



Remote learning policy 2025-2026

Approved by Local Governors: March 2026

Date for Review: September 2026

Headteacher: Mr Paul Newton

Chair of Governors: Mrs Claire Smith

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.

Platforms used to deliver remote learning

Microsoft Teams will be used to deliver remote learning. Class Dojo will be used as a communication tool between parents/carers and teachers

Roles and responsibilities

Teachers

When providing remote learning, teachers must be available during their normal working hours.

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 providing remote learning, teachers are responsible for:

- providing 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
- making 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
- Ensure they are appropriately dressed (normal work clothes)
- Ensure their location is appropriate (e.g. avoid areas with background noise, nothing inappropriate in the background)

They are also responsible for setting work that is:

- suitable for their class
 - will cover the child's self-isolation period
 - is uploaded to Microsoft Teams or paper packs are provided, where necessary
 - they co-ordinate with other teachers, including those teaching in school, to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work

Providing feedback on work

- Commenting on work via Microsoft Teams

Teaching assistants

When assisting with remote learning, teaching assistants must be available between their normal working hours. 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, as directed by the class teacher. This may include listening to individual readers, making well-being phone class, delivering tier 2 and 3 interventions etc.
- Attending virtual meetings with staff, parents and pupils
- Ensure they are appropriately dressed (normal work clothes)
- Ensure their location is appropriate (e.g. avoid areas with background noise, nothing inappropriate in the background)

Subject leads

Alongside their teaching responsibilities, subject leads 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 leads 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
- Alerting teachers to resources they can use to teach their subject remotely

Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – team leaders to work with their teams to coordinate approach, where possible
- Monitoring the effectiveness of and engagement in remote learning
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Designated safeguarding lead

The DSL is responsible for:

- Referring any concerns to social care
- Monitoring the engagement of children who are the subject of child protection plans or are considered vulnerable who are working remotely
- Referring cases of suspected abuse to The Children's Hub
- Attending all relevant meetings for children
- Being contactable via email or telephone by concerned staff members or parents
- Remaining in contact with all external agencies for regular updates
- Keeping all records up to date

IT staff IT staff

(OneIT) 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

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 support staff
- Alert teachers if they're not able to complete work It is expected that parents/carers will ensure their children fully engage with remote education. This includes attendance and contribution to live lessons and the uploading of completed work. If they have any issues with remote learning, they will contact their child's class teacher via **Class Dojo**

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 their team leader, relevant subject lead or SENCO
- Issues with behaviour – talk to their team leader
- Issues with IT – talk to computing lead or contact OneIT
- Issues with their own workload or wellbeing – talk to their team leader or one of our trained mental health first aiders
- Concerns about data protection – talk to the Headteacher
- Concerns about safeguarding – talk to the DSL

Data protection

Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

- Access data via the secure school server.
- All teachers and HLTAS have school staff laptops and where possible, personal computers/mobile phones should not be used.

Processing personal data

Staff members may need to collect and/or share personal data such as email addresses or logins as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen. However, staff are reminded to collect and/or share as little personal data as possible online.

Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

Safeguarding

Staff to follow the Child Protection policy, online user policy including acceptable use at all times.

Monitoring arrangements

This policy will be reviewed annually. If any changes need to be made before the formal review, these will be made and staff will be made aware. At every review, it will be approved by the full governing body

Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy