

Bicton C.E. Primary School and Nursery

Learning for a Lifetime



REMOTE LEARNING POLICY

Our Vision

We nurture and inspire all children in our care to flourish and develop a lifelong love of learning, becoming the best they can be.

We provide an enriching and engaging curriculum, equipping children with the resilience, confidence and independence needed for our ever-changing world.

Spiritual, moral, social and cultural development will be at our heart.

John 10:10 Jesus said, "I have come that they may have life and have it to the full."

Ready, Respectful & Safe

Date of policy: September 2026

Signed by:

Head of School
Chair of governors

E Mavin
Rev Hannah Lins

Date: September 2026
Date; TBC

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Acronyms;

CPOMS – the online recording system for behaviour, SEND and safeguarding/child protection concerns

DPO – Data protection officer

DSL – Designated Safeguarding Lead

Statement of intent

At Bicton C of E Primary School, we understand the need to continually deliver high quality education, including during periods of remote learning – whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.

Through the implementation of this policy, we aim to address the key concerns associated with remote learning, such as systems and technology, safeguarding, conduct, and accessibility.

This policy aims to:

- Minimise the disruption to pupils' education and the delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high quality lesson content.
- Ensure parents fully understand the expectation that pupils must continue to learn remotely/outside of school where applicable
- Protect pupils from the risks associated with using devices connected to the internet.
- Ensure staff, parent, and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.

1. Legal framework

1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- The Education (Pupil Registration) (England) Regulations 2006
- DfE (2023) 'Providing remote education'
- DfE (2022) 'Safeguarding and remote education'
- DfE (2024) 'Keeping children safe in education'
- DfE (2015) 'SEND code of practice: 0 to 25 years'
- DfE (2022) 'Working together to improve school attendance'
- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2018) 'Health and safety for school children'
- DfE (2016) 'Children missing education'
- DfE (2020) 'Help with accessing and buying resources for remote education'
- DfE (2021) 'Get help with remote education'

1.2. This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Behaviour Policy
- Accessibility Policy
- Marking and Feedback Policy
- Curriculum Policy
- Assessment Policy
- Online Safety Policy
- Health and Safety Policy
- Attendance and Absence Policy
- ICT Acceptable Use Policy
- Staff Code of Conduct
- Data and E-Security Breach Prevention and Management Plan
- Children Missing Education Policy

2. Roles and responsibilities

2.1. The Local Governing Board is responsible for:

- Evaluating the effectiveness of the school's remote learning arrangements.
- Reviewing the effectiveness of this policy on a bi-annual basis in conjunction with the Head of School.

Original – 26/8/24

- Ensuring that online safety training for staff is integrated, aligned and considered as part of the school's overarching safeguarding approach.
- Deciding whether information regarding the school's remote education offering should be published on the school's website.

2.2. The Head of School is responsible for:

- Ensuring that there are arrangements in place for identifying, evaluating and managing the risks associated with remote education, including live online lessons.
- Ensuring that there are arrangements in place for monitoring incidents associated with remote education provision.
- Reviewing the effectiveness of this policy on a bi-annual basis in conjunction with the Local Governing Board and Head of School and communicating any changes to staff, parents and pupils
- Considering the assignment of overarching responsibility for the quality and delivery of remote education to a member of the SLT.

2.3. The Head of School is responsible for:

- Ensuring staff, parents and pupils adhere to the relevant policies at all times.
- Ensuring that the school has the resources necessary to carry out the procedures in this policy.
- Ensuring that pupils have access to remote education as soon as reasonably practicable, where appropriate.
- Reviewing the effectiveness of this policy on a bi-annual basis in conjunction with the Local Governing Board and Head of School and communicating any changes to staff, parents and pupils.
- Arranging any additional training staff may require in order to support pupils with live online lessons.
- Ensuring that the remote education provision expected from staff is accessible to staff with additional needs which may be impacted by the online format, e.g. staff who are visually impaired.
- Conducting termly reviews of the live online lesson arrangements to ensure pupils' education does not suffer.

2.4. Staff members will be responsible for:

- Adhering to this policy at all times when preparing and delivering remote education.
- Reporting any safeguarding incidents and concerns to the DSL, and asking for guidance as appropriate.
- Taking part in training to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
- Reporting any defects on school-owned equipment used for remote education to the ICT manager.
- Adhering to the Staff Code of Conduct at all times.

