

Remote Learning Policy



Approved by:	Headteacher
Date approved:	October 2024
Date of next review:	October 2025

Remote Learning Policy

Purpose:

This policy ensures that students receive consistent, high-quality education when they are not in school. It sets clear expectations for teachers, students, and parents and follows data protection and safeguarding guidelines.

Linked Policies: Teaching and Learning Policy, Safeguarding and Child Protection Policy.

Roles and Responsibilities

Teachers:

- Available between 9 a.m. and 3:30 p.m.
- Use platforms like "Oak Academy" and "BBC Bitesize" for students learning from home.
- Create weekly timetables with differentiated work for all subjects.
- Respond to emails within 24 hours and contact students every two weeks by phone.
- Use secure platforms like "Purple Mash" for work submissions and feedback.

Teaching Assistants:

- Support teachers and students during their contracted hours.
- Help students with additional needs remotely.
- Participate in virtual meetings with a professional appearance and from a quiet, neutral space.

Subject Leaders:

- Ensure the remote curriculum is appropriate and consistent.
- Work with teachers to set realistic deadlines and monitor the quality of work.

Senior Leaders:

- Coordinate remote learning and monitor its effectiveness through regular meetings and feedback from students and parents.
- Ensure data protection and safeguarding practices are followed.

Designated Safeguarding Lead (DSL):

- Address safeguarding concerns related to remote learning.
- Follow the Safeguarding Policy and ensure proper online safety measures.

IT Staff:

- Assist with technical issues for staff, students, and parents.
- Ensure systems are secure and handle any breaches of data protection.

Pupils:

- Be available between 9 a.m. and 3 p.m. and complete assigned work.
- Seek help from teachers when needed.

Parents:

- Encourage children with their remote learning.
- Communicate respectfully with school staff and request help if needed.

Governing Board:

- Oversee the school's remote learning provision and ensure secure systems are in place for data protection and safeguarding.

Who to Contact:

- **Work issues:** Subject leaders or SENCO.
- **Behaviour issues:** SENCO or SLT.
- **IT issues:** IT support.
- **Data protection concerns:** School Business Manager (SBM).
- **Safeguarding concerns:** DSL.

Data Protection:

- Staff use secure school systems (e.g., CPOMS, SIMS) to handle personal data.
- Ensure devices are secure with strong passwords and encryption.

Safeguarding:

- Follow the **Safeguarding Policy** for online safety and establish clear reporting routes for online concerns. Encourage students to report harmful content and ensure parents set up parental controls on devices.
- Communication with students must stay professional, using only school-approved platforms. Teachers should find quiet spaces and use plain backgrounds for video calls.

Monitoring the Policy:

The policy will be reviewed based on government updates and approved by the Headteacher and Senior Leadership Team.

Other Information:

- **Devices:** The school will provide devices to students without access.
- **Paper Copies:** Paper-based work will be provided for students with no online access, reviewed regularly.

For more guidance, refer to the full details on [GOV.UK's Remote Learning Guidance](#).