



S.H.A.P.E

READY - RESPECTFUL - SAFE

Remote Learning Policy

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Introduction

At SHAPE, our commitment to the safety, well-being, and academic progress of our young people remains unwavering, even during whole school closure periods. We are dedicated to upholding high-quality procedures in safeguarding, SEND support, and assessment, ensuring that every student receives the necessary care, assistance, and protection, just as they would on our premises.

During these challenging times, we will adapt our practices as needed to provide comprehensive support and maintain a safe environment for all our students. Our team remains vigilant and prepared to address any challenges that may arise, ensuring that no young person is left without the proper guidance and care they deserve.

By adhering to our established procedures and implementing appropriate modifications, we uphold our commitment to delivering a secure and nurturing educational experience, regardless of the circumstances. The safety and well-being of our students are paramount, and we are committed to ensuring that they continue to thrive and achieve their full potential during periods of school closure.

Whole School Closure

In the unfortunate event of a whole school closure, we want to assure you that at SHAPE, we are fully committed to providing a seamless and high-quality education through remote (online) learning. While we use 'The Sphere' for communication and teaching, we are fully prepared to deliver an engaging and comprehensive remote learning experience for our students.

In the event of a prolonged school closure, where students and teachers are required to work from home, our dedicated key workers and teachers will take on the vital responsibility of daily communication with students and parents/carers.

To replicate our morning and afternoon registration routines, key workers will make contact with students twice daily, between 9am-9:30am and 1pm-1:30pm. This communication aims to maintain the positive relationships we have built in school and offer pastoral support over the phone when needed.

Moreover, our efforts will extend to ensuring daily contact with parents/carers to ensure the safety and well-being of our students. This regular communication will also serve to strengthen the positive relationships we share with our students' homes and families.

During remote learning, students will be encouraged to follow their normal timetables as closely as possible. Our subject staff will ensure that all the coursework intended for in-school study is thoughtfully adapted and made available on 'The Sphere' for easy access from home, this will

include attending live lessons through the platform. For those students who cannot access 'The Sphere', we will promptly send out physical work packs via post.

Remote Learning Individual Students

We understand that circumstances may arise where individual students need to engage in remote learning due to specific situations. We are fully committed to providing comprehensive support to ensure that students can continue their education effectively, even when they are unable to attend in person.

Remote learning becomes applicable in various scenarios, such as when students, in agreement with their referring school, face a period of absence but can still work from home.

This could occur due to reasons like exclusion from school, longer-term injury, or illness, provided that students have the capability to complete schoolwork remotely. Additionally, in cases of infectious disease outbreaks, students may need to self-isolate at home and can still participate in schoolwork if they are fit enough.

In situations where individual students require remote learning, we will work closely with the parents and guardians to ensure a seamless process. The student's designated key worker will take charge of coordinating the collation of work and communication with the parent. Our dedicated subject teachers will make the work available through our platform 'The Sphere', ensuring that the student has access to all necessary materials and resources.

In cases where accessing 'The Sphere' is not possible, we have a solution in place to support these students as well. Physical work packs will be promptly dispatched to students via post, ensuring that they have all the essential materials needed to continue their studies effectively.

Video Calling

In our commitment to providing effective communication and support during challenging times, we have established comprehensive guidelines for video calling and conference meetings. We understand the importance of creating a safe and secure virtual learning environment for our students, and we aim to set clear boundaries and expectations for all participants.

Preferred Video Call Platforms: Our staff has access to 'The Sphere' and Google meets which are our preferred platforms for video and conference calls, including those with students.

All meetings attended by SHAPE staff, both in and out of school, including video conference calls, should be logged and recorded on the school calendar.

Ensuring Safety and Boundaries: To foster a safe and secure learning environment for our students, we request that the student's parent or guardian be present for the duration of video calls, particularly while staff are working remotely. We will communicate clear expectations on appropriate behaviour before each meeting. Video calls with students should take place in common areas of their homes and not in private spaces like bedrooms or bathrooms.

Recording and Behavior Guidelines: If 'The Sphere' recording option is used, all parties must be informed beforehand. Our expectations for behaviour during video calls are in line with what we expect of our students in school. This includes using appropriate language, refraining from using profanities, dressing appropriately, and showing respect to others.

Attendees are also asked not to use any smoking paraphernalia during the meeting. If these guidelines are not followed, the staff member conducting the meeting should address the situation appropriately. This may involve using refrains and warnings for inappropriate language or politely ending the meeting if the behaviour persists. For attire issues, staff should request reconvening the meeting after allowing time for the participant to dress appropriately.

Privacy and Sensitive Information: When setting up cameras for video calls, staff should ensure they can be clearly seen, and the surrounding area is tidy. For SHAPE's 'Virtual School,' dedicated video conferencing spaces have been designated to ensure privacy during calls. Staff should ensure that no sensitive information or documents are visible on the screen. Cameras should focus solely on the individual making the call, and staff should ensure that nothing inappropriate can be seen or heard by attendees.