- Reporting any health and safety incidents to the health and safety officer and asking for guidance as appropriate.
- Reporting any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to the Head of School.

2.5 The SENCO will be responsible for:

- Liaising with the ICT manager to ensure that the technology used for remote education is accessible to all pupils and that reasonable adjustments are made where required.
- Ensuring that pupils with EHC plans continue to have their needs met during periods of remote education, and liaising with the Head of School and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs.
- Identifying the level of support or intervention that is required while pupils with SEND receive remote education.
- Ensuring that the remote education provision put in place for pupils with SEND is monitored for its effectiveness.
- Liaising with the Head of School and LA in circumstances where delivering remote education to pupils with EHC plans proves to be challenging or impossible in order to find other ways to provide education.

2.6 The DSL will be responsible for:

- Attending and arranging, where necessary, any safeguarding meetings regarding remote education.
- Liaising with the ICT manager to ensure that all technology used for remote education is suitable for its purpose and will protect pupils online.
- Identifying vulnerable pupils who may be at risk if they take part in remote education.
- Ensuring that child protection plans are enforced if vulnerable pupils take part in remote education.
- Identifying the level of support or intervention required while pupils take part in remote education and ensuring appropriate measures are in place.
- Assisting teachers with all remote education lesson planning to ensure the correct safeguarding measures are in place.

2.7 The DPO will be responsible for:

- Overseeing that all school-owned electronic devices used for remote learning have adequate anti-virus software and malware protection.
- Ensuring all staff, parents, and pupils are aware of the data protection principles outlined in the UK GDPR.
- Ensuring that all computer programs used for remote learning are compliant with the UK GDPR and the Data Protection Act 2018.
- Overseeing that any ICT equipment used for remote learning is resilient and can efficiently recover lost data.

2.8 The health and safety officer/Head of School will be responsible for:

- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes, in collaboration with the Head of School.

- Putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning.
- Ensuring that pupils identified as being at risk are provided with necessary information and instruction, as required.
- Managing the effectiveness of health and safety measures through a robust system of reporting, investigating, and recording incidents.

2.9 The Office Manager/ Administrator will be responsible for:

- Arranging the procurement of any equipment or technology required for staff to teach remotely and for pupils to learn from home.
- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.

2.10 The ICT co-ordinator will be responsible for:

- Ensuring that all school-owned devices used for remote learning have suitable anti-virus software installed, have a secure connection, can recover lost work, and allow for audio and visual material to be recorded, where required.
- Ensuring that any programs or networks used for remote learning can effectively support a large number of users at one time, where required, e.g. undertaking 'stress' testing.
- Working with the SENCO to ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff.

2.11 Parents will be responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring their child is available to learn remotely and that the schoolwork set is completed on time and to the best of their child's ability.
- Reporting any technical issues to the school as soon as possible.
- Ensuring that their child always has access to remote learning material.
- Reporting any absence in line with the terms set out in ['Attendance and absence'](#) section of this policy.
- Ensuring their child uses the equipment and technology provided for remote learning as intended.
- Adhering to the Parent Code of Conduct at all times.

2.12 Pupils will be responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring they are available to learn remotely and that their schoolwork is completed on time and to the best of their ability.
- Reporting any technical issues and any safeguarding concerns or incidents to their teachers as soon as possible.
- Ensuring they have access to remote learning material and notifying a responsible adult if they do not have access.

- Notifying a responsible adult if they are feeling unwell or are unable to complete the schoolwork they have been set.
- Ensuring they use any equipment and technology for remote learning as intended.
- Adhering to the Behaviour Policy at all times.

