

**REMOTE LEARNING POLICY**

# Background

This Policy is to ensure the ongoing education and training of Reynolds Training Academy under unusual circumstances. This Policy will future proof against closures that could happen at any time: due to Academy/College closure from illness epidemic, extreme weather, power-loss and other unforeseen circumstances. It also covers the ongoing education of learner’s who cannot be in the Academy/College but are able to continue with their education when the Academy/College remains fully open.

# Remote Learning Leads

The Programme Managers and Senior Management Team are responsible for formulating and overseeing Reynolds Training Academy’s Remote Learning Policy. Any questions about the operation of this Policy or any concerns about the viability of any part of this Policy should be addressed to the Programme Managers or Director of Quality & Training in the first instance.

# Preparing for Remote Learning

We would expect that many of the steps below will now already be in place for staff and learners, following the need for Remote Learning during the COVID 19 pandemic.

Reynolds Training Academy will be proactive in ensuring that:

* + Staff have access to remote and virtual private networks (VPN), and that these are set up
  + Learner’s will receive introduction, information, learning materials and refresher sessions from Tutors and/or Programme Managers
  + Staff are familiar with the main functions of the remote learning applications
  + Staff have the ability and tools to host online classroom sessions (video and/or audio) with their classes either from their classrooms or from home
  + Parents and learners are made aware in advance of the arrangements in place for the continuity of education

Reynolds Training Academy should ensure that staff are supported in the development of the above framework by:

* + Using staff meetings or setting aside professional development time
  + Ensuring that staff have access to a suitable device in their classroom or, in the event of closure, that staff have suitable resources at home and if not, supply them with a device during the closure period

Staff should ensure that they:

* + Have received appropriate information and training
  + That they have access to key resources not available online at home e.g. key textbooks
  + That they have access to a suitable device for home use and if this is not the case then staff should alert their Programme Managers or the Principal to the situation

# Continuity of Education in Event of a Closure

Reynolds Training Academy will make provision for remote contact with learners on a daily basis in two forms:

* + Learners will have access to work that allows them to continue to progress while at home
  + Learners will have the opportunity for interactive communication with their Tutors/Programme Managers daily or as per their normal timetable activities, via telephone, internet Teams/Zoom calls or face to face, where appropriate

In as far as is possible Reynolds Training Academy should attempt to replicate the timetable that learners follow through the course of a normal Academy/College day.

Tutors/Teachers will need to make themselves available for teaching during their normal working hours and should communicate with their Programme Manager if this is not possible.

We are mindful of the challenges of operating in an unfamiliar environment in that:

* + Online learning operates on a very different dynamic
  + Some genres/units of study and activities do not lend themselves well to remote learning

# Remote Learning Practice and Recommendations

* + Tutors/Teachers should record the remote learning for easy cloud access at a future date and time - particularly for those learners who are unable to attend the live lesson
  + We recommend that all learners wear headsets during calls to improve their listening experience and also engagement with remote learning sessions (we can make recommend suitable headsets)
  + We are mindful that if remote working/learning is happening nationally then there may be bandwidth restrictions across the UK internet backbone. In this event dropping the virtual learning down to just audio might be necessary
  + Classwork and prep that can be handed in online will be set through Personal Tutors/Teachers and/or Programme Managers and marked online
  + Tutors /Teachers will be responsible for submitting a timetable of planned lessons to their Programme Manager

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