KINGSBURY SCHOOL

Remote Learning Policy

LOCAL LEVEL POLICY

REFERENCE NO:		DATE PREPARED: October 2020	DATE REVIEWED/REVISED: September 2025
Policy compiled by: C. Collis			Approved by the Local Governing Body: Signed: Lizzie Wood Date: 25 September 2025
Signed: Martin Clarke On behalf of the Senior Leadership Team			
DATE OF NEXT REVIEW: September 2026			

Date	Notes
10th November 2020	Approval at Local Governing Body
10th December 2020	Updated and amended. COL
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March 2024	No changes
25th September 2025	Updated and amended. COL
25th September 2025	Approved by LGB

'I am still learning'

Michelangelo

Kingsbury School recognises the important role that remote learning will play in the ever evolving landscape of learning. Having an exciting, engaging and enjoyable process will allow new learning to continue when a learner is not in the classroom. A clear appreciation of Knowledge, Application and Feedback is central to the approach with a drive to include the six principles of 'great teaching' to ensure our learners can thrive and achieve.

What is Remote Learning and when does it apply?

'Remote Learning' refers to the provision of work, teacher support and feedback from teachers to students in the event that normal lessons are unable to be delivered 'face-to- face' as normal.

Situations where this policy may apply include:

- A student who is absent from school for 3 or more days for a pre-agreed reason e.g. taking part in a sporting tournament;
- Student suspension or permanent exclusion;
- Students unable to attend school due to a period of advised self-isolation but who otherwise remain well;
- An extended period of school closure.

This policy does not apply in situations such as:

- A student who absents themselves from school without prior authorisation from the school, with or without parental permission, e.g. a family holiday taken in term time;
- A parental decision to absent their child as a precaution against an outbreak of infectious disease but contrary to official medical advice from Public Health England, the UK Government or the World Health Organisation.

Individual Remote Learning

This section of the policy applies in situations where the school remains open and working as normal, but an individual learner is unable to attend lessons as normal for a period of three or more days but is otherwise well and able to work. For example, a period of advised self-isolation or an absence that has been authorised by the school in advance. This provision might come in the form of tasks set on firefly or a predetermined program of interactive lessons; all learning will have direct links to the unit of study that would be occurring in lessons.

In these cases, the school will provide work, as outlined below, coordinated in the first instance by the student's Year Team Leaders or Pastoral administrator. Teachers will be monitoring the submission of work or work marked as completed on Firefly. This will be logged and the Heads of Year will then coordinate contact based on the levels of completed work to ensure the relevant support and intervention is in place. This will then be consolidated at the end of the two weeks, or relevant period of time, to ensure gaps in learning are minimised.

Moving forward, if a learner is isolating but well and able to work, class teachers will be setting work directly to the learning on the Firefly platform. This will be in the 'task' section for the learners and will directly linked to the new learning taking place in the lessons that are missed. This will ensure that learning can continue both in lesson for the learners in school and at home for the learners unable to attend. The work will either be set on a lesson by lesson basis or for the forth coming week; in both cases the expectation in that the learner can follow the same timetabled day that they would if they were in school. Learners will be expected to be in contact with their teachers via the Firefly system or school e-mail to allow feedback and support through the absence.

In the case of pre-agreed absence, work will be set by the class teacher. This could include PowerPoint presentations, resources from the lesson and tasks to complete where feedback can be gained. Work can submitted on Firefly or email the teacher directly. Teachers will be available to give additional information of what is being learnt in lesson should a learner need this.

Whole School Closure

Kingsbury School is committed to providing continuity of education for its learners in the event of an extended school closure. While such situations are inevitably highly varied in their causes and ramifications, we will endeavour to provide continued learning for our learners during any period of closure.

Short-Term Closure

For short-term closures (14 working days), subject teachers will set tasks for their classes via the Firefly platform. This will allow interaction between the Learners and the teacher. Submission of work will made clear by the teacher but will be possible via the Firefly platform or school e-mails. Work set will consist of interactive resources, with clear explanations; PowerPoints have been tested and are accessible on all smart devices when using Firefly and where appropriate these resources will have audio included to give greater clarity on the new learning and continued interaction with the teacher. The 'Worksheet' function on Firefly also allows direct feedback on comprehension and longer written tasks, as well as instant feedback on multiple choice and shorter tasks, increasing the opportunities to make progress in new learning for the learners. Lessons will link with the unit of work that would be studied at the time. The Knowledge Organiser will be there for support. Lessons will provide Knowledge, Application and Feedback.

Longer-Term Closure

In the event that the school is closed for longer than 14 working days, we will continue with the model whereby subjects will set work for classes on Firefly, coming in the form of video lessons, interactive PowerPoint resources and 'Firefly Worksheets' allowing instant feedback and instructions for the learners. Teachers will be available to give support and feedback via email to all learners, during regular school hours. Subjects will work on three lessons in a cycle of Knowledge, Application and Feedback.

The school may vary the methods described in the light of developing situations surrounding the reasons behind any closure. Work will be set for the start of each week to allow flexibility for learners. We will provide a suggested timetable for learners to follow in order to complete the lessons that are set.

Technical Requirements

Any provision of remote learning assumes that students and staff have access to the internet at home. All staff are provided with devices which they can use to access any of the services by which remote learning will be provided. However, we cannot assume that everyone has access to printing facilities, so any work set and submitted for assessment will be entirely electronically set and distributed.

The majority of students have access to devices and the internet for using Firefly. We have a small number of laptop devices that can be made available to students to support remote working. Contact by parents/carers should be through the Year Team Leader to check if a student is eligible for a loan device.

Work will be set, submitted and assessed through:

- Firefly at https://kingsbury.fireflycloud.net
- Students have all previously used Firefly to access tasks and resources, to submit work and to communicate with staff and, more recently, have received training during their Personal Development time.

Expectations of Students

Assuming they are well enough to work, students are expected to:

- Complete all work set for them and submitting work which is requested for feedback promptly
- Check Firefly and emails regularly; read and respond to communication from the school
- Acknowledge on Firefly when work is ready to hand in or completed. If it is requested to be submitted via the platform or possible to then this is expected
- Ensure that the device to be used at home is fully charged at the start of each day. Where students experience problems with IT systems they should proactively be emailing their teacher, Year Team Leader or the ICT support team at
- Students are expected to uphold the same standards of conduct and behaviour during live online lessons as they would be expected to in school. This includes but is not limited to:
    - Ensuring appropriate language is used in Teams comments or emails, and that any comment is on-topic and relevant to the task in hand.
    - Ensuring full engagement with the tasks in hand, including submission of any required work by the deadline that has been set.
    - Ensuring that clothing is appropriate, following the same guidance as a normal "non-uniform" day in school.

Expectations of Staff

Assuming they are well enough to work, staff will:

- Ensure that work is set and made available on Firefly as per school and DFE guided learning hours.
- Faculty leaders maintain oversight of the appropriateness and quality of the work set across their faculty. Individual class teachers set the specific tasks for their classes.
- Year Team Leads to monitor the learner engagement and coordinate the relevant support and intervention when a learner is not in school and then actions to move forward when back in school
- Be familiar with the use of Firefly and Microsoft/Outlook, and to be available online when a learner makes contact.
- Set, assess and return work to students promptly by electronic means.
- Faculty leaders will liaise with their staff through regular contact to ensure that sufficient work is being set to cover ongoing periods of closure.

Any online contact between students and staff must only take place through official school channels, which are:

- Kingsbury email addresses only. No personal email addresses must be used by either staff or students
- Firefly messaging
- Microsoft Teams chat or video conference using Kingsbury School email addresses only.

Contact between students and staff through sharing personal telephone numbers or personal email accounts, or any other third-party messaging software or video conferencing software is prohibited.

Staff Illness

When staff are unwell during a period of school closure, they will notify the school by phoning the absence number as usual. If they are able to set work for any lessons that require it then they should do so, otherwise responsibility for work falls to the Faculty Leader or a designated delegated colleague.

Additional Provision

Pastoral Care

Kingsbury School is committed to providing exemplary pastoral care and guidance, and this will continue during any period of school closure or remote learning. During such periods, the normal channels of communication regarding pastoral care remain open; students can contact their tutor, Year Team Leader or Head of Upper and Lower School. All teachers are available via e-mail or message via Firefly. Email addresses can be found on the school website. Students can also message via Firefly.

In incidence of school closure for 14 days or longer, in addition, every student will be contacted by their tutor weekly via email and a response will be required, in order to check on every student's welfare. Year Team Leaders will follow up any students not responding, initially with a phone call then a home visit, if necessary. Tutors will use this contact to identify any problems, including academic and emotional, and refer them to the appropriate person for further support. This might include support from the Year Team Leader, the safeguarding team, the Inclusion team, the Student Welfare Officer, or a referral to an external agency.

Student Support resources, links and contacts can be found on the school website at www.kingsburyschool.co.uk

Safeguarding

During any period of school closure, the Safeguarding and Child Protection Policy still applies, as does the Staff Code of Conduct and the IT Acceptable Use agreement. There is an additional policy specifically for safeguarding during Covid19, which staff are required to read and follow. All policies can be found on the school website at https://www.kingsburyschool.co.uk/about-us/accessibility-policy/

Any live contact between students and staff must only take place through official school channels. There is a section in the Code of Conduct, which sets out guidelines about use of mobiles, social media and delivering lessons virtually.

The DSL and SENCO will ensure that school identified vulnerable students, including those with EHCPs or a social worker, will have contact made weekly by a member of the safeguarding or SEND teams, to the parent/carer of a student in years 7-11, to ensure the wellbeing of the student and support with any issues arising.

SEND student support

- All teachers have had training in how to differentiate work on Firefly, to ensure that it is accessible for all. Teachers, tutors and year teams will also be asked to be aware of, and to refer, any SEND student, who is struggling with remote learning, to the SEND team.
- If students require additional support with their academic work, they should contact their class teacher using Firefly or school email in the first instance.
- The team will respond to the individual issues, whether by contacting home, liaising with teachers or arranging ISM (inclusion support mentor) support for an individual or group of students.
- Students and parents can also contact the SEND team, if they have concerns.
- Some SEND students, including those with EHCPs, will be contacted weekly to check on their wellbeing but also their academic progress.