3. Resources

Learning materials

- 3.1. The school will accept a range of different teaching methods during remote learning to help explain concepts and address misconceptions easily. For the purpose of providing remote learning, the school may make use of:
 - Printed Resources eg Work booklets and textbooks
 - Email
 - Past and mock test papers
 - Current online learning portals
 - Educational websites
 - Reading tasks
 - Live teams meetings
 - Pre-recorded video or audio lessons
- 3.2. The school will review the DfE's [guidance](#) on where schools can source educational resources to assist with the delivery of remote education, and utilise these as appropriate. Teachers will review the DfE's list of [online education resources](#) and utilise these tools as necessary, in addition to existing resources. Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning.
- 3.3. The school recognises that interactive lessons are most effective in aiding pupils' motivation and academic progression and, to this effect, teachers will ensure they regularly recreate aspects of in-person interactivity, e.g. eliciting and reflective discussion, to the best of their ability and suited to the needs of their class.
- 3.4. Where remote education is needed, the school will ensure that it is equivalent in length to the core teaching pupils would receive in schools and includes recorded or live direct teaching time, as well as time for pupils to complete tasks and assignments independently.
- 3.5. When setting remote education work, the school will consider the pupil's age, stage of development and any SEND. The school will also consider where this would likely require significant levels of support from parents, e.g. younger pupils or pupils with SEND who likely need parental involvement to facilitate engagement with remote education.
- 3.6. Lesson plans will be adapted to ensure that the curriculum remains fully accessible and inclusive via remote learning – this may mean objectives are covered using differing contexts if absolutely unavoidable eg in English.

- 3.7. The school will review the resources pupils have access to and adapt learning to account for all pupils needs by using a range of different formats, e.g. providing work on PDFs which can easily be printed from a mobile device.
- 3.8. Work packs will be made available for pupils who do not have access to a printer – these packs can be collected from school.
- 3.9. Teaching staff will liaise with the SENCO and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period.
- 3.10. The SENCO will arrange additional support for pupils with SEND which will be unique to the individual's needs, e.g. via weekly phone calls.
- 3.11. Any issues with remote learning resources will be reported as soon as possible to the relevant member of staff.
- 3.12. Pupils will be required to use their own or family-owned equipment to access remote learning resources, unless the school agrees to provide or loan equipment, e.g. laptops.
- 3.13. For pupils who cannot access digital devices at home, the school will, where possible, apply for technology support through their LA – **letters have been sent to parents to request information in this regard. Parents are to ensure they have informed school if they think they are likely to need support.**
- 3.14. Pupils and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.
- 3.15. Teaching staff will oversee academic progression for the duration of the remote learning period and will mark and provide feedback on work in line with [section 7](#) of this policy.
- 3.16. The arrangements for any 'live' classes, e.g. teams calls, will be communicated via email no later than one day before the allotted time and kept to a reasonable length of no more than one hour per session.
- 3.17. The ICT technicians are not responsible for providing technical support for equipment that is not owned by the school.

Food provision

- 3.18. The school will signpost parents via school comms (School Gateway) towards additional support for ensuring their children continue to receive the food they need, e.g. food banks.
- 3.19. Where applicable, the school may provide the following provision for pupils who receive FSM:
 - Keeping the school canteen open to provide packed lunches
 - Purchasing food hampers - available for delivery or collection
 - Providing vouchers to families

Costs and expenses

- 3.20. The school will not contribute to any household expenses incurred while pupils learn remotely, e.g. heating, lighting, or council tax.
- 3.21. The school will not reimburse any costs for travel between pupils' homes and the school premises.
- 3.22. The school will not reimburse any costs for childcare.
- 3.23. If a pupil is provided with school-owned equipment, the pupil and their parent will sign and adhere to the Technology Acceptable Use Agreement prior to commencing remote learning.

4. Systems and technology

- 4.1. Staff will only download software for live online lessons from a trusted source, e.g. Apple App Store, Google Play or a reputable provider's official website.
- 4.2. The ICT manager will research the providers the school will use for live online lessons, taking into account ease of use, privacy measures and suitability for the purposes of live online lessons. Where necessary, they will refer to government-approved resources, e.g. from the National Cyber Security Centre (NCSC) and from the South West Grid for Learning, when selecting their recommended providers.
- 4.3. Teachers will review the DfE's list of online education resources and utilise these resources as necessary.
- 4.4. To prevent the misuse of remote education software, staff will:
 - Ensure privacy settings are adjusted appropriately on the provider's site or application.
 - Ensure their live online lesson service account is protected with a strong password (i.e. following NCSC guidance, 3 random words together) and will not autosave their password on any device.
 - Ensure they test and understand the service before conducting their first live online lesson using the 'test' function, where applicable.
 - Ensure they understand how to mute the microphone and how to turn off their camera on their device before their first live online lesson.
 - Ensure all pupils due to attend live online lessons have access to equipment that will enable them to participate, e.g. a laptop and internet access, to ensure they do not fall behind their peers who do have access.
 - Ensure streaming and online chat functions are disabled for pupils.
- 4.5. For aspects of the curriculum which are difficult to deliver through online provision, e.g. science experiments, teachers will consider using video demonstrations accompanied by supporting explanation.

