

# Remote learning policy

Henry Chadwick Primary



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## 1. 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

## 2. 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.

## 3. Roles and responsibilities

### 3.1 Teachers

When providing remote learning, teachers must be available between 8.45 AM and 3.30 PM

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 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 for their class:
- Three hours per day for KS1, less for younger children
- Four hours a day for key stage 2
- This must be emailed out by 9 am
- If it is for a whole class ( in event of a school closure) the work will also be added to the school website
- Making sure that work provided during remote education is of high quality, Meaningful and covers and appropriate range of subjects.
- Where individual learning is necessary, this will be emailed out individually rather than put on the school website.
- The work should be returned to school by email and should be marked in line with the marking policy.
- Staff should reply to parent emails during their normal working hours
- Complaints of safeguarding concerns will be handles using the Schhol's appropriate policies and procedures.
- Any work not completed, will have to be completed on a child's return.
- Should virtual learning or meetings take place, children, staff, parents / carers should be dressed appropriately and backgrounds should be blurred.

### 3.2 Teaching assistants

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

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 under the direction of the class teacher

### 3.3 Senior leaders

Vicki Barnes has overarching responsibility for the quality and delivery of remote education.

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
- Providing printed resources, such as textbooks and workbooks, to structure learning, supplemented with other forms of communication to keep pupils on track or answer questions about work
- 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
- Co-ordinate the delivery of high quality remote learning across the school
- Working with the catering team to provide a good quality lunch of food vouchers for children eligible for benefits-related Free School Meals

They are also responsible for:

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

The DSL is responsible for:

- Safeguarding children in line with the school's safeguarding policies and procedures.

### **3.5 Pupils and parents/carers**

Staff can expect pupils learning remotely to:

- Be contactable during the school day
- Complete work to the deadline set by teachers
- Seek help if required from teachers or teaching assistants
- Alert teachers if work can not be completed and explain why
- Act in accordance with the parental; code of conduct.

The governing board is responsible for:

- Monitor the school's approach to remote learning to ensure that education remains of as high a quality as possible
- Ensure that staff are certain that remote learning systems are secure, for both data protection and safeguarding reasons.

## **4. Who to contact**

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

- The headteacher
- The IT team for IT issues.

## **5. Data protection**

### **5.1 Accessing personal data**

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

- Access data on the secure server or one drive
- Use only school issues devices

## 5.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses 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. The school will follow its data protection policy / privacy notice in terms of handling data.

However, staff are reminded to collect and/or share as little personal data as possible online, and to remind themselves of their duties in terms of data protection in accordance with the school's policies and procedures.

## 5.3 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

## 6. Safeguarding

Any updates in safeguarding will be reflected as an addendum in the policy.

## 7. Monitoring arrangements

This policy will be reviewed at least annually. At every review, it will be approved by the LGB.

## 8. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy