



REMOTE LEARNING POLICY

DOCUMENT CONTROL

Document Version: 1.0

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Approved by: Shirley Croft

Policy Owner/Author: Jennifer Grotier (Headteacher)

Next Review Date: Spring 2027

Revision History

Version	Date	Change Summary	Changed By
1.0		Initial Policy Release	

Aims

This remote learning policy for Staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are not in School.
- Set out expectations for all members of the School Community with regard to Remote Learning
- Provide appropriate guidelines for data protection.

Roles and Responsibilities of Teachers

Teachers delivering remote learning must be available during their normal working hours and days. If they are unable to work (e.g. due to illness or caring responsibilities), they must follow the usual absence reporting procedures.

When providing remote learning, teachers are responsible for:

- **Setting work:**
 - Preparing weekly learning activities for their class, covering a broad range of curriculum subjects
 - Using a variety of resources, including PowerPoints, worksheets, pre-recorded videos, live lessons, and materials from approved providers
 - Delivering work via Evidence for Learning and Microsoft platforms
- **Online safety:**
 - Following the online safety curriculum via Thinkuknow, including sharing fortnightly home activity packs where appropriate
- **Providing feedback:**
 - Reviewing work submitted via Evidence for Learning or the school admin email
 - Providing feedback where appropriate
 - Setting clear expectations and deadlines for all tasks
- **Communication:**
 - Maintaining weekly contact with pupils and families (e.g. via phone calls)
 - Ensuring communication is polite, supportive, and professional
 - Reporting any safeguarding concerns immediately via CPOMS or to the safeguarding team
 - Directing complaints or concerns to the school admin email
- **Pupil engagement:**
 - Attempting weekly contact with pupils who are not accessing remote learning
 - Using contact details from SIMS and ensuring calls are made appropriately (e.g. withheld numbers if required)
- **Professional conduct in virtual settings:**
 - Ensuring appropriate backgrounds and environments during virtual meetings

Where a teacher is unwell or working on-site, these responsibilities will be covered by another member of staff.

Roles and Responsibilities of Teaching Assistants

Teaching assistants must be available during their normal working hours and follow standard absence procedures if they are unable to work.

Under the direction of a teacher or senior leader, teaching assistants are responsible for:

- Supporting pupils with remote learning
- Contacting pupils where required
- Attending virtual meetings when requested

If working on-site, their remote responsibilities will be covered by another staff member.

Roles and Responsibilities of Subject Leads

In addition to their teaching duties, subject leads are responsible for:

- Monitoring the quality and consistency of work set in their subject (reviewed weekly)
- Evaluating the impact of remote learning on their subject area
- Updating and reviewing subject action plans accordingly

Roles and Responsibilities of the Senior Leadership Team

The senior leadership team are responsible for:

- Reviewing and adapting the curriculum to support effective remote learning
- Ensuring work set across subjects is appropriate, consistent, and well-sequenced
- Coordinating with subject leads to avoid overload and ensure manageable deadlines
- Monitoring the quality of remote provision through regular review and discussion
- Identifying and sharing appropriate teaching resources
- Ensuring systems are secure and compliant with Data Protection and Safeguarding Requirements

Roles and responsibilities of Designated Safeguarding Leads (DSLs)

DSLs are responsible for:

- Maintaining oversight of safeguarding during remote learning
- Recording, responding to, and sharing concerns as appropriate

Roles and Responsibilities of IT Staff

IT staff are responsible for:

- Ensuring staff and pupils have appropriate access to systems and platforms
- Resolving technical issues
- Supporting staff and Families with access to devices and the internet
- Monitoring system security and reporting any data breaches

Roles and Responsibilities of Parents and Pupils

Parents are expected to:

- Inform the school if their child is unwell or unable to complete work
- Contact the school for support where needed
- Communicate respectfully with Staff

Pupils are expected to:

- Be contactable during the school day (recognising they may not always be online)
- Engage with and attempt assigned work
- Seek support when needed
- Inform staff if they are unable to complete work

Support and Communication

Staff should direct queries as follows:

- Setting Work: Team Leaders, SENCO or Subject Lead
- Behaviour: Relevant member of the SLT
- IT issues: IT Staff
- Workload/Wellbeing: Line Manager
- Data Protection: Compliance Officer
- Safeguarding: DSLs

All staff can be contacted via the school admin email.

Data Protection

Accessing Personal Data

- Staff must use secure systems such as CPOMS and SIMS
- Personal data must not be shared with third parties
- Devices must be logged out after use
- School-issued, encrypted devices should be used wherever possible

Sharing Personal Data

- Only essential personal data should be collected or shared
- Staff must minimise the amount of data shared and ensure it is done securely

Keeping Devices Secure

Staff must ensure devices are secure by:

- Using strong, password-protected access
- Ensuring encryption is enabled
- Locking devices when inactive
- Not sharing devices with others
- Installing and updating antivirus software
- Keeping systems up to date

Safeguarding

All safeguarding concerns must be reported immediately to the Designated Safeguarding Lead (DSL) in line with the school's Child Protection Policy

Monitoring Arrangements

This policy will be reviewed in line with current guidance by the Headteacher and approved by the Governing Board.