



**Alcester**  
Academy

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TO BE THE BEST THAT WE CAN BE

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# Distance Learning Strategy Policy

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<b>Approved by:</b>	<b>Qu of Ed / HR Sub-Committee</b>
<b>Reviewed by:</b>	<b>Qu of Ed / HR Sub-Committee</b>
<b>Last reviewed on:</b>	<b>3<sup>rd</sup> March 2026</b>
<b>Next review due by:</b>	<b>1 year – Autumn Term</b>

## **Distance Learning Strategy – Alcester Academy**

### **Objectives**

This document outlines the expectations of the school, parents/carers and students with regard to distance learning for students in the case of a local or national lockdown situation.

### **The School will:**

- provide remote lessons for students as per their normal school timetable
- endeavour to follow the planned curriculum according to the subject long-term plans and curriculum palettes\*
- use Google Classroom as the platform to deliver these lessons and will be available during lesson times to communicate with students about their learning on line as required
- provide realistic deadlines for the completion of work in order to allow for students who may not be able to access the lesson at the calendared time
- provide guidance videos for parents of 'how to' support students from home effectively
- support students with additional needs as far as possible
- not be expected to teach lessons online live by video link, but may be able to offer this in dependant on circumstance
- provide timely and specific feedback via Google Classroom in order to support progress reward students for excellent work through the distance 'star' nominations
- update parents/carers each fortnight regarding students who are falling behind with the work expected via a centrally generated e mail
- communicate regular updates for parents/carers
- provide contact details for staff as required
- offer support for student well-being and mental health
- continue to operate a safeguarding culture monitoring vulnerable students

### **Parents/carers will:**

- ensure that all students have an appropriate space at home in which to work each day
- encourage a normal timetable to be followed, checking work as required in order to ensure that it is submitted
- contact school if they are unable to access appropriate devices/IT to support distance learning from home
- follow up any concerns raised by the school with regard to students falling behind with work with the appropriate subject leader
- contact the school in order to highlight any areas of concern, clarification required or anxiety during the distance learning period
- contact Concerro IT regarding any technical IT related advice required

\*Long term plans and curriculum palettes are available on the school website:

<https://www.alcesteracademy.org.uk/quality-of-education/subjects>,

<https://www.alcesteracademy.org.uk/quality-of-education/ks3-curriculum-palettes>

**Students will:**

- adhere to their normal school timetable as far as resources at home allow
- communicate with teachers during lessons online appropriately highlighting areas that need further support, or issues arising
- adhere to the school behaviour policy during lesson times
- submit quality work according to deadlines
- be mindful to follow the advised times to spend on work in order to protect well-being
- contact the LSU helpline if required for additional support

Signed: \_\_\_\_\_ Chair of Sub

Signed: \_\_\_\_\_ Headteacher

Date: \_\_\_\_\_

(Ratified by the Qu of Ed / HR Sub-Committee 3<sup>rd</sup> March 2026)

## Appendix 1 – Safeguarding Advice

### Student expectations:

- Students need to ensure they are appropriately dressed e.g. not in pyjamas when participating in any “live” lessons
- During a “live” lesson student should be in a shared space in their house, rather than in their bedroom.
- During a “Live” lesson, students should not be recording or taking photos of any part of the lesson.
- If pupils are commenting, they should only talk about schoolwork in the 'Stream' and that staff may 'mute' them, i.e. stop them from posting or commenting if they post anything that is inappropriate.
- If parents are present, they should be mindful that other children might see or hear them and anything in the background.

### For staff:

- Sit against a neutral background
  - Avoid recording in their bedroom if they can (if that is not possible, use a neutral background)
  - Dress like they would for school – no pyjamas!
  - Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they are sharing their screen
  - If staff see or hear anything that causes them concern, then they should refer to the Academy’s safeguarding policy & refer to the DSL (Karen Buckthorp)
- For YouTube:
    - If teachers have a personal account where they have created playlists, ask them to set up a separate work account.
    - Set their videos to 'Unlisted' so that only people who have the link (e.g. parents who you've emailed) will be able to see the video
    - Set the audience as 'Made for kids', so that adverts won't appear at the start of the video, and comments will be disabled