



Remote Learning Policy

1. 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 regards to remote learning.
- Provide appropriate guidance for data protection.
- Ensure that all pupils, regardless of access to technology, receive equitable learning opportunities.
- Clarify that remote learning is a last resort and should not replace in-person attendance where possible.

2. Use of Remote Learning

Remote learning will only be implemented in circumstances where in-person attendance is not possible, such as:

- Whole school or year group closures due to severe weather, industrial action, or public health incidents.
- Short-term illness or recovery periods where a pupil is well enough to learn but unable to attend school.
- SEND or mental health-related temporary absences requiring home-based learning as part of a reintegration plan.
- Pupil recovery from surgery or injury that inhibits attendance.

Remote learning will not be used as a justification for sending pupils home due to behaviour issues. Such instances will be considered suspensions and handled accordingly.

3. Roles and responsibilities

3.1a In the event of a year group closure or whole school closure due e.g. due to severe weather

Teachers must be available to the children between 9.00am and 3.00pm. If they are 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 reporting procedures by following the [Staff Sickness Absence Policy](#). If it affects the completion of any work required, ensure that arrangements have been made with your year group colleague or phase team.

Teachers are responsible for:

- Managing and coordinating Seesaw (EYFS/KS1) or Google Classroom (KS2) for their class.
- Providing daily learning that balances online and offline tasks to minimise screen time.
- Setting work that is accessible to all pupils, including those with limited digital access.



- Using formative assessment strategies such as quizzes, self-marking activities, and structured teacher feedback within 48 hours.
- Providing alternative submission options for pupils with SEND (e.g., voice notes, video responses).
- Calling parents if pupils show a lack of engagement for more than 48 hours (previously 3 days).

To ensure ongoing learning, teachers will:

- Use quizzes, polls, and mini-tests to check pupil understanding.
- Provide feedback within 48 hours of work submission.
- Use a mix of self-marking tools and teacher-led assessment.
- Encourage peer feedback and self-assessment tasks.

3.1b In the event of a class, year group or whole school closure due i.e. due to industrial strike action

This is what can be expected on a day where your child's class teacher is taking industrial strike action:

- The school have put together units of work utilising resources from Oak National Academy and can be accessed through our school website in [Year Group Zones](#). There are 20 days of learning across the two 10 day plans comprising of an English, mathematics and another lesson from another subject.
- The staff member(s) that take strike action will not be available during the school day and work completed online won't be responded to.
- If vulnerable or pupil premium children have been invited in at the discretion of the Headteacher, some staff may be responsible for running a supported classroom. The children in the supported classroom will be following the tasks from the online home learning plans.
- Any technical queries from parents can be sent to technicalsupport@leechpoolprimaryschool.co.uk

3.2 Teaching Assistants

When assisting with remote learning in event **3.1a**, TAs/LSAs must be available during their normal working hours. During this time, they are expected to check work emails and be available when called upon to support the children with their learning. If they are 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 reporting procedures by following the [Staff Sickness Absence Policy](#).

TAs/LSAs are responsible for the following:

- Support SEND pupils in accessing remote learning by providing scaffolding, explanations, and alternative learning methods.
- Assist teachers in monitoring pupil engagement and responding to submitted work.



- Participate in virtual meetings with teachers and support staff.
- Check in weekly with pupils identified as vulnerable or requiring additional support.

3.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Ensuring remote education remains a short-term solution rather than a replacement for in-person learning.
- Overseeing the provision of school-loaned devices and printed learning materials for pupils without digital access.
- Monitoring engagement logs to identify and support pupils who are struggling to access remote education.

3.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Ensuring remote education remains a short-term solution rather than a replacement for in-person learning.
- Overseeing the provision of school-loaned devices and printed learning materials for pupils without digital access.
- Monitoring engagement logs to identify and support pupils who are struggling to access remote education.

3.5 Designated safeguarding lead

The DSL and Deputy DSLs are responsible for:

- Ensure that vulnerable pupils receive daily check-ins via phone or online platforms.
- Keep logs on CPOMS for remote safeguarding concerns.
- Ensure all live online lessons follow safeguarding protocols. Our safeguarding policy is available to read [here](#).

3.6 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work.
- Fixing issues with the remote server.
- Helping staff with any technical issues they are experiencing.
- Reviewing the security of the remote systems used and flagging any data protection breaches to the data protection officer.



3.7 Pupils and parents

In event **3.1a**, staff can expect pupils learning remotely to:

- Seek help if they need it from teachers or TAs/LSAs.
- Alert teachers if they are unable to complete work.
- Ensure that vulnerable pupils receive daily check-ins via phone or online platforms.
- Keep logs on CPOMS for remote safeguarding concerns.
- Ensure all live online lessons follow safeguarding protocols.

Staff can expect parents to:

- Ensuring remote education remains a short-term solution rather than a replacement for in-person learning.
- Overseeing the provision of school-loaned devices and printed learning materials for pupils without digital access.
- Monitoring engagement logs to identify and support pupils who are struggling to access remote education.

3.8 Governing body

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible.
- Ensuring that staff are certain that remote learning systems are appropriately secure for both data protection and safeguarding reasons.

3.8 Digital Access & Equity

Leechpool Primary School recognises that not all pupils have equal access to technology. To support digital inclusion:

- The school will loan devices to pupils where needed.
- Printed work packs will be provided for pupils with no internet access.
- Staff will offer phone-based learning support if necessary.

3.9 Live & Pre-Recorded Lessons

Expectations for Live Teaching:

- Live lessons should only be used when beneficial and necessary.
- Teachers will schedule live lessons in advance and provide alternative recorded content for pupils who cannot attend.
- All live lessons will be recorded for safeguarding purposes.
- Pupils must follow online behaviour expectations.



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 subject lead/phase leader/SLT.
- Issues with behaviour – talk to phase leader/SLT.
- Issues with IT – talk to the IT Technician.
- Issues with their own workload or wellbeing – talk to your phase leader/SLT.
- Concerns about data protection – talk to the data protection officer (School Business Manager).
- Concerns about safeguarding – talk to the DSL or any Deputy DSL.

5. Data protection

5.1 Accessing personal data

When accessing personal data at home, all staff members will:

- Ensure that CPOMS is logged out after use. Do not allow access to the site to any third party.
- Access the remote server, which is password protected. Ensure it is logged out of after use.
- Ensure SeeSaw and Google Classroom is logged out of after use.
- Use school laptops and iPads when accessing personal information about pupils at home.

5.2 Sharing personal data

- Staff are to collect as little personal data as possible online.
- Staff are not to share any personal data online.

5.3 Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. Some of these will apply only if it is your personal device. 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, our school will review the guidance issued by the Dept for Education to support our schools to do so safely: [Safeguarding and remote education](#) and also the guidance issued by the Local Authority.

To maintain online safety:

- All live sessions must have at least two staff members present.
- Any safeguarding concerns must be logged immediately on CPOMS and reported to the DSL.

We recognise that there is a substantial amount of support available for remote education contained within Annex C of Keeping Children Safe in Education 2020, which we will review for suitability for our setting.

Our safeguarding policy is available to read [here](#).

7. Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government. At every review, it will be approved by SLT and Governors.

This policy will be reviewed annually and updated based on:

- Government guidance on remote education.
- Feedback from staff, pupils, and parents.
- Data on engagement and learning outcomes.

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](#)