

Policy and Procedure on Remote Learning

The Potteries School

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Monitoring and Review

- 1.1. The Proprietor will undertake a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than three years from the date of approval shown above, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.
- 1.2. The local content of this document will be subject to continuous monitoring, refinement and audit by the Head of Service.

Signed:

Andrew Sutherland
**Representative of the Proprietor,
Cambian Group**
14/08/2026

Andy Joynson
Head Teacher

14/08/2026

Terminology

- 1.3. Our aim is to use consistent terminology throughout this policy and all supporting documentation as follows:**

‘Establishment’ or ‘Location’	this is a generic term which means the Children’s Home/school/college. The Potteries School is a school.
Individual	means any child or young person under the age of 18 or young adult between the ages of 18 and 25. At The Potteries School we have young adults attending between the ages of 10 - 18.
Service Head / Head of Service	This is the senior person with overall responsibility for the Location. At The Potteries School this is the Head Teacher who is Andy Joynson.
Key Worker	Members of staff that have special responsibility for Individuals residing at or attending the Establishment.
Parent, Carer, Guardian	means parent or person with Parental Responsibility
Regulatory Authority	Regulatory Authority is the generic term used in this policy to describe the independent regulatory body responsible for inspecting and regulating services. At The Potteries School this is Estyn.
Social Worker	This means the worker allocated to the child/family. If there is no allocated worker, the Duty Social Worker or Team Manager is responsible.
Placing Authority	Placing Authority means the local authority/agency responsible for placing the child or commissioning the service
Staff	Means full or part-time employees of CareTech, agency workers, bank workers, contract workers and volunteers.

Legal Status:

This policy has been written in line with the following legislation and guidance

- 1.4. [The Education \(Independent School Standards\) Regulations 2014](#)
- 1.5. [Keeping children safe in education 2024](#)
- 1.6. [Working together to safeguard children 2023: statutory guidance](#)

Applies to:

- 1.7. The whole Location, out of school care and all other activities provided by the Location, inclusive of those both outside and of the normal Education hours;
- 1.8. All staff (teaching and support staff), students on placement, the proprietor and volunteers working in the Location.

Availability

- 1.9. This policy is made available to parent, carer, staff and pupils in the following ways: via The Potteries School website, and on request a copy may be obtained from The Potteries School administration Office.

Purpose

- 1.10. The purpose of the Remote Learning policy is to support the successful transition of pupils who are returning to School for a range of reasons these include but are not limited to;
 - Fixed term Exclusions
 - Missing from Care or Home for a period longer than 3 days
 - Long term sickness (longer than 1 week)
 - Long term refusals to attend school
 - Serious incidents (with involvement of police or not)
 - Extreme aggression or threats of violence to staff or peers.
 - Bringing in weapons to School

- 1.11. At The Potteries School, we believe that it is a priority to support every child in our School to secure their legal entitlement to education. Any pupil on a reintegration/reduced timetable is deemed to be at risk of missing education and therefore needs to be identified and tracked rigorously by School Leaders. For this reason, all reasons, chronology of actions and information regarding the support and reintegration period is tracked in a learner support file.

The document 'Pupils Missing Out on Education', published by Ofsted in November 2013 and the KCSIE 2024 update around attendance and prolonged absences for students that are not accessing full-time education, correctly support the need to have strong guidance and tracking of support offered by The Potteries School in place.

It is important to highlight that there is no statutory basis upon which to establish a reduced timetable, however, in exceptional circumstances, The Potteries School may decide to implement a reduced timetable for an unspecified period of time in order to support a pupil who cannot attend the school for a range of different reasons including those stated in 4.1.

The document Working Together To Improve School Attendance, published by the DfE in May 2022 (updated August 2024), states that schools should work to help remove the barriers that effect access to education. It is the aim of The Potteries School that it is every child's right to access the curriculum offer that is offered at the school and that a reintegration timetable is a

short-term solution (up to four weeks) with the aim of leading to the successful reintegration of the Child back in to the School community.

The Education offer:

All education should be suited to a child's age, ability and aptitude, considering any special educational and emotional needs.

It is the assumption that pupils should receive an education consistent with their Key Stage however due to our learners having significant gaps in their learning the education provided through the reintegration period will meet the National Curriculum requirements whilst still being accessible for the learner in line with the ability and learning levels as set out in their EHCP (If applicable) or identified by the School assessments completed in induction and through Teacher observations and assessments.

The Learner will be given a reduced timetable to support the reintegration which will provide core subjects of English and Maths and a range of other subjects or activities to promote and develop skills, build relationships (if suitable and relevant) with peers and staff or enable the learner to access alternative provisions that will aim to support the successful transition back into school. Supporting the pupil to work on and understand the reasons for why they are not in School during the time previous to the reintegration period.

Reduced Timetables

A timetable is considered reduced when it consists of something less than the mandatory education hours for compulsory aged students.

A reduced timetable may be used to support the successful reintegration into The Potteries School. The duration of this will be determined by the presenting pupil needs and will be reviewed every week and moved to the next stage, continued or amended as necessary.

Reintegration

As part of a planned reintegration back into The Potteries School the expectation of this process, where the learner is engaging fully in the program set out, is normally up to four weeks but may extend to one half term in exceptional circumstances. Where the Child does not engage or their behaviours do not demonstrate they are ready to re-join the School Community safely after one half term then this process will be reviewed and may take longer than one half term.

Blended or remote learning

Remote or blended learning will take place as part of the reintegration policy following a major incident, a Serious Untoward Incident (SUI) or when it is not possible to conduct teaching and learning in the standard way due to behaviours exhibited or one of the reasons stated in 4.2.

Remote and Blended Learning can take place when the teacher and student are in physically separate locations. Access to the teacher is enabled using technology. The interaction between the student and teacher may be at the same time or with a time delay, or a mixture of both. This learning may also be paper based, depending on the appropriate mode of delivery and the circumstances of the student. Teaching and learning could involve but is not limited to any of the methods below:

- Written learning materials provided to students with the expectation they use these, with written instructions, to further their learning e.g. unnarrated PowerPoints or written resources/weblinks, with tasks;
- Written and pre-recorded audio teaching materials provided to students with associated learning tasks e.g. narrated PowerPoint with tasks;
- Live lessons delivered online with sound and/or video, with screensharing or recorded and available for students to access at a later date;
- Remote at a suitable place in the community local to the school or their home address;
- Online access via Teams or other platforms to all subject teachers for guidance and support.

Please refer to the Blended learning policy for details around Principles, Expectations, Staff, Students and Safeguarding.

Process, Monitoring and Reviewing;

In circumstances where The Potteries School School has initiated the Remote Learning policy the following process will take place with the Head Teacher continually reviewing the situation and all decisions made to ensure the safety, security and safeguarding of Learners and Staff attending The Potteries School. A member of the SLT team will ensure parents are notified of the process and reviews that take place, any staff who are asked by the parent or carer of an update of the decision or process so far will refer back to SLT who have oversight on the reintegration process as a whole and will be the main point of contact for any timetable changes, reviews or meetings throughout this reintegration period.

A timetable for a pupil will be issued with Maths and English daily and a range of supporting activities to meet their individual, behavioural and any identified SEMH needs. All timetables should be issued in advance with links for on-line meetings being sent to the parents/carers or Social workers.

The Reintegration stages is a 3-Stage Process;

Stage 1: Head Teacher to review alongside the Regional Lead reasons behind need for remote learning for Learner – Safeguarding impact. Risk Assessment to be actioned as per Learners need.

Stage 2: Timetable structure and at home support where home-based education is used to reflect key academic areas as per YPs ILP/IEP to ensure continuation of YP education. Teachers to send work home for YP to complete in line with learners' levels and term targets. Teams calls to be set up by teachers 1 Lesson per day as a minimum to provide 1:1 support. Home visits, where appropriate, to be set up by key teachers to review learner engagement and progress.

Stage 3: Reintegration back into The Potteries School. The timetable will support scheduled sessions into school alongside, community and home learning. This will be a staggered process with learners demonstrating they are able to be engaged and display safe behaviours in the community before coming into school for timetabled session.

Stage 4: A successful reintegration back into The Potteries School will be considered a success when the learner is on site and accessing Education appropriately. This maybe full or part-time depending on the learners needs.

Details of the review schedule.

Head Teacher to review each process bi-weekly alongside Education Staff/Regional Lead with the aim for the next steps for successful reintegration back into XXXXX School. Depending on the review outcome after the meeting a learner will either stay on the initial stage or move to the next stage of the reintegration plan. At any point the Head Teacher can call an early review, this could be due to an incident, progress made or changes needed to be implemented to support the success of the child completing the reintegration period.

How will all parties know that it is successful?

The learner will have successfully moved to working within The Potteries School without demonstrating any of the behaviours that led to the need for the reintegration plan. The plan is also considered successful through each integration Stage if the learner is engaging and taking part in the lessons provided, demonstrating an understanding for the reasons for the changes set out by The Potteries School and demonstrating the ability to make positive choices to support the eventual reintegration into School.

Recording information:

All information relating to the reintegration processes will be in the learners 'Reintegration File' which is held at The Potteries School. Staff will update a record of engagement in lessons that have taken place, all timetables and other data relating to the young person and the reintegration period will be stored within this file along with meeting minutes including any relevant data such as updates to time tables issued, incidents, PCP's or Missing from Education.

Recording attendance codes for the reintegration period.

It is important that the recording the child's attendance continues to be accurate during this time on the attendance register, SLT will confirm the attendance codes if required:

C Code: Leave of absence authorised by The Potteries School. To be used when a pupil has a reduced timetable that includes sessions which have been mutually agreed not to involve attendance at academy or an alternative provision during this time the learner is in the care of a parent or guardian and not the responsibility of the school.

B Code: Off-site educational activity. This code should be used when pupils are present at an off-site activity that has been set up by Education. A risk assessment must be set up for all activities set up by the school and issued to the place of residence of which the learner resides if this is being supported or dual supported by the carers.

D Code: Dual registered to be used where a pupil is registered at two schools. The D code only applies where a pupil is attending a Provision such as a college or transition to a new educational provision other than The Potteries School.

2. Appeals

- 2.1. If parent/guardian/carers wish to appeal the decision made by The Potteries School then they must do so in writing to their Regional Lead, within one week of the Remote Learning process being initiated by the school.
- 2.2. The Appeal will be reviewed and a response will be issued within 10 days of the receipt of the letter requesting the appeal.
- 2.3. At the conclusion of an appeal possible outcomes may be -
 - A full and immediate return to school is needed
 - The Remote Learning Process is right, reasonable and required on this occasion and it may continue as directed by this policy.
 - Make recommendations for the current process or implement an alternative solution.

The overall recommendation shall be communicated to the parent/guardian/carers and the Headteacher. Every child has a right to confidentiality – it will be kept in the strictest confidence and only disclosed to those who need to know. We appreciate that such sensitive matters must be dealt with in confidence.

Revision History

This policy was written by Tonia Lewis, Quality Improvement Lead. It has been reviewed by the Headteacher/Principal of the School, Laura Dickie (Head of Policy) and agreed by the Proprietor Representative.

A review of this policy will be undertaken annually.

Next Review – 13/08/2027