



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
- Ensure pupils unable to attend school remain fully included within the school community.
- Continue to ensure that every child receives the best education the school can provide them
- Ensure that remote education is integrated in the curriculum so it is an essential part of the school curriculum where necessary, alongside classroom teaching, or in the case of a local lockdown.

Roles and responsibilities

Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- If the class teacher is unwell and unable to lead remote learning, then the Senior Leadership team will take direct responsibility for ensuring that learning remains in place. If this is the case, home learning provision and systems may need to be adapted so that school leaders can continue to manage their leadership roles while carrying out a form of remote learning for the class.

Designated Safeguarding Lead

The DSL is responsible for: Safeguarding concerns, including those related to remote learning. Please refer to the safeguarding policy.

Teachers

When providing remote learning, teachers must be available between 9am-3.20pm on their working days.

When providing remote learning, teachers are responsible for:

Setting work –

- Teachers will provide learning for their current class. The amount of work they need to provide is daily Maths and English lessons plus 3/4 lessons for foundation subjects each week. Daily phonics lessons will be planned for KS1 and SPAG lessons for KS2. This should equate to 3 hours provision for KS1 and 4 hours for KS2 daily.
- Teachers will use resources provide by a variety of providers including Oak National Academy, White Rose Maths and BBC Bitesize, as well as producing their own video resources using Loom. This list is not exclusive and may be altered depending on the area being taught.
- Teachers will outline the work daily via their class activity page.

➤ Providing feedback on work –

Pupils can submit work to their class teachers via Google Classroom. All work submitted will be acknowledged by the class teacher. Feedback will be given on an individual basis. Feedback will be age appropriate.

Teachers should respond to pupil/parent emails within 24 hours.

Teaching assistants

When assisting with remote learning, teaching assistants must be available between their usual working hours.

When assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely – if requested by Head Teacher/SENDCO.
- Liaising with class teachers to support planning and resourcing differentiated learning

Subject leads

Alongside their teaching responsibilities, subject leads are responsible for monitoring the work teachers set by their subject.

- Review work set weekly

Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – 9am-3.20pm although they may not always be in front of a device the entire time
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're 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 can't complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

Governing body

The governing body 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

Data protection

Accessing personal data

- Teachers will not share any personal details with third parties.
- School laptops are the school's preferred devices to be used when accessing any personal information on pupils

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

Please refer to Child Protection and Safeguarding Policy.

Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government.

Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy

Next review – September 2026