



# Qlympus Academic & Training Services Limited

## Remote Education Policy for Qlympus Academic and Training Services Limited

### 1. Statement of Company Philosophy

*Qlympus Academic and Training Services Limited has always strived to be creative, innovative and support our learners/stakeholders in the best way possible to make learning purposeful and holistic. Our strategy for remote learning continues this.*

### 2. Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all learners (Inc. SEND) who are not in training centres through use of quality Online and offline resources and teaching videos
- Provide clear expectations members of the learning community with regards to delivery high quality interactive remote learning
- Include continuous delivery of the company curriculum, as well as support of Motivation, Health and Well-Being and Learner support
- Consider continued education for staff (e.g., CPD, Supervision and Meet the Skills Coach/Teacher)
- Support effective communication between the Company and learners and support attendance.

### 3. Who is this policy applicable to?

- A learner (*and their siblings/partner if they are also attending Qlympus Academic and Training Services Limited training programmes*) is absent because they are awaiting test results and the household is required to self-isolate.
- A learner's whole bubble is not permitted to attend lessons/classes because they, or another member of their bubble, have tested positive for Covid-19.

Remote learning will be shared with all parties when they are absent due to Covid-19 related reasons and not to all at start of week.

### 4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools (*list here, for example, Teams/Zoom meetings/WhatsApp groups*), as well as for staff CPD and meeting sessions.
- Use of Recorded video (*or Live Video if used*) for Start Day registration, instructional videos.
- Phone calls home
- Printed learning packs



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- Use of BBC Bitesize, Online Functional Skills *Maths practice*.

The detailed remote learning planning and resources to deliver this policy can be found here:

*Include hyperlinks to:*

- Model Timetable and structure for remote learning
- Downloadable Printable Documents – e.g., <https://schoolsallianceforexcellence.co.uk/Supporting-Schools/School-Improvement/Introduction>
- Curriculum resources
- Teacher Code of Conduct for Phone calls, Video conferencing and Recorded Video
- End User Agreements for Google classroom (as appropriate)

### 5. Home and Training Partnership

Qlympus Academic and Training Services Limited is committed to working in close partnership with clients and recognises each family is unique and because of this remote learning will look different for different clients in order to suit their individual needs.

Qlympus Academic and Training Services Limited will provide a refresher online training session and induction for learners on how to use Teams and Zoom Classroom as appropriate and where possible, provide personalised resources.

Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, learners should contact Skills Coaches and Subject Leads promptly and alternative solutions may be available. These will be discussed on case-to-case basis.

All clients/learners sign an 'Acceptable Use Policy' at company which includes e-safety rules, and this applies when learners are working on computers at home.

### 6. Roles and responsibilities

#### Skills Coaches

Qlympus Academic and Training Services Limited will provide a refresher training session and induction for new staff on how to use Teams and Zoom Classroom.

When providing remote learning, Skills Coaches must be available between 0800 Hrs -2100 Hrs.

If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

When providing remote learning, Skills Coaches are responsible for:

- Setting work:
  - Skills Coaches will set work for the pupils in their classes. This includes those responsible for apprentices



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- The work set should follow the usual timetable for the class had they been in the centres, wherever possible.
- Weekly/daily work will be shared as per Qlympus Academic and Training Services Limited policy
- Providing feedback on work:
  - Reading, writing and Maths work in Functional Skills, all completed work submitted by 1pm to be guaranteed tutor response and comments by 5pm.
  - All curriculum tasks submitted by 3.30pm and tutors will comment at the end of the week.
  - Or As per the marking policy at Qlympus Academic and Training Services Limited
- Keeping in touch with learners who are not in training and their managers:
  - If there is a concern around the level of engagement of a learner should be contacted via phone to assess whether company intervention can assist engagement.
  - All managers/learners' emails should come through the company's admin account (admin@rapidimprovement.co.uk)
  - Any complaints or concerns shared by managers or trainees should be reported to a member of SLT – for any safeguarding concerns, refer immediately to the DSL.

### Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the company including daily monitoring of engagement.
- Monitoring the effectiveness of remote learning – explain how they will do this, such as through regular meetings with Skills Coaches and subject leaders, reviewing work set or reaching out for feedback from learners and managers in the case of apprentices.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

### Designated safeguarding lead

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

### IT Technicians

IT technicians are responsible for:

- Fixing issues with systems used to set and collect work.
- Helping staff with any technical issues they are experiencing.
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer.
- Assisting learners with accessing the internet or devices



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## The SENCO

Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible to all learners and that reasonable adjustments are made where required.

- Ensuring that learners with EHC plans continue to have their needs met while learning remotely and liaising with the Subject Leads and other organisations to make any alternate arrangements for learners with EHC plans and IHPs.
- Identifying the level of support

## The SBM

- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the company has adequate insurance to cover all remote working arrangements.

## Learners and managers

Staff can expect learners learning remotely to:

- Complete work to the deadline set by Skills Coaches.
- Seek help if they need it, from coaches.
- Alert coaches if they are not able to complete work.

Staff can expect learners with children learning remotely to:

- Make the coaches aware if their child is sick or otherwise cannot complete work.
- Be respectful when making any complaints or concerns known to staff.

## Governing Board

The governing board is responsible for:

- Monitoring the company's approach to providing remote learning to ensure education remains as high quality as possible.
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.

## 7. Links with other policies and development plans

This policy is linked to our:

- Safeguarding



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- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Online safety acceptable use policy
- Digital and hardware Development Planning
- Code of Conduct for Phone calls, Video conferencing and recorded video
- End User Agreements for Teams and Zoom classrooms.