

# Remote learning policy

St Peter's, Bratton, Church of England Academy



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Last Updated by	Amanda Martin
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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 can 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 and 3:15pm.

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

## Responsibilities:

### Setting Work

The class teacher will set work for their class.

KS1- 3 hours a day on average

KS2- 4 hours a day for KS2

This work needs to be set by 9am on the day of the closure.

The work will be set via Teams. Emails will be sent to parents to provide instructions on Teams.

The work set across a year group will be the same.

The teacher will make 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

All work will be marked through Teams where children will be able to access feedback.

### Keeping in touch with pupils who aren't in school and their parents

Regular contact will be made via Teams. Welfare calls will be made to those families who need additional support.

Emails will follow the school policy- Teachers to respond within 3 working days within school hours via the school email address.

Complaints should follow the school complaints policy.

If work set by the teacher has not been completed, the teachers will make contact via Teams in the first instance and then via telephone to follow up.

#### Attending virtual meetings with staff, parents/carers and pupils

Dress code- Professional dress

Location- All staff to use background to avoid inappropriate incidents the background

### **3.2 Teaching assistants**

When assisting with remote learning, teaching assistants must be available during normal working hours consistent with contracts of employment.

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 identified individual pupils who aren't in school with learning remotely via Teams.

#### Attending virtual meetings with teachers, parents/carers and pupils

Dress code- Professional dress

Location- All staff to use background to avoid inappropriate incidents the background

### **3.3 Senior leaders**

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

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:

Monitoring the effectiveness of remote learning through regular meetings with teachers and 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 – specify if you will do this on your website or 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

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

The DSL is responsible for:

Where children are being asked to learn online at home we will follow the advice to support schools and colleges do so safely: safeguarding in schools colleges and other

providers and safeguarding and remote education. We recognise the NSPCC and PSHE Association also provide helpful advice

### **3.5 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

### **3.6 Pupils and parents/carers**

Staff can expect pupils learning remotely to:

Insert details, such as:

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 – if you know of any resources staff should point parents towards if they're struggling, include those here

Be respectful when making any complaints or concerns known to staff

### **3.7 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 – Class teacher

Issues with behaviour – Class teacher

Issues with IT – Class teacher

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

Contact details- school 01952 387980.

## **5. Data protection**

### **5.1 Accessing personal data**

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

Access via secure cloud services.

Use school provided laptops or personal devices if they have two step authentication enabled.

## **5.2 Processing personal data**

Staff members may need to collect and/or share personal data such as a pupil's home telephone number 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, which can be found on the school website:

<https://www.brattonstpeters.org.uk/>

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**

Where children are being asked to learn online at home we will follow the advice to support schools and colleges do so safely: safeguarding in schools colleges and other providers and safeguarding and remote education. We recognise the NSPCC and PSHE Association also provide helpful advice

## **7. Monitoring arrangements**

This policy will be reviewed every two years by Amanda Martin (Deputy Head). At every review, it will be approved by the LAC.

## **8. Links with other policies**

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy