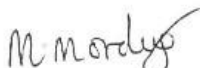


ILCHESTER COMMUNITY PRIMARY SCHