



**Headteacher: Ms Kirsty J Ratcliffe**

## **REMOTE LEARNING POLICY 2023/24**

### **Rationale**

As a day 6 provision, it is our responsibility to provide education for pupils from their 6<sup>th</sup> day of their permanent exclusion.

This policy has been adopted to ensure pupils are able to continue learning if they are unable to attend the setting in person and aims to safeguard, educate and communicate with our families.

### **Reasons for absence**

The reasons for these absences could include:

*This list is not exhaustive*

- Delay in transportation
- Temporary changes in living arrangements
- Long term medical issues

Persistent absentees (unauthorised) will be dealt with inline with school attendance procedures, and this policy will be applied in conjunction with this where applicable.

### **Remote learning procedures**

#### *Initial meeting*

As soon as a pupil is allocated to us, a meeting will be organised between the pupil, their parent/carer and a member of the Senior Leadership Team (SLT). Representatives from the LA Exclusions team and or/ the child's previous setting may also be included if appropriate.

At this meeting, the family will have the opportunity to take a tour of the school and meet key member of staff. During this meeting, the family should gain an understanding into how the school operates on a day to day basis, key policies they need to be aware of, and the opportunity to ask any questions. There will also be the opportunity to complete the necessary paperwork and school uniform will be provided.

#### *Remote learning*

Following this meeting, the SLT will then allocate a class. If there is a delay in the pupil being able to start (see list of reasons above) then the following procedures will occur:

- Class teacher to contact the pupil via telephone on a twice weekly basis (to check in on wellbeing and provide feedback around the work pack)
- A weekly work pack to be sent home via post
- Children who have a CIN or CP plan will receive weekly home visits from a member of the Designated Safeguarding Lead team.

*These are generic plans, and may be adapted to meet the needs of individuals from our community.*

**THIS POLICY IS REVIEWED ANNUALLY**

**SIGNED ELECTRONICALLY BY: Kirsty Ratcliffe – Headteacher 4.9.23**

**SIGNED ELECTRONICALLY BY: Sue Mawson – Chair of the Management Committee 4.9.23**

**Avenue Road, Bradford, BD5 8DB  
Email: [Office@parkaspire.co.uk](mailto:Office@parkaspire.co.uk)**

**Tel. 01274 735298**