- 4.6. For live online PE lessons where replicating in-person teaching provision is difficult to achieve, teachers will consider using video demonstrations accompanied by supporting explanation. Pupils will be encouraged to take regular physical exercise to maintain fitness.

5. Safeguarding

- 5.1. This section of the policy will be enacted in conjunction with the school's Child Protection and Safeguarding Policy, which has been updated to include safeguarding procedures in relation to the potential need for remote education.
- 5.2. All teaching staff will be made aware that the procedures set out in the school's Staff Code of Conduct apply at all times during the delivery of remote education. Parents will be made aware of what their children are being asked to do, including:
- The sites that they will be accessing.
 - The school staff that they will be interacting with.
- 5.3. The DSL will arrange for regular contact to be made with vulnerable pupils during a period of remote education.
- 5.4. Additional contact, including home visits, will be considered where required. Phone calls made to vulnerable pupils will be made using school phones where possible.
- 5.5. All contact with vulnerable pupils will be recorded on paper and suitably stored in line with the Records Management Policy.
- 5.6. The DSL will keep in contact with vulnerable pupils' social workers or other care professionals when the pupil is receiving remote education, as required.
- 5.7. All home visits will:
- Have at least **one** suitably trained individual present.
 - Be undertaken by no fewer than **two** members of staff.
 - Be suitably recorded on paper and the records stored so that the DSL has access to them.
 - Actively involve the pupil.
 - Only take place following the completion of a Home Visit Risk Assessment.
- 5.8. Vulnerable pupils will be provided with a means of contacting the DSL, their deputy, or any other relevant member of staff – this arrangement will be set up by the DSL prior to the period of remote learning.
- 5.9. The DSL will meet, in person or remotely, with the relevant members of staff termly to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely.
- 5.10. All members of staff will report any safeguarding concerns to the DSL immediately. Pupils and their parents will be encouraged to contact the DSL if

they wish to report safeguarding concerns, e.g. regarding harmful or upsetting content or incidents of online bullying. The school will also signpost families to the practical support that is available for reporting these concerns.

- 5.11. Staff will always have due regard for the school's Child Protection and Safeguarding Policy during remote education, e.g. whilst conducting live online lessons.
- 5.12. The planning of live lessons will always be carried out in conjunction with the school's DSL.
- 5.13. The school will ensure the system used for live online lessons does not have a minimum age requirement above the age bracket of pupils attending the lesson.
- 5.14. Pupils will not share private information through the live online system. Pupils will not respond to contact requests from people they do not know when using systems for live online lessons.
- 5.15. Pupils will be informed of the reporting lines, should they see or hear anything inappropriate during live online lessons, via email. Pupils will be provided with the contact details of the DSL to report any concerns.
- 5.16. Staff will ensure all video and phone calls are not set to public, and meetings are protected with passwords. Meeting links and passwords will not be published publicly.
- 5.17. Support staff will be on hand to supervise and handle any sudden changes or developments, such disputes between pupils, that may occur during the live online lesson.
- 5.18. Staff will uphold their safeguarding obligations and will report any incidents or potential concerns to the DSL in line with the school's Child Protection and Safeguarding Policy.
- 5.19. The school will ensure that parents know what pupils are expected to do for a live online lesson, including the websites pupils will be asked to use and the school staff pupils will interact with online.
- 5.20. The school will communicate the importance of online safety to parents, and encourage parents to set age-appropriate parental controls on digital devices and use internet filters to block malicious websites. The school will inform parents of the government-approved resources on child online safety to support parents further.

6. Data protection

- 6.1. Staff will have due regard for the school's Data Protection Policy at all times whilst conducting live online lessons.

