REMOTE LEARNING POLICY 2025

Approved by:	Mica Coleman Jones	**Date:** 01.09.2025
Next review due by:	01.09.2026	
Approved by trustees:	25.11.2025	
Signed by Chair of Trustees	*DMCostley .*	

CONTENTS

FOREWORD

Lilya's Clarendon School and Lilya's Goldsmith School are both sites for Alternative Provision. Whilst neither site holds school status, they are often referred to as schools for the benefit of students.

1. INTRODUCTION STATEMENT

If the Provision is to undergo enforced temporary closure due to government and/or public health guidelines, related to COVID 19 we have designed this policy to make sure we can still support our students adequately. We also need to consider the management of students who go into self-isolation for any reason.

Our remote education platform is Google Workspace. Each student will be given an account they can log on to the platform with. Within this we will use Google Classroom for virtual classes and Google Sheets/Google Classroom for classwork and homework.

Our remote learning policy is also applicable for any students who may need to access support sessions online either as part of their transition to the provision or do to feeling too anxious to attend in-person.

Remote teaching might include both recorded or live direct teaching time, and time for students to complete tasks and assignments independently.

2. AIMS

- To outline procedures and practice for the remote delivery of teaching and learning

- To outline procedures and practice for keeping children and young people safe online

- To outline how parents and carers will be supported to keep their children safe online

3. STUDENT EXPECTATIONS

In the event of remote learning, students will receive an individualised timetable with log-in details.

Students should:

- Use their personal login for Google Classroom to access resources and check notifications

- Complete all set work and send completed work to the teacher in an agreed manner

- Use their personal login for Google Classroom and/or student email to communicate with their teacher

- Complete tasks before agreed deadlines as much as possible

- Dress appropriately for remote learning sessions

- Consider what is in the background of your videoed content or chat – ask if you don't know how to blur background

- Attend all class sessions unless ill – in which case this must be reported by a parent or carer by contacting the school office

4. TEACHER EXPECTATIONS

If remote learning is required, teachers will upload teaching materials and lessons to Google Classrooms.

Teachers will endeavour to set work equivalent in length to the lessons on their revised timetable and be available during scheduled lessons to answer any questions students may have via Google Classroom Chat. It is recognised that it is not easy to estimate the time it takes for students to complete work, and some students will work faster than others. An element of differentiation by outcome is to be expected. Extension tasks may be set if appropriate.

It may be that it is more appropriate for the teacher to set one longer task that covers several shorter lessons (e.g. a task for the whole week). The total set work should reflect the total length of lesson time that is missed.

When organising live lessons or recording lessons, staff should:

- Use neutral or plain backgrounds

- Ensure appropriate privacy settings are in place

- Ensure staff understand and know how to set up and apply controls relating to student interactions, including microphones and cameras

- Set up lessons with password protection and ensure passwords are kept securely and not shared

- Ensure everyone has a clear understanding of expectations around behaviour and participation (staff should use the 'remote learning expectations' slide at the beginning of each session)

- Assess and feedback using Google Classroom with the same regularity they would have done if the lesson was carried out face-to-face

- Ensure that all resources are available online including scanned pages of handouts

- Use the usual approaches as set out in the school-student agreement

- Email parent(s)/carer(s) if there are ongoing concerns

- Answer Google Classroom chats during normal working hours but not beyond 4pm or at the weekend

- Take care not to share contact details when emailing multiple people

- Be careful when sharing usernames and other personal data for access to online resources

- Raise awareness about the personal data captured during lesson recordings, particularly where cameras are switched on

5. Senior staff Expectations

Senior staff may connect with students and/or parent(s)/carer(s), during their usual allocated time, to:

- Check how they are coping with the home learning and keep formal records of all interactions

- Make sure that teachers are abiding the expectations expected of them

- Keep commissioners informed of the students learning

6. Parent/Carer Expectations

Parents/carers should:

- Ensure their child has adequate computer equipment and internet access to fully participate in remote learning. Parents/carers should contact Mica Coleman Jones to see what support can be provided if this is an issue: mcolemanjones@lilyalighthousetrust.co.uk
- Encourage and support their children's work including finding an appropriate place to work, checking that set work is completed and submitted by the end of each day and ensuring that the normal timetable for the day is followed as much as possible
- Contact the Head of Provision if there are any concerns (mcolemanjones@lilyalighthousetrust.co.uk)
- Support students in choosing an appropriate location for Google Classroom online sessions
- Allow the student to take part in the class without interference

7. Feedback

Students can continue to receive the feedback they need through online annotation of work and Google Classroom chat notes, whilst teachers can track their progress and see where support is required.

