registration they will be marked as late. Student absence and punctuality will be addressed in accordance with our Attendance Policy.

Lessons

For placements at our Remote Learning Academy it is essential that students have access to a device that allows the use of ‘Google Drive’ so students can access ‘Google Classroom’, as well as Internet access. SSA will work alongside our referrers to ensure that this technology and equipment is available for students before the commencement of Remote Learning Academy Placements.

Students accessing our ‘Remote Learning Academy’ are all required to study our core placement subjects, English and Maths as well as 3 option choices. Students have 4, 50 minute lessons per day including a ‘double’ period in school on a Friday afternoon which will initially focus on Functional Skills but also gives subject leaders the opportunity for face to face sessions and to support with practical work. For each core subject students will have 4 lessons per week with 3 to 4 lessons a week for each option choice.

Work for each lesson will be available via Google Classroom and subject leaders will ensure work is marked and feedback provided. Where appropriate subject teachers may contact students via the telephone but this will be arranged through the students personal coach to ensure students are comfortable with this arrangement.

A designated member of staff will be available for ‘Remote Learning Academy’ students at all times and they will be responsible for guiding students through their daily timetable, monitoring engagement with learning and giving pastoral support and guidance.

Parent / Carer Contact

Contact will be made with the students parent / carer at least once a week at a consistent time. The purpose of this call is to update parents / carers on the progress and engagement of their children. Given the nature of our ‘Remote Learning Placements’ however, the challenges our young people face and the complex nature of our students needs more frequent communication may be necessary to ensure appropriate support is provided.

Home Visits

In the case of students being unable to attend school in any capacity home visits will be arranged to encourage building positive relationships and to support the development of confidence and social skills.

Example ‘Remote Learning Academy’ Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
9:45 - 10	Morning	Morning	Morning	Morning	Morning

	Registration	Registration	Registration	Registration	Registration
Period 1 10 - 10:50	English	Maths	Option 3	Maths	Option 1
10:50-11	Break	Break	Break	Break	Break
Period 2 11 - 11:50	Maths	Option 1	English	English	Option 3
11:50 - 12:50	Lunch	Lunch	Lunch	Lunch	Lunch
12:50 - 1:05	Afternoon Registration	Afternoon Registration	Afternoon Registration	Afternoon Registration	Afternoon Registration
Period 3 1:05 - 1:55	Option 2	English	Option 2	Option 1	On Site: Functional Skills & Face to Face Sessions
Period 4 1:55 - 2:45	Option 3	Option 1	Maths	Option 2	

Careers Guidance and support

Our Head of Careers will provide advice and guidance to all 'Remote Learning Academy' students, supporting students to explore the range of opportunities available to them post 16. One to one guidance meetings will be arranged with students and take place both in school and via video conferencing. Where appropriate students will be given the opportunity to attend taster days and college visits, participate in mock interviews and complete work experience placements.

Remote Learning - Whole School Closure

In the event of a school closure SSA is committed to providing high quality education through remote (online) learning. Extensive remote learning would apply particularly in a situation in which the school is closed for an extended period of time (such as a national lockdown) and students and teachers are able to work as normal from home.

In the event of whole school closure Personal Coaches will take responsibility for the registration of and daily communication with students and parents/carers. If students cannot be contacted directly then we will make contact through parents/carers. Personal coaches will make this contact twice daily, in the morning between 9am-9:30m and again in the afternoon between 1pm-1:30pm. This contact is in place to replicate morning and afternoon registration, allowing us to maintain the positive relationships we have built in school and provide any pastoral support we can over the phone.

Alongside communication with students we will also endeavour to ensure we have daily contact with parents / carers to ensure that our students are safe and well and as with our students to ensure we maintain and build on the positive relationships we have with our students' homes and families.

When working remotely students will be encouraged to follow their normal timetable as closely as possible. Subject staff will ensure that all work due to be studied in school is appropriately adapted and available on Google Classroom for students to access at home. Where students are unable to access Google Classroom, physical work packs will be sent out to students in the post.

Remote learning - Individual students

Remote learning may also be appropriate in situations when students, in agreement with the referring school, have a period of absence but are able to work at home. This may apply in cases such as exclusion from school or longer term injury or illness, assuming students are able to complete school work at home. Another relevant instance would be if, following an infectious disease outbreak, students are self-isolating at home and fit enough to complete school work.

SSA will provide work for students who are unable to attend in person. If this occurs for an individual student, the collation of work and communication with the parent will be coordinated by the student's personal coach. Subject teachers will use Google Classroom to make work available to the student. Where students are unable to access Google Classroom, physical work packs will be sent out to students in the post.

Video Calling

Staff have access to both Zoom and Google Hangouts and these two programmes are our preferred method for any video / conference call including those conducted with students. Where an alternative platform is required if others participating in the arranged call do not have access to these programmes then either FaceTime or WhatsApp may be used however this must be agreed with a member of senior staff and will need to be held on a school mobile phone or tablet (personal devices should not be used). All meetings attended by SSA staff both in and out of school including video conference calls should be logged and recorded on the school calendar.

As with any learning environment it is important that we ensure our students feel safe and secure and we can start doing this by setting clear boundaries. Initially whilst these calls are made by staff working remotely we will ask that the student's parent / carer is present for the duration of the call and we will make sure expectations on how attendees should behave have been explained prior to the meeting. Video calls to students should be taken in a common area of their home and not in private spaces such as bedrooms or bathrooms.

If using zoom the recording option is available. If this is being used all parties must be advised.

Our expectations will largely be in line with what we expect of our students in school and will include using appropriate language and refraining from using profanities, dressing appropriately and being respectful of others. Attendees will also be asked not to use any smoking paraphernalia during the course of the meeting. Where these guidelines are not adhered to it will be up to the member of staff conducting the meeting to appropriately challenge participants and take the required action.

This may be as simple as using refrains and warnings where bad language is used but it would not be inappropriate to politely end the meeting if the behaviour persists. Where attendees are dressed inappropriately, staff should make it clear that participants are not following our clearly defined guidelines and ask to reconvene the meeting given time to change into appropriate attire.

When setting up your camera for video conference calling please ensure you can be seen clearly and that your surrounding area is tidy. For the purpose of the SSA 'Virtual School' these calls will be made in dedicated video conferencing space which will allow the call to be made in privacy. It is up to staff to ensure that no sensitive information or documents are visible on screen. Cameras should be focused solely on the individual making the call and staff should ensure nothing inappropriate can be seen or heard by attendees.

Participants in any video chat will be sharing their personal data online and with the platform the call is made through. It is essential that we obtain consent prior to engaging a young person in video calling. Guidance for online safety suggests if the young person is under 13 consent should be obtained from their parents (If they are over 13 they can be asked for consent in their own right. For children over 13 there is no requirement in data protection law to obtain parental consent) To ensure we are doing everything we can to safeguard our students we will continue to gain consent from parents for all video calls we conduct and ensure parents are aware of the agreed time and date.

Safeguarding during a school closure

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 school staff. 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.

Any questions or concerns about safeguarding should continue to be raised to the Designated Safeguarding Lead

This policy should be read in conjunction with:-
Safeguarding Policy.

This policy is to be reviewed annually and the next review is September 2027.