- 6.2. The school will obtain consent from parents to conduct any live online lessons via letter. Consent is deemed to have been given when the pupil joins a session with an adult present.
- 6.3. The school will communicate the details of how to access the live online lesson and any additional information regarding online learning to parents and pupils via school gateway.
- 6.4. The school will obtain consent from parents if any images or identifying information about any pupil may be used during the live online lesson, e.g. by using video conferencing, via letter.
- 6.5. The school will provide pupils with a school email address and login for the chosen live online lesson platform to ensure no personal email addresses or usernames are used by pupils.
- 6.6. Staff will ensure data is only transferred between devices if it is necessary to do so for the purposes of live online lessons, e.g. to report anything serious that has taken place during the online lesson.
- 6.7. Any data transferred between devices will be suitably encrypted. Where this is not possible, other data protection measures will be in place, such as using the initials of pupils instead of full names.
- 6.8. When recording a live lesson is necessary, prior permission will be acquired from parents in writing via email and all members of the live lesson will be notified before the lesson commences via email, and again once they have joined the live online lesson before recording commences.

7. Pupil conduct

- 7.1. The school will provide pupils with a copy of the Pupil Code of Conduct to ensure they understand their responsibilities with regards to conduct during live online lessons.
- 7.2. The school will ensure that pupils sign and return the Technology Acceptable Use Agreement for Pupils prior to taking part in live online lessons.
- 7.3. Pupils will be reminded that they should take part in live online lessons in an appropriate setting, e.g. a quiet space with a neutral background and with an adult supervision.
- 7.4. Pupils will be reminded not to record live online lessons on their devices.
- 7.5. Pupils will not speak during live online lessons unless they are prompted to do so or have a question about the lesson.
- 7.6. Pupils will adhere to the school's Behaviour Policy at all times during live online lessons, as they would during a normal school day.
- 7.7. The school will ensure that any pupils who breach the code of conduct will be disciplined in line with the school's Behaviour Policy.

8. Staff conduct

- 8.1. Staff will follow the requirements set out in the Staff Code of Conduct and will ensure they understand their responsibilities with regard to conduct during live online lessons.
- 8.2. The school will ensure that staff read, sign and return the Technology Acceptable Use Agreement for Staff prior to commencing live online lessons.
- 8.3. Staff will only use school-provided email addresses and phone numbers to communicate with pupils when conducting live online lessons.
- 8.4. Staff will only use school-owned devices for conducting live online lessons, where possible.
- 8.5. Staff will not share personal information whilst conducting live online lessons.
- 8.6. Staff will ensure they conduct their live online lesson from an appropriate location – either the classroom or, if this is not possible, from a quiet area in their home which has a neutral background.
- 8.7. Staff will communicate with pupils within school hours as far as possible, or within hours agreed with the school to suit the needs of staff.
- 8.8. Staff will only communicate and conduct live online lessons through channels approved by the SLT.
- 8.9. Staff will not commence online lessons until at least one other member of staff is in the live lesson 'room', and not without confirmation that at least one other colleague is aware that the live online lesson is taking place.
- 8.10. Staff will keep a log of what happens during live online lessons, e.g. behavioural issues or technical glitches, and ensure it is properly documented in line with the school's Records Management Policy.

9. Pupils with SEND

- 9.1. The school will ensure pupils with SEND receive any additional support with live online lessons where needed, e.g. from an additional member of staff within the live online lesson via phone call.
- 9.2. Staff will be sensitive to the needs of any pupils who may be sensitive to certain topics or issues that may arise during live online lessons.
- 9.3. The SLT, SENCO and relevant teacher will consider whether one-to-one lessons are appropriate in some circumstances for pupils with SEND.
- 9.4. The school will ensure that the appropriate curriculum, teaching and support will be available to pupils with SEND to ensure they continue to learn effectively. Additional measures will be considered for pupils with SEND to mitigate the risk of pupils falling behind their peers in terms of education, e.g. text transcripts being used in video lessons.

- 9.5. The school will work collaboratively with families to put arrangements in place that allow pupils with SEND to successfully access remote education when necessary.

