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## 1. Aims

- 1.1. Our strategy for Remote Education Policy aims to:
- 1.2. Ensure learning is meaningful, high quality and engaging for pupils.
- 1.3. Consider the needs of year groups and ensure consistency in the approach to remote learning for pupils, including SEND, through the use of quality online and offline resources.
- 1.4. Ensure online learning will engage pupils through a variety of 1 to 1 and small-group lessons, access to videoed material and opportunities to practice and discuss their learning.
- 1.5. Include continuous, sequenced delivery of the school curriculum.
- 1.6. Support effective communication between the school and families and support attendance.

### Roles and responsibilities:

## 2. The Tutor shall:

- 2.1. Keep their camera for the duration of the lesson.
- 2.2. Start the lesson promptly at the agreed time.
- 2.3. Help parents/students/school staff with any technical issues they're experiencing
- 2.4. Ensure that a parent/responsible adult is present during the session, and if not, terminate the lesson.
- 2.5. Treat pupils fairly and without prejudice or discrimination.
- 2.6. Ensure that their background is clear from personal items or inappropriate items. Tutors are advised to blur their background if they are unsure or cannot remove items.
- 2.7. Ensure any contact with the pupil is appropriate to their role as a tutor and confined to the relevant lesson session.
- 2.8. Value and take pupils' contributions seriously.
- 2.9. Access Lessonspace via the Tutorcruncher portal only. Tutors should ensure that passwords for this are strong, containing a mixture of upper and lowercase letters, numbers and special characters.
- 2.10. Do not share your login credentials with others.
- 2.11. Do not access video conferencing facilities on a mobile phone.
- 2.12. Send, in advance, any documents your students need by uploading to the specific 'Job' On Tutorcruncher.
- 2.13. Do not give out personal email addresses and numbers to students.
- 2.14. Do report any behavioural or safeguarding concerns to the DSL.

- 2.15. Ensure any screens that are to be shared during the lesson are pre-prepared and free from any personal tabs (emails etc). Do not conduct a live internet search while screen sharing.
- 2.16. Ensure they are appropriately dressed to conduct sessions with pupils. If a pupil is not appropriately dressed, you must end the session immediately.
- 2.17. Ensure their own working environment is safe from trips and hazards.
- 2.18. Any use of privately-owned devices by others (family or friends) must be controlled in such a way as to ensure that they do not have access to Company information. This will include Company emails, learning platforms and administrative systems.
- 2.19. Using open (unsecured) wireless networks is prohibited. Consider configuring your device not to connect automatically to unknown networks.

### **3. The Student shall:**

- 3.1. Be ready for online lessons with necessary books, paper, and resources.
- 3.2. Cameras will remain on throughout the lesson.
- 3.3. Not eat during the session.
- 3.4. Complete work to the deadline set by tutors, if applicable.
- 3.5. Seek help from tutors if they need it.
- 3.6. Alert tutors if they're not able to complete work.
- 3.7. Ensure that a parent/responsible adult is present during a session and that there is not one to inform the tutor who will terminate the session.
- 3.8. Treat the tutor respectfully and fairly, and not subject them to abusive behaviour or language.
- 3.9. Have no communication with the tutor outside the lesson session unless through the group WhatsApp chat which the parent is a member (must be agreed in advance).
- 3.10. Report any dispute or incident with a tutor to a parent/responsible adult as soon as possible.
- 3.11. Use the chat function only for responding to the tutor or to ask a relevant question.
- 3.12. Report any inappropriate behaviour or illegal activity by a tutor within a session as soon as possible.

**4. The School/Parent/Guardian shall:**

- 4.1. Ensure that a parent/responsible adult is available during the session; if not, the session will be terminated.
- 4.2. Set the student an appropriate place to work that is conducive to learning.
- 4.3. Always be responsible for the welfare of the pupil during the session.
- 4.4. Continue to look out for signs a child may be at risk and report such concerns appropriately.
- 4.5. Always be responsible for the physical environment of the pupil during the session, ensuring it is safe and appropriate.
- 4.6. If they consider it appropriate, be present or available during a tutor session so any concerns encountered by the pupil can be reported as soon as possible and ensure the pupil and tutor are behaving in an appropriate manner.
- 4.7. Ensure that tutors will be treated with respect and fairness by the pupil and will not be subjected to abusive behaviour or language.
- 4.8. Ensure that no improper suggestions are made by either the tutor or pupil.
- 4.9. Ensure the pupil has no inappropriate communication with the tutor outside the lesson session.
- 4.10. Report any unsolicited communications between the tutor and pupil if appropriate
- 4.11. Report any inappropriate behaviour or illegal activity identified within a lesson session by the pupil or third party, in accordance with the Tutor Train Safeguarding Policy.

**5. Recordings**

- 5.1. All online sessions on an online learning platform are recorded and stored securely in line with our Data Protection Policy. Recordings are not shared with anyone and used for evidence for Safeguard concerns or training purposes.
- 5.2. All users must report any loss or suspected loss, or any unauthorised disclosure or suspected unauthorised disclosure, of equipment or data immediately to the Tutor Train Director in order that appropriate steps may be taken quickly to protect Company data. Failure to do so immediately may seriously compromise Company security.