



Remote Learning Policy

Reviewed: September 2025

Next Review: September 2026

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 8:30-15:30.

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:
 - Teachers will set work for all classes the teacher would usually teach on the day.
 - Students should be set work equivalent to one hour for each lesson they would normally have with their teacher. This amounts to five hours of work per day for KS3, KS4, and KS5 students.
 - Work will need to be set by 10:00 on the day of remote learning.
 - Work must be set via ClassCharts or via Microsoft Teams.

- Teachers can communicate and co-ordinate with other teachers via email or Microsoft Teams.
- Making sure that work provided during periods of remote education is of high quality, meaningful, ambitious and cover an appropriate range of subjects:
 - This includes considering the needs of individual pupils, such as those with SEND or other additional needs, and the level of independent study skills.
 - This also includes considering the needs of pupils' families or carers, including how much adult involvement is needed in each activity and whether pupils have a suitable place to study.
- Providing feedback on work:
 - Students will be able to submit work to teachers via email or ClassCharts (as a homework submission).
 - Teachers can feedback to students via written comments sent via email or via notes added to electronic documents.
 - Feedback should be returned to students fortnightly.

3.2 Heads of Year

When providing remote learning, Heads of Year must be available between 8:45-15:45.

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, Heads of Year should:

- Keep in touch with pupils who aren't in school and their parents:
- Regularly, as determined by the Head of Year as to offer the pupil and their parent sufficient support. This can be via email or phone call.
- Heads of Year should not answer emails and calls outside of their working hours.
- Complaints or concerns shared by parents and pupils should be directed to the SLT Year Link for the year that the pupil is in. Any safeguarding concerns should be escalated to the safeguarding team.
- Failing to complete work should be handled in line with the school's Behaviour Policy.

- Heads of Year can organise virtual meetings via Microsoft Teams to provide pupils with opportunities for regular interaction with teachers and peers during the school day.
- Attending virtual meetings with staff, parents/carers and pupils:
- The normal staff dress code applies for all virtual meetings.
- When taking virtual meetings, Heads of Year should avoid areas with background noise and with nothing inappropriate in the background.

3.4 Teaching Assistants

When assisting with remote learning, teaching assistants must be available during normal employment contract times.

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 aren't in school with learning remotely:
- The students they would normally support if they were to be in school.
- Support can be provided via Microsoft Teams, emails, ClassCharts.
- Attending virtual meetings with teachers, parents/carers and pupils:
 - The normal staff dress code applies for all virtual meetings.
 - When taking virtual meetings, Heads of Year should avoid areas with background noise and with nothing inappropriate in the background.

3.5 Head of Department

Alongside their teaching responsibilities, Heads of Department 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 via Class Charts.
- Alerting teachers to resources they can use to teach their subject remotely.
- Making decisions about the use of online video lessons such as those provided by Oak National Academy.

3.6 Senior leaders

The Senior Leadership Team have 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

They are also responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning, through regular meetings with teachers and Heads of Department, reviewing work set and reaching out for 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 education platforms.

- Training staff on relevant accessibility features that your chosen digital platform has available.
- Providing information to parents/carers and pupils about remote education via email.
- Working with the catering team to ensure pupils eligible for benefits-related free school meals (FSM) are provided with good quality lunch parcels or food vouchers.

3.7 Designated safeguarding lead (DSL)

The DSL is responsible for:

Overseeing all safeguarding concerns that arise during remote learning and ensuring appropriate procedures are followed.

3.8 IT Staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work.
- Helping staff and parents/carers with any technical issues they're experiencing.
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer (DPO).
- Assisting pupils and parents/carers with accessing the internet or devices.

3.9 Pupils and parents/carers

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 teaching assistants.
- Alert teachers if they're not able to complete work.
- Act in accordance with normal behaviour rules / conduct rules of the school (and any specific online behaviour rules where applicable).

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

- Engage with the school and support their children's learning, and to establish a routine that reflects the normal school day as far as reasonably possible.
- 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.

3.10 Governing Board

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains of as high a quality as possible.
- Ensuring that staff are certain that remote learning systems are appropriately 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 following individuals:

- Issues in setting work – talk to the relevant Head of Department, Assistant Headteacher (Development of Teaching and Learning) or SENDCO.
- Issues with behaviour – talk to the relevant Head of Year.
- Issues with IT – talk to IT staff.
- Issues with their own workload or wellbeing – talk to their line manager.
- Concerns about data protection – talk to the data protection officer.
- Concerns about safeguarding – talk to the DSL.

5. Data protection

5.1 Accessing personal data

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

- Access the data via remote school VPN connected to a server in the IT network or by using online school platforms such as Bromcom, ClassCharts or CPOMs.
- Use school provided devices, such as laptops. Staff should use these rather than their own personal 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.
- Maintaining school provided antivirus and anti-spyware software.
- Keeping operating systems up to date – always install the latest updates.

6. Safeguarding

Safeguarding concerns must be referred to the safeguarding team as detailed within the school's child protection policy.

7. Monitoring arrangements

This policy will be reviewed annually by Mr T Squires (Assistant Headteacher). At every review, it will be approved by the Headteacher.

8. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding and child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT acceptable use policy