10. Online safety

- 10.1. This section of the policy will be enacted in conjunction with the school's Online Safety Policy.
- 10.2. Where possible, all interactions will be textual and public.
- 10.3. All staff and pupils using video communication must:
- Communicate in groups where pupils are involved– one-to-one sessions are not permitted.
 - Wear suitable clothing – this includes others in their household.
 - Be situated in a suitable 'public' living area within the home with an appropriate background – 'private' living areas within the home, such as bedrooms, are not permitted during video communication.
 - Use appropriate language – this includes others in their household.
 - Maintain the standard of behaviour expected in school.
 - Use the necessary equipment and computer programs as intended.
 - Not record, store, or distribute video material without permission.
 - Ensure they have a stable connection to avoid disruption to lessons.
 - Always remain aware that they are visible.
- 10.4. All staff and pupils using audio communication must:
- Use appropriate language – this includes others in their household.
 - Maintain the standard of behaviour expected in school.
 - Use the necessary equipment and computer programs as intended.
 - Not record, store, or distribute audio material without permission.
 - Ensure they have a stable connection to avoid disruption to lessons.
 - Always remain aware that they can be heard.
- 10.5. The school will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide support for pupils with SEND. This will be decided and approved by the SLT, in collaboration with the SENCO.
- 10.6. Pupils not using devices or software as intended will be disciplined in line with the Behavioural Policy.
- 10.7. The school will risk assess the technology used for remote learning prior to use and ensure that there are no privacy issues or scope for inappropriate use.
- 10.8. The school has consulted with parents about what methods of delivering remote teaching are most suitable – alternate arrangements will be made where necessary.

- 10.9. The school will ensure that all school-owned equipment and technology used for remote learning has suitable anti-virus software installed, can establish secure connections, can recover lost work, and allows for audio and visual material to be recorded or downloaded, where required.
- 10.10. The school will communicate to parents via School Gateway/Parentmail about any precautionary measures that need to be put in place if their child is learning remotely using their own/family-owned equipment and technology, e.g. ensuring that their internet connection is secure.
- 10.11. During the period of remote learning, the school will maintain regular contact with parents to:
- Reinforce the importance of children staying safe online.
 - Ensure parents are aware of what their children are being asked to do, e.g. sites they have been asked to use and staff they will interact with.
 - Encourage them to set age-appropriate parental controls on devices and internet filters to block malicious websites.
 - Direct parents to useful resources to help them keep their children safe online.
- 10.12. The school will not be responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the school.

11. Marking and feedback

- 11.1. All schoolwork completed through remote learning must be:
- Finished when returned to the relevant member of teaching staff.
 - Returned on or before the deadline set by the relevant member of teaching staff.
 - Completed to the best of the pupil's ability.
 - The pupil's own work.
 - Marked in line with the Marking and Feedback Policy – this involves marking through live feedback rather than written feedback, where possible
 - Discussed/marked with the pupil, by an agreed date.
- 11.2. The school expects pupils and staff to maintain a good work ethic during the period of remote learning.
- 11.3. Pupils are accountable for the completion of their own schoolwork – teaching staff will contact parents via email if their child is not completing their schoolwork or their standard of work has noticeably decreased.
- 11.4. Teaching staff will monitor the academic progress of pupils with and without access to the online learning resources and discuss additional support or provision with the Head of School as soon as possible.

- 11.5. Teaching staff will monitor the academic progress of pupils with SEND and discuss additional support or provision with the SENCO as soon as possible.
- 11.6. The school accepts a variety of formative assessment and feedback methods, e.g. through quizzes and other digital tools from teachers, and will support them with implementing these measures for remote learning where possible.
- 11.7. The school will log participation and pupil engagement with remote education, as well as motivation levels and progress, and this will be reported to parents via informal updates or, if there is a concern, individually via telephone.
- 11.8. The school will consider ways to use feedback to secure consistent engagement with remote material, e.g. introducing a newsletter sent to parents and pupils which displays exemplary work and rewards engagement or outcomes.

12. Health and safety

- 12.1. This section of the policy will be enacted in conjunction with the school's Health and Safety Policy.
- 12.2. Teaching staff and ICT technicians will ensure pupils are shown how to use the necessary equipment and technology safely and correctly prior to the period of remote learning.
- 12.3. If using electronic devices during remote learning, pupils will be encouraged to take a five-minute screen break every two hours.
- 12.4. Screen break frequency will be adjusted to five minutes every hour for younger pupils or pupils with medical conditions who require more frequent screen breaks.
- 12.5. If any incidents or near-misses occur in a pupil's home, they or their parents are required to report these to the health and safety officer or other relevant member of staff immediately so that appropriate action can be taken.

