

Distance Learning Policy

2020/2021

This procedure is reviewed annually

Approved/reviewed by	
Josh Brown	
Produced	April 2020
Date of next review	July 2021

COVID-19

As staff, we are committed to ensuring our students continue to learn at Just Learn. Whilst learning is important, the communities' well-being is at the forefront. We understand that there may be times of illness, caring for the vulnerable and caring for others within the home, and this must be the priority for the community. However, we will endeavour to support our learners at this time and continue to learn and grow.

Exemplification

Distance learning is where pupils cannot physically present at school. As children cannot access school to learn, their learning will take place online. It is important that children complete the work set.

This is something new for all of us; we will endeavour to improve the service as we all get used to it.

Work will be set by teachers using a learning platform e.g. Zoom or Kaizena. These are websites children use regularly. Some are used by certain groups of children; so don't worry if your child doesn't know what they are. These platforms are safe to use and are secure by being regularly monitored by the school management team.

How distance learning will work

Teachers will have created a bank of home learning tasks, ideas and resources. Some are in the form of worksheets or instructions on work to complete and others are instructions on where to access work. You will not be required to print out any worksheets if you are unable to do so on the platforms that are used.

Some activities will be completed online, and teachers will be able to see the work and provide feedback.

It is the responsibility of the learner to upload work onto our learning platforms for teachers to then assess. Teachers will be able to monitor learner engagement in activities and their understanding.

Homework

Homework tasks are to be uploaded for learners to complete. This also applies to learners who have been absent or have gaps in their learning.

Where work is not completed, appropriate sanctions will be applied.

Risk Assessment Form

Date: Monday 16th March 2020

Activity: Use of distance learning as a form of alternative education, virtual learning during the pandemic of COVID-19.	Address: Just Learn Independent School, 9-11 Commonsides East, Mitcham, Surrey, CR4 2QA.
People at Risk: Students from Just Learn that are provided with offsite virtual lessons. Staff from Just Learn that provide offsite virtual lessons.	Address: 9-11 Commonsides East, Mitcham, Surrey, CR4 2QA.

Risk Evaluation

Activity / Risk	Who Might Be Harmed	Rating of Risk	Action towards Risk	Rating of Risk after Action.
Use of a skype account to receive 1:1 tuition. - Camera activity (having access to see a student's bedroom)	Pupils	H	Parents/carers of the student have been informed that the lesson needs to take place in a communal area within the home. Parents/carers of the student have been informed that an adult over the age of 18 needs to be present during the time of the lesson. Staff to ensure that a parent/carer is present before the lesson commences.	L
Use of a skype account to receive 1:1 tuition. - Students using inappropriate activity, language or gestures during the lesson.	Staff	H	Staff awareness. Staff to ensure that a parent/carer is present before the lesson commences. Staff to terminate the call and immediately inform their line manager. Parents/carers of the student have been informed that an adult over the age of 18 needs to be present during the time of the lesson. QA and auditing of this will take place by the management team.	L

Signature: Z. J-Gadataro.

Name: Zarah Jussab-Gadataro

Job Title: Deputy Director

Date: 16/03/2020