



# **Remote learning policy**

**Person responsible: Headteacher**

**Date adopted: May 2025**

**Review Date: May 2028**

# 1. Aims

This remote learning policy aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school due to needing to self-isolate, or in the event that the school or part of the school has to close for an emergency situation, due to severe weather or in line with Government guidance
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

## 2. Roles and responsibilities

Our lead for remote learning is Mr Bushell. Our teachers are responsible for providing and responding to online learning for the year group in which they teach. Our SENCO will provide advice and support to our teachers for any of our children with SEND.

### 2.1 Teachers

When providing remote learning, teachers must be available for 5 hours per day. Our preferred hours are between 9:00 am and 3:30pm. However some flexibility may be applied, in agreement with the Head Teacher, due to personal circumstances (i.e. care of a dependent) as long as 5 hours are completed.

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 are responsible for:

#### ➤ **Setting work on the Google Classroom for their year group**

#### ➤ **In the event of a full or partial school closure**

- English and Maths tasks must be set daily and full curriculum coverage will be maintained across the week as far as possible and as appropriate to the age of the child. Work provided will be differentiated as appropriate.
- If the closure is for more than 3 days, each year group will have a daily live lesson for English, Maths, Phonics/Spelling and some other lessons to provide full curriculum coverage as far as possible.
- All work for that day will be available to the children by 9am ( teacher can schedule this in advance)
- All work will be uploaded to the children's Google classroom
- For children with no or limited access to a device the school will lend a device if possible or provide work on paper
- Teachers should work closely with their year group partner to ensure consistency across the year group
- If the closure is for more than 3 days, teachers will arrange an online meet and greet video call at the beginning and end of each day to keep in touch with the pupils and support their wellbeing.

#### ➤ **Providing feedback on work**

- Children will submit their work on Google Classroom and the teacher will provide feedback
- Teachers will acknowledge all work
- Children will receive more detailed individual feedback on at least one piece of work a day
- Teachers will respond to work in the week that the work was set. Children can still submit work late but it may not be responded to if it is submitted after the week in which it was set.

#### ➤ **Keeping in touch with pupils who are not in school and their parents**

- Teachers will respond to questions from parents on the Google Classroom
- Teachers will respond to emails from parents during the school day and within 24 hours of receipt
- Children in receipt of Pupil Premium funding, Looked After Children, children on a Child Protection plan and children with SEND will receive a phone call from a teacher or a member of SLT once a week.
- Teachers will message children on Google Classroom to encourage them to engage with the work if they are not completing it and alert parents if their child is not engaging well but ultimately it is the parent's responsibility to ensure their child completes the work
- Teachers will address any inappropriate comments or messaging with the individual concerned or group of children if necessary

#### ➤ **Attending virtual meetings with staff, parents and pupils**

- Staff will dress appropriately according to the school's dress policy during any online meetings
- Staff will ensure that the background is appropriate
- Meetings will happen during the school day

## **2.2 Teaching assistants**

Teaching assistants will be required to help with remote learning during a full school closure of more than 3 days i.e. supporting small groups or individuals online with completing their task or hearing them read.

## **2.3 Subject leaders**

Alongside their teaching responsibilities, subject leaders are responsible for:

- 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:

- Overseeing the remote learning approach across the school. Mr Bushell will assist pupils and parents with accessing the Google Classroom
- Monitoring the effectiveness and consistency of remote learning by reviewing the work set and pupils' and teachers' responses
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## **2.5 Designated Safeguarding Lead**

The DSL is responsible for:

- Continuing to recognise, respond and refer any safeguarding concerns during a school closure
- Working alongside any external agencies
- Maintaining contact with any vulnerable children and their families during the school closure

## **2.6 Pupils and parents**

**Staff can expect pupils learning remotely to:**

- Be contactable during the school day
- Complete work to the deadline set by teachers
- Seek help if they need it
- Alert teachers if they are not able to complete work

- › Use the messaging and comments facilities responsibly and appropriately

**Staff can expect parents with children learning remotely to:**

- › Make the school aware if their child is sick or otherwise unable to complete work
- › Seek help from the school if they need it
- › Be respectful when making any complaints or concerns known to staff
- › Support and encourage their child to access and complete their home learning

## **2.7 Circumstances in which remote learning will be provided**

- > Teachers will provide remote learning for pupils in the event of a full or partial school closure (excluding industrial action).
- > Teachers may provide remote learning for individual pupils depending on the circumstances and at the discretion of the Headteacher. Examples could include a child needing to self-isolate for medical reasons (supported by a medical professional / medical evidence) or needing to recover at home for more than 1 week following a surgical procedure.
- > Remote learning will not be provided in the event that a parent removes their child from school to go on holiday in term time or is unable to bring them to school due to their own health needs or circumstances. Parents have a legal duty to ensure their child attends school every day.

## **2.8 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

## **3. Monitoring arrangements**

This policy will be reviewed every 3 years by the Headteacher. At every review, it will be approved by Full Governing Body.

## **4. Links with other policies**

This policy is linked to our:

- › Behaviour policy
- › Child protection policy
- › Data protection policy and privacy notices
- › Home-school agreement
- › Online safety policy
- › Attendance policy