



Remote learning policy

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are not in school.
- Set out expectations for all members of the school community with regards to remote learning.
- Provide appropriate guidelines for data protection.

This Remote Learning Policy is to be followed if our school cannot open safely, or if pupils are able to learn but are unable to physically attend school. This might include:

- Occasions when we decide that opening our school is either:
 - Not possible to do safely
 - Contradictory to guidance from local or central government
- Occasions when individual pupils, for a limited duration, are unable to physically attend school but are able to continue learning, for example:
 - because they have an infectious illness
 - They are preparing for or recovering from some types of operation
 - They are recovering from injury and attendance in school may inhibit such recovery
 - Their attendance has been affected by a special educational need or disability (SEND) or a mental health issue

The school will consider providing pupils with remote education on a case-by-case basis.

In the limited circumstances when remote learning is used, we will:

- Gain mutual agreement of remote education by the school, parents/carers, pupils, and if appropriate, a relevant medical professional.
- Put formal arrangements in place to regularly review it and identify how to reintegrate the pupil back into school
- Identify what other support and flexibilities can be put in place to help reintegrate the pupil back into school at the earliest opportunity
- Set a time limit with an aim that the pupil returns to in-person education with appropriate support

Remote education will not be used as a justification for sending pupils home due to misbehaviour. This would count as a suspension, even if the pupil is asked to access online education while suspended.

2. Roles and responsibilities

2.1 Teachers

In the event of the school being closed and when providing remote learning, teachers must be available during normal working hours.

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, teachers need to comply with the following guidelines:-

- Work must be set on time for timetabled sessions and should appear in the Teams classroom at 9am each day.
- Any live lessons through Teams+ should be kept to a reasonable length of time (30 minutes).
- The teacher should always be the last to leave a Teams Meeting to prevent pupils from using the Meet to chat to one another unsupervised.

- Feedback should be provided to pupils, providing a positive comment and highlighting, in yellow, any areas you wish pupils to edit.
- Teachers must update daily registers to record pupil engagement and alert phase leaders and DSL Matt Davey to pupils failing to engage with online learning materials.
- Pupils and parents can contact teachers through their school email account during periods of home learning.
- Any complaints or concerns shared by parents or pupils should be shared with a member of SLT.
- The Staff Code of Conduct Policy applies to all staff when undertaking remote learning.

If teaching from home:

- Live lessons should be conducted in appropriate areas, for example, not in the bedroom and where possible against a neutral background.
- Appropriate clothing should be worn by teachers and all others in the household when delivering live lessons.
- Appropriate language should be used by all those in the household during live lessons.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during normal working hours.

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 assisting with remote learning, teaching assistants should follow the guidelines for teachers listed above. They could be asked to join in remote lessons, take a small group within the session, or be asked to work individually with children either in a lesson or as part of an intervention plan.

2.3 Subject Leaders

Alongside their teaching responsibilities, subject leaders are responsible for:

- › Considering whether any aspects of the subject curriculum need to change to accommodate remote learning.
- › Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent.
- › Working with other subject leaders and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other.
- › Monitoring the remote work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set.
- › Alerting teachers to resources they can use to teach their subject remotely.

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the phase they are responsible for including the timetabling and monitoring of pupil engagement.
- Coordinating the need of loaned devices and dongles.
- Monitoring the effectiveness of remote learning through meetings and actively reviewing the work set and quality of teacher feedback within Teams
- Monitoring the security of remote learning systems including safeguarding considerations
- Seeking regular feedback from parents, carers and pupils.
- Ensuring they monitor individual pupils who are not attending or engaging regularly with Remote Learning, passing any concerns onto the DSL and if necessary the Head Teacher.

2.5 Designated Safeguarding Lead

The DSL is responsible for:

- Monitoring the welfare of pupils who are remote learning
- Reporting the non-attendance of vulnerable pupils to the Local Authority
- Communicating with children's social care regarding vulnerable pupils not in school
- Ensuring that staff are still using CPOMS effectively to report concerns regarding remote learners
- Liaising with teachers and phase leaders regarding pupils not engaging in remote learning
- Continuing to engage with social workers, and attend all multi-agency meetings for pupils who are remote learning

Staff should also read the Safeguarding Policy and any addendum to it

2.6 IT support staff

IT support staff are responsible for:

- Fixing issues with systems used to set and collect work.
- Helping staff and parents 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 pupils and parents with accessing the internet or devices.

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time.
- Complete work to the deadline set by teachers.
- Seek help if they need it, from teachers or teaching assistants.
- Alert teachers if they are not able to complete work.

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise cannot complete work.
- Seek help from the school if they need it, either because of the level or amount of work being sent or if there are any issues with hardware.
- Be respectful when making any complaints or concerns known to staff.

2.8 Governing Body cannot

The Board of Trustees is responsible for:

- Monitoring the school'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.

3. Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in setting work – talk to the Phase Leader.
- Issues with behaviour – talk to the Phase Leader or DSL
- Issues with IT – talk to IT staff.
- Issues with their own workload or wellbeing – talk to their Line Manager.
- Concerns about data protection – talk to the Data Protection Officer.
- Concerns about safeguarding – talk to the DSL.

4. Data protection

All staff should be familiar with the schools Data Protection Policy and follow the information it contains.

5. Safeguarding

All staff should be familiar with the schools Safeguarding Policy and follow the information it contains.

6. Monitoring arrangements

This policy will be reviewed annually by the Pupil and Curriculum Committee.

7. Links with other policies

This policy is linked to our:

- Behaviour policy.
- Safeguarding policy and coronavirus addendum to the policy.
- Data protection Policy
- Home-school agreement.
- ICT Curriculum policy.
- Online safety policy.

Approved by Governors Spring 2022 and Nov 2022 Spring 2024, Oct 2025

To be reviewed Oct 2026