

1. Aims

1.1 Almond College is committed to the continued provision of a structured, engaging and high-quality education in the event of full or partial school closure, or where students are required to learn remotely for any period of time. This policy sets out how remote learning will be delivered so that there are clear, consistent and well-understood expectations for students, parents/guardians and staff.

1.2 The intended outcome of remote learning at Almond College is to maximise student learning and wellbeing by maintaining continuity with the curriculum, while also allowing flexibility and opportunities for additional learning that may arise from changes to daily routines and learning environments.

1.3 This policy applies to the entire Almond College academic community, including students, parents/guardians, teaching staff and support staff.

1.4 During periods of remote learning, all safeguarding-related policies continue to apply, including:

- Child Protection and Safeguarding Policy;
- Student ICT Code of Conduct;
- Online Safety Policy;
- Staff Code of Conduct;
- Staff ICT Code of Conduct.

2. Pastoral Care of Students

2.1 Almond College recognises that learning from home can be challenging due to a range of factors, including social restrictions, family circumstances, health concerns and limited access to resources. The School acknowledges the vital role parents and guardians play in supporting students during remote learning.

2.2 Families are encouraged to establish daily routines that provide balance, structure and a sense of purpose. This should include time for academic work, regular breaks, physical activity, co-curricular interests and appropriate social interaction.

2.3 Almond College will continue to provide strong pastoral support during periods of remote learning. The School's pastoral systems, including tutors, Heads of Year, boarding staff (where applicable) and the Safeguarding and Welfare Team, will promote students' emotional wellbeing and ensure that vulnerable students receive targeted support.

2.4 Students who were receiving counselling, learning support or therapeutic intervention prior to a period of remote learning will, where appropriate, be offered continued support via secure online platforms or telephone.

3. Registration, Tutorials and Assemblies

3.1 Teachers will record attendance for scheduled remote lessons and activities, in line with School procedures.

3.2 Tutors will maintain regular contact with their tutor groups using approved digital platforms in order to support student wellbeing, monitor engagement with learning, and assist with any difficulties accessing work.

3.3 Members of the senior leadership team, pastoral leaders and chaplaincy (where applicable) may share wellbeing messages, assemblies or reflective materials to maintain a sense of school community.

3.4 Students are expected to inform their tutor or Head of Year of any issues that prevent them from completing work as expected.

4. Teaching and Learning

4.1 For extended periods of remote learning, students will follow an adapted timetable designed to reflect subject requirements, age-appropriate learning expectations and the practicalities of learning from home.

4.2 The structure of remote provision will vary by subject and year group. In general, teachers will aim to provide:

- interactive lessons aligned to the normal timetable where possible;
- clearly structured independent learning tasks (“prep” or assignments);
- a workload broadly equivalent to that expected during a normal school week.

4.3 Students are encouraged to plan their working day in advance, using the timetable as a framework around which independent study and other activities can be organised.

4.4 For students who have completed externally examined courses, bespoke programmes may be provided to maintain intellectual engagement and prepare students for the next stage of education.

4.5 Flexibility and mutual consideration are expected from staff, students and parents in recognition of differing home circumstances.

5. Independent Learning Tasks and Feedback

5.1 Teachers will explain independent learning tasks during lessons and post them on the School’s approved learning platform with clear instructions, resources and deadlines.

5.2 Students are expected to submit work through the designated platform or, where necessary, via their School email account.

5.3 Teachers will provide regular feedback to support progress and engagement.

6. Interactive and Live Lessons

6.1 Live online lessons are considered highly beneficial and will form a core part of remote learning provision where appropriate.

6.2 Interactive lessons may include live teaching, recorded explanations, guided discussions, group work, quizzes, presentations, or flipped learning activities.

6.3 Lesson duration will be age-appropriate and proportionate to students' capacity for sustained online engagement.

6.4 Teachers will continue to implement reasonable adjustments and differentiation for students with SEND, in line with individual support plans. Learning Support staff will remain available.

6.5 Additional language support will be provided for students for whom English is an additional language.

7. Communication with Teachers

7.1 Teachers will endeavour to respond to student queries during the normal working day where practicable.

7.2 Students must use their School-issued email accounts or approved platforms when communicating with staff. Personal email accounts must not be used.

7.3 Only authorised staff may contact students by telephone, and only where there is a concern regarding wellbeing, safeguarding or academic engagement.

8. Enrichment and Wellbeing During Remote Learning

8.1 Students are encouraged to balance academic work with enrichment activities such as reading, creative pursuits, physical exercise and family engagement.

8.2 Almond College may provide additional enrichment opportunities, including online talks, competitions, fitness activities, creative challenges and recommended reading or listening resources.

8.3 Students are encouraged to engage in age-appropriate volunteering or acts of service within their household or community, where safe and permitted.

9. Teacher Wellbeing

9.1 Almond College recognises the challenges remote learning may present for staff and is committed to supporting staff wellbeing.

9.2 Teachers are encouraged to communicate regularly with Heads of Department and senior leaders regarding workload, wellbeing or significant changes in personal circumstances.

9.3 Professional collaboration, use of digital tools for communication, and access to professional development opportunities will be supported.

Monitoring and Review

1. The effectiveness of this policy will be reviewed regularly by the School's leadership and updated as required.

Author: Almond College Last review date: June 2025 Next review date: June 2027

Appendix A: Guidance for Online Conferencing

The purpose of this guidance is to support safe, effective and professional remote teaching and pastoral care at Almond College. All online conferencing must comply with safeguarding and professional conduct expectations.

- Approved platforms only may be used for online lessons and meetings.
- Sessions must be conducted in a professional manner, with appropriate dress and language.
- Students should participate from a suitable location within the home, where possible.
- Recording of sessions will be managed by staff where necessary; students must not record sessions.
- Any safeguarding concerns arising during remote learning must be reported immediately to the Designated Safeguarding Lead.

Appendix B: Remote Learning – Acceptable Use Agreement (Parents/Guardians and Students)

1. I confirm that I have read and understood the Almond College Remote Learning Policy and have explained it to my child.
2. I understand that:

- a. The purpose of this policy is to keep students safe while learning remotely;
- b. School systems and devices may be monitored for safeguarding purposes;
- c. Monitoring will be proportionate and compliant with data protection requirements;
- d. I share responsibility with Almond College for my child's safe and appropriate

online behaviour at home; e. My child must not create, upload or share content that may offend, harm or place others at risk; f. Personal information and passwords must be kept secure; g. The School will contact me if there are concerns regarding online safety or acceptable use.

1. I understand that failure to comply with this agreement may result in action in line with School policies and, where appropriate, referral to external authorities.

Child's name: _____

Year group: _____

Parent/Guardian name: _____

Signature: _____

Date: _____