13. Attendance and absence

- 13.1. The school will not view remote education as an equal alternative to on-site attendance, and will only consider remote education as a last resort when the alternative would be no education.
- 13.2. Circumstances where remote education will be considered will fit into the following two categories:
 - School closures or restrictions on attendance, where school access for pupils is restricted
 - Individual cases where a pupil is unable to attend school but is able to learn

- 13.3. The school will continue to record pupil attendance and absence in the register in line with the education regulations and attendance guidance, using the most appropriate code, and in line with the school's Attendance and Absence Policy.
- 13.4. Pupils will be present for remote learning by 9:00am and cease their remote learning at 3:30pm from Monday to Friday, with the exception of breaks and lunchtimes.
- 13.5. Breaks and lunchtimes will take place at the following times each day:
- Morning break will take place at 10:30am until 10:45am.
 - Lunchtime will take place between 12:00pm and 12:45pm.
 - Afternoon break will take place at 2:00pm until 2:15pm.
- 13.6. Pupils are not expected to do schoolwork during the times outlined in paragraph 13.5
- 13.7. Pupils with SEND or additional medical conditions who require more regular breaks, e.g. sensory breaks, are not expected to do schoolwork during their breaks.
- 13.8. Pupils who are unwell are not expected to be present for remote working until they are well enough to do so.
- 13.9. Parents will inform their child's teacher no later than 8:30am if their child is unwell.
- 13.10. The school will monitor absence and lateness in line with the Attendance and Absence Policy.
- 13.11. For individual cases where a pupil is unable to attend school but is able to partake in remote education, the school will consider providing remote education on a case-by-case basis as part of a plan to reintegrate the pupil back to school. Remote education will only be provided when it is judged that its provision will not adversely affect the pupil's return to school.

School closures and attendance restrictions

- 13.12. The school will ensure that every effort is made to ensure pupils can be taught in person where possible.
- 13.13. The school will explore all options to ensure the school can remain open to all pupils; however, in circumstances where it is not possible to safely remain open or where remaining open would contradict local or central government guidance, the school will consider providing remote education.
- 13.14. The school will ensure that it has a plan in place outlining remote education procedures for teachers, parents and pupils. The DfE's emergency planning guidance will be consulted in the event of school closures or attendance restrictions.

14. Communication

- 14.1. The school will ensure adequate channels of communication are arranged in the event of an emergency.

- 14.2. The school has communicated with parents via School Gateway/parentmail and the school website about remote learning arrangements already.
- 14.3. The Head of School has consulted and communicated with staff already about any remote learning arrangements.
- 14.4. Members of staff involved in remote teaching will ensure they have a working mobile device that is available to take phone calls during their agreed working hours.
- 14.5. The school understands that pupils learning remotely have the right to privacy out-of-hours and should be able to separate their school and home lives – communication is only permitted during school hours.
- 14.6. Members of staff will have contact with their line manager once per week.
- 14.7. As much as possible, all communication with pupils and their parents will take place within the school hours outlined above.
- 14.8. Pupils will have verbal contact with a member of teaching staff at least once per week via group phone call.
- 14.9. Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.
- 14.10. Issues with remote learning or data protection will be communicated to the pupils' teacher as soon as possible so they can investigate and resolve the issue.
- 14.11. The pupils' teacher will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.
- 14.12. The Head of School will review the effectiveness of communication on a weekly basis and ensure measures are put in place to address gaps or weaknesses in communication.

15. Monitoring and review

- 15.1. This policy will be reviewed on an annual basis by the Head of School and termly should it be implemented frequently during that time.
- 15.2. Any changes to this policy will be communicated to all members of staff and other stakeholders.
- 15.3. The Head of School and Local Governing Board will schedule a review of the effectiveness of this policy annually.
- 15.4. The next scheduled review date for this policy is May 2025.

For Background Information;

SAMPLE Letter parents re remote learning Sept 2020

22nd September 2020

Dear Parents/Carers

Now that the children are back in school and we have some sense of normality, we are beginning to finalise our contingency plans for occasions where pupils may have to revert to home learning eg if they have to self-isolate but are not poorly themselves (for example if a family member is poorly) or if their class 'bubble' is asked to isolate at home.

