



# Remote Learning Policy

Summer 2025

## Aims

This remote learning policy for staff aims to:

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

## Use of remote learning

All pupils should attend school, in line with our attendance policy. Remote education is not viewed as an equal alternative to attendance in school.

Pupils receiving remote education will be marked absent in line with the Pupil Registration Regulations.

We will consider providing remote education to pupils in circumstances when in-person attendance is either not possible or contrary to government guidance.

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. If the pupil has an education, health and care (EHC) plan or social worker, the local authority (LA) will also be involved in the decision
- 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.

## Roles and responsibilities

### Teachers

When providing remote learning, teachers must be available between 8.30am and 3.30pm

If staff 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 should:

- Provide pupils with access to remote education as soon as reasonably practicable, though in proportion to the length of absence and disruption to the learning of all learners
- Make reasonable adjustments for pupils with SEND to access remote education, where required, informed by relevant considerations including the support families will require and the types of services that pupils can access remotely

They are also responsible for:

- Setting work in maths, English, including phonics in EYFS and KS 1, and foundation subjects linked to the year group curriculum.
- Providing an appropriate amount of work for the age of the child. This will be:
  - 3 hours a day on average across the cohort for Key Stage 1 pupils, with less for younger pupils
  - 4 hours a day for Key Stage 2 pupils
- Uploading work onto the relevant year group pages on the school website, MS Teams and via Marvellous Me by 8:30am each day
- Providing printed resources, such as textbooks and worksheets that a child can access at home to supplement learning where appropriate
- Sending Marvellous Me messages to parents every time new material is uploaded to year group pages on the website
- Making sure that the work provided during periods of remote education is of high quality, ambitious and meets the needs of the individual learners.
- Giving feedback via Marvellous Me and email to parents. Work can be emailed to staff to provide feedback on
- Responding within working hours to parent requests for help with supporting their child/ children in their learning
- Providing a weekly well-being call to check how children doing. This phone call will be recorded on a log. If there were any safeguarding concerns to result from these calls, then these should be recorded on My Concern.
- Attending virtual meetings with staff and parents/carers
- It is the responsibility of year group teaching teams to ensure that planning and resources are easily available via share-point.

## Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8:00am and 4:00pm

If they're 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 are responsible for:

- Supporting pupils who are not in school with learning remotely. This may include pupils with SEND.
- Attending virtual meetings with teacher and parents/carers

## Senior leaders

Alongside any teaching responsibilities, senior leaders should continue to use the school's digital platform for remote education provision and make sure staff continue to be trained and are confident in its use.

They should continue to overcome barriers to digital access where possible for pupils by, for example:

- Distributing school-owned laptops accompanied by a user agreement or contract (if possible)
- Securing appropriate internet connectivity solutions where possible
- Having systems for checking, ideally on a daily basis, whether pupils learning remotely are engaging in its use, and work with families to rapidly identify effective solutions where engagement is a concern

They are also responsible for:

- Monitoring the effectiveness of remote learning through regular meetings with teachers, reviewing the work set and gathering feedback from pupils and parents/carers
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Ensuring staff remain trained and confident in their use of online digital platforms
- Providing information to parents/carers and pupils, about remote education via Marvellous me and the school website
- Working with the catering team to ensure pupils eligible for benefits related free school meals are provided with good quality lunch parcels or food vouchers

### **Designated safeguarding lead (DSL)**

The DSL is responsible for:

- Ensuring that risk assessments are in place for any child classed as vulnerable
- Undertaking home visits to vulnerable children, either once or twice weekly
- Communicating with allocated social workers
- Providing access to laptops for vulnerable children to ensure that home learning can take place
- Liaising with support agencies and social care to ensure the right support is given to vulnerable families

### **Parents/carers**

Staff can expect parents/carers with children learning remotely to:

- Engage with the school to support their child's learning, and to establish a routine that reflects the normal school day as far as reasonably possible
- Make the school aware of their child is sick or otherwise can't complete work
- Seek help from school if they need it
- Be respectful when making any complaints or concerns to staff

### **3.8 Governing board**

The governing board 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.

## 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 relevant subject lead, deputy head or SENCO
- Issues with their own workload or wellbeing – talk to their line manager, school business manager or headteacher.
- Concerns about safeguarding – contact a DSL.
- Issues with IT then please contact the IT co-ordinator or Schools IT

## Links with other policies

This policy is linked to our:

- Behaviour policy
- Data protection policy and privacy notices
- Remote Access Mobile Computing Policy
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy
- Concerns and Complaints Policy
- Curriculum Policy / Subject Policies