

BBEC REMOTE LEARNING POLICY

Purpose of this statement	To detail the Remote Learning Policy for Buttershaw Business and Enterprise College
Dated	September 2025
Review	September 2026
Contact	Headteacher

THE ETHOS OF BUTTERSHAW BUSINESS AND ENTERPRISE COLLEGE



AMBITION



RESILIENCE



COURTESY



KINDNESS

At Buttershaw Business and Enterprise College our values are:

- **Ambition** – **We** set ourselves challenging goals
- **Resilience** - **We** give it a go
- **Courtesy** – **We** are polite to everyone
- **Kindness** – **We** show we care about those around us.

Introduction:

This policy adheres to Department for Education guidance which states that in the event of closure or student self-isolation the academy must ensure:

- All students continue to receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities, and experiences of later life.
- All students continue to be taught a wide range of subjects, maintaining their choices for further study and employment.
- Remote learning is high-quality and safe and aligns fully with the planned curriculum.

The aim of this policy is to:

- Ensure consistency in the approach to remote learning.
- Set out expectations for all members of the school community with regard to remote learning.
- Provide appropriate guidelines for data protection and safeguarding.

Consistency and Expectations

The Remote Learning Protocol below sets out how we aim to meet the DfE obligations for students working remotely.

Practical arrangements for students working remotely during partial school closure

- To fully access our remote learning provision students, need access to an internet enabled device, ideally a laptop, during school hours. Students without a device and / or internet will be supported by school.
- Students temporarily unable to access a device or the internet are provided with work packs or will attend on site provision.
- All students have been trained on the use of Microsoft 365. Students and parents requiring further support to access remote learning are given support.

Expectations for students when working remotely

- Students will be instructed to follow a set timetable.
- Our agreed learning platform is Microsoft 365. Students should only communicate with staff using this platform.
- Students who fail to engage in remote learning will be contacted by their Head of Year or subject teachers and measures out in place to support the student to engage.

Expectations for Teachers working remotely

- Updated Department for Education guidance (January 2021) states that remote learning should “be equivalent in length to the core teaching pupils would receive in school and will include recorded or live direct teaching time, and time for pupils to complete tasks and assignments independently”. We adhere fully to the conditions in this guidance, and we are fully committed to ensuring our students continue to receive a high quality of education during partial closure.
- Subject Leaders and class teachers, supported by SLT, are responsible for providing remote learning, which is high-quality, challenging, aligned to the curriculum and ensures that no student is disadvantaged.
- Head of Year, supported by SLT and ICT staff, are responsible for working with students and families to ensure they have access to devices and know how to access remote learning.
- We are following guidance from the Department for Education and providing at least five hours of remote learning each day. Where possible, Teachers and students are following their usual timetable.
- Teachers are following the planned curriculum and are providing a combination of live, recorded, and independent tasks.
- The Ofsted guidance document ‘What’s working well in remote education’ has been shared with leaders and teachers, and we continue to use research evidence to inform our pedagogical approach to remote learning. Remote Learning Champions are sharing best practice around the use of the learning platform and other digital resources

Data protection guidance

All staff members are required to take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping devices password protected.
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device.
- Making sure the device locks if left inactive for a period of time.
- Not sharing the device among family or friends.
- Installing antivirus and anti-spyware software.
- Keeping operating systems up to date – always install the latest updates.

Safeguarding Guidance

All staff members are required to take appropriate steps to ensure the safeguarding of students and staff members is prioritised when teaching and learning remotely. All staff must:

- Follow the guidance set out in the Remote Learning policy
- Use only the agreed online learning platform (Microsoft 365 and Class Charts) to communicate with students when working remotely.
- Follow the guidance in the Safeguarding and Child Protection Policy

Links to other Policies and documents

This policy should be read in conjunction with the following Buttershaw Business and Enterprise and BDAT policies:

- Safeguarding and Child Protection Policy.
- Curriculum Policy.
- Acceptable use of ICT Policy.
- Remote Information for Parents and Carers