There is a much bigger emphasis from the government that education should continue even if your child is at home from now on (unless they are poorly). They expect the same equivalent time to be spent learning at home as they would in school so we will endeavour to provide information which links into the same skills and learning the children would have had in school. This may mean that the context is adapted slightly eg they may have a different book/text to learn from at home but they would still be learning the same skill, for example, how to write a set of instructions. This will allow us to signpost learning

online to some of the government recommended websites; Oak Academy and BBC Bitesize. There is also an expectation that children will share their work for comment/feedback from teachers to ensure that they are accessing and completing the work as set. To support this, our plans for this are;

In preparation:

1. We will send out a further exercise book to all those children whose parents **request** one if the ones we sent in the Summer term are full – please complete and return the form below if you need a new book. All answers and work can be put into this book to be shared with the class teacher at the arranged contact time
2. Contact with the teacher will be via Microsoft Teams meetings- please could you ensure that Microsoft teams is downloaded onto your electronic device so that the teacher can see work and talk with your child online – the link is below. If you could download this immediately then if there are problems we can try and sort them out with you sooner rather than when we are isolating;
<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>
3. We will supply stationery if required ie pencils etc – please indicate below if you need these.

NOTE: Please keep all of these safe and ready in case we need to implement home learning again – we would respectfully request that they are not used for other things in the meantime!

Once online learning is required;

- a. Teachers will put learning onto the school website on a daily basis again as we did during lockdown. This can be located via the following link;
LINK TO BE ADDED
- b. Click onto the blue 'News and Updates' banner then onto classes.
- c. Click onto your child's class.
- d. You will then find (daily) links to various pages for each subject your child is being taught each day. All aspects of the work put onto the website will need to be completed as this will then ensure your child is staying up to date with the rest of the class. If your child is finding anything difficult and you are unable to support them then they will have an opportunity to speak with their teacher during the pre-arranged meeting times. These will be at least twice per week and **you will be sent details of this via parentmail when online learning is needed**. If, however, you have a more urgent query then please email this to our admin email address and the query will be passed to the class teacher who will endeavour to support as needed.
- e. Any extra resources eg for practical activities will be made available for you to collect although this will

Original – 26/8/24

only be available where COVID restrictions allow.

I have copied below the current information we have from the government, in relation to their learning expectations and support they are offering to ensure ALL children can access electronic devices and internet. **If you think your family would be eligible should we have to move to online learning again, please can you let us know, in writing, as soon as possible (via Email to the office)** so that we can have the order ready to submit should it be relevant. **You will need to indicate in your letter/email under which aspect you feel you are eligible.**

In the event of disruption to face to face education at schools due to coronavirus (COVID-19), DfE can provide support to help disadvantaged children and young people who are otherwise unable to access remote education.

Examples of this include disadvantaged children:

- with no digital devices in their household
- whose only available device is a smartphone
- with a single device in their household that's being shared with more than one other family member
- who do not have a fixed broadband connection at home

Schools ... are included within this offer. They will receive an allocation of devices to be used to support disadvantaged pupils in the following groups if they do not have access to a digital device through other means:

- pupils in years 3 to 11
- clinically extremely vulnerable children across all year groups who are shielding on official advice
- children in all year groups unable to access remote education whilst attending school on a hospital site

Orders can be placed by a school when:

- face to face education within a school is disrupted following official advice
- a school supports a clinically extremely vulnerable child who is shielding following official advice
- a school is supporting disadvantaged children who live in an area subject to local restrictions which means they're unable to attend

The criteria for device allocations will be continually reviewed to ensure support is offered in the most effective way in relation to the extent of lockdown restrictions and the number of devices available.

Please note that whilst this is detailed in guidance, we have no guarantee that equipment will be available and also no guarantee as to how long devices would take to be delivered – this will all be subject to demand at the time. It will be dependent on the DfE suppliers and the Local Authority.

Pupils with SEND whose parents are on low incomes may be able to apply for grants to enable internet access/digital devices using the following link;

<https://www.familyfund.org.uk/faqs/how-do-we-apply>

If you need help to increase internet access for your children's learning then look on the following link for guidance. At present, our school has NOT been contacted by the DFE or Local Authority regarding the vouchers but it would be useful if you could notify us if you think you would be eligible (we can then keep a list of families who are in need of the vouchers);

<https://get-help-with-tech.education.gov.uk/about-bt-wifi>

Thank you for all your help over the past six months and for the support you have given your children to continue learning. Should you have any queries as we enter into this next phase of the pandemic, please do contact me. We will keep you as up to date as we can in relation to our plans and hope that this contingency will not be one we will need to put in place!

E Mavin

Head of School

ATTACHMENT NEEDED

Option for parents who need to request;

Exercise books

Stationery