8. Recording of Online Teaching sessions

To maintain our offer of a high-quality provision and a safe learning environment for students and staff, we may make recordings of educational sessions conducted over online video platforms.

Formal written consent (Appendix A) will be required before any recording and verbal consent will be asked prior to all individual calls and video calls where recording is needed.

9. Monitoring Safeguarding During Remote Learning

Keeping children and teachers safe during remote education is essential.

Guidance on Keeping Children Safe in Education (KCSIE) includes information and support to help schools keep children and young people safe online and a dedicated collection of resources to support safe remote education, virtual lessons, and live streaming. It also includes support for schools and colleges to signpost parents and carers to help them to keep their children safe online.

Working with our families and students

We will support our students and families with understanding the importance of a safe online environment, including how to keep passwords and credentials safe.

We will share with our families the sites that their children have been asked to use as part of remote learning and which school staff children interact with during this time.

Families should provide children with age-appropriate supervision for children using the internet. This could include:

- Talking to their children about not accessing age-inappropriate material on devices
- Knowing who their children are talking to online
- Setting up age-appropriate parental controls on digital devices

The following information and resources will help to support parents and carers to keep their children safe online:

- support for parents and carers to keep children safe from online harm which provides extensive resources to help keep children safe online and details of specific online risks, including sexual abuse, criminal exploitation and radicalisation

- CEOP Education provides advice from the NCA on staying safe online

- Childnet offers a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support

- Internet matters provides age-specific online safety checklists, guides on how to set parental controls on a range of devices, and a host of practical tips to help children get the most out of their digital world

- London Grid for Learning (LGfL) has support for parents and carers to keep their children safe online, including tips to keep primary aged children safe online

- Keeping children safe online has support for parents and carers from the NSPCC, including guides on social media, internet connected devices and toys and online games.

- Let's Talk About It has advice for parents and carers to keep children safe from online radicalisation

- UK Safer Internet Centre has tips, advice, guides, and other resources to help keep children safe online, including parental controls offered by home internet providers and safety tools on social networks and other online services

Reporting concerns

All staff should continue to act immediately (following the Child Protection and Safeguarding Policy and the processes set out in part 1 of guidance on keeping children safe in education) if they have any concerns about a child's welfare, whether the child is physically in school or learning from home.

Our students are encouraged to speak to a member of staff if they come across something worrying online.

Any safeguarding concerns in relation to remote online education should be immediately reported to Mica Coleman Jones, Head of Provision: mcolemanjones@lilyalighthousetrust.co.uk

To maintain our offer of high-quality Provision and a safe learning environment for LLET Provision students, we will make recordings of educational teaching sessions conducted online via Google Classroom.

CONSENT

To be completed by the student's parent or carer – please tick.

(Please note the form must be signed by a parent or carer if the student is under the age of 16.

☐   I understand that:

- The recordings will be stored securely in appropriate file formats on equipment belonging to The Lilya Lighthouse Education Trust Ltd.

- All students will be notified at the start of a session that recording will be taking place.

☐   I agree for The Lilya Lighthouse Education Trust Ltd to make recordings of any educational/remote learning sessions that may take place over an online platform (Google Classroom) that I am involved in.

By signing this form, you are agreeing to the recording of any online sessions your child is involved in.

Signature:	
Name (print):	
Date:	

STORAGE/DATA PROTECTION

We are committed to processing personal data in accordance with the Data Protection Act (DPA) 2018. The personal data collected on this form will be held securely, kept according to record retention guidelines, and will only be used for administration purposes. If you have any queries about this form or wish to update your details, please email mcolemanjones@lilyalighthousetrust.co.uk

GDPR

The General Data Protection Regulation (GDPR) gives individuals the right to ask for their data to be deleted or removed. In the event that you would like us to delete or remove any recordings, please email our Head of Provision at mcolemanjones@lilyalighthousetrust.co.uk stating the date of the recording and we will arrange to carry out your request.