Obtaining Consent: We understand the importance of safeguarding our students' personal data online. Prior to engaging a young person in video calling, consent must be obtained. If the young person is under 13, consent should be obtained from their parents. For children over 13, consent can be requested directly from the student. To ensure utmost safety, we will continue to seek consent from parents for all video calls and inform them of the agreed time and date. By adhering to these guidelines, we can create a positive and secure virtual learning environment for our students and staff.

Live Lessons

At SHAPE, we are committed to providing an enriching remote learning experience for our students. To achieve this, we are introducing 'Live Lessons,' an interactive approach that will take our virtual education to the next level. Through 'The Sphere' our students will have the opportunity to engage in real-time, face-to-face sessions with our dedicated staff.

The Benefits of Live Lessons:

Personalised Support: During live lessons, students will receive immediate verbal support and feedback from our teachers. This direct interaction will help address their questions and concerns promptly, ensuring a more personalised learning experience.

Real-Time Subject Knowledge Sharing: Our teachers will share subject knowledge directly during these sessions, making complex concepts more accessible and fostering a deeper understanding of the material.

Enhanced Engagement: Live lessons encourage active participation and engagement from students, promoting a sense of community and shared learning.

Instant Interaction: Students can interact with their peers and teachers in real-time, creating a dynamic learning environment that fosters collaboration and communication. Immediate Clarifications: Misunderstandings or doubts can be clarified on the spot, preventing any confusion from lingering and hindering the learning process.

Virtual Face-to-Face Contact: Live lessons help maintain meaningful connections between students and staff, despite physical distance. This connection is essential for students' social and emotional well-being.

To ensure a smooth and productive live lesson experience, we kindly request all participants to adhere to the following guidelines:

Punctuality: Students are expected to join the live lessons on time to make the most of the interactive sessions and avoid disruption.

Respectful Behaviour: We expect all participants to treat each other with respect and maintain a positive learning atmosphere throughout the session.

Active Participation: Students are encouraged to actively participate, ask questions, and contribute to discussions during the live lessons.

Preparedness: Students should come to the live lessons well-prepared, having reviewed any pre-lesson materials and ready to engage with the content.

Privacy and Security: To ensure everyone's privacy and security, live lesson links should not be shared with others outside the class.

Technical Requirements: Students should ensure they have a reliable internet connection and access to the necessary technology (e.g., laptop, webcam, microphone) for participating in live lessons.

Recordings: Some live lessons may be recorded to support students who may have missed the session or need to review the content later. Recordings will be made available only to enrolled students.

We believe that these live lessons will significantly enrich the learning experience for our students, allowing them to connect, engage, and grow academically, emotionally, and socially.

Careers Guidance and Support

Our aim is to ensure that all students have access to a wide range of opportunities to explore their options post-16, all from the comfort of their homes. Embracing the digital landscape, we offer personalised advice and guidance through various channels on our online platform.

Remote Career Guidance Channels

The Sphere: Our virtual hub is where the career journey begins. Students can access a wealth of career resources, interactive tools, and industry insights to spark their curiosity and explore potential career paths.

Video Conferencing One-to-One Guidance: Through secure video conferencing, our dedicated career advisors connect with students individually. These personalised sessions allow students to discuss their aspirations, interests, and ambitions, guiding them towards informed decisions about their future.

Virtual Taster Days and College Visits: Even in the virtual space, we ensure that students get a taste of college life and potential career pathways. Our virtual taster days and college visits bring the experience right to their screens.

Virtual Mock Interviews: Confidence is key when facing interviews. Our remote mock interviews help students hone their interview skills, preparing them for future success.

SHAPE's Remote Learning Academy takes a holistic approach to career guidance, empowering students to make informed decisions about their future, even while learning remotely.

Our approach includes

Individualised Career Pathways: Each student's journey is unique. Our advisors craft personalised pathways that align with their goals and interests, ensuring a fulfilling future.

Skill Development: Remote learning doesn't hinder skill growth. We emphasise the importance of developing essential skills that will serve students well in any career.

Goal Setting and Action Plans: With clear goals in mind, students work with our advisors to create actionable plans for their academic and career aspirations.

Continued Support: Our dedicated career advisors are always just an email or video call away, providing ongoing guidance and support throughout the remote learning journey.

SHAPE's Remote Learning Academy is committed to helping our students forge a path of growth and success, even during remote learning.

Safeguarding During a School Closure

During remote learning, our commitment to safeguarding remains unwavering. Our Safeguarding Policy continues to govern all interactions between pupils and staff, ensuring a safe and secure virtual learning environment. Prohibited behaviours and reporting obligations apply whether pupils are at home, in the community, or at school.

Teachers, parents, and pupils must be familiar with our Safeguarding Policy and comply with its guidelines. Our Designated Safeguarding Lead is available to address any concerns promptly. We encourage open communication and empower pupils and parents to report any safeguarding issues.

Virtual safeguarding measures are in place to protect privacy and confidentiality. Teachers ensure a secure learning environment during video calls and maintain clear communication channels.

Safeguarding is a collaborative effort. Together, we create a safe space for remote learning, prioritising the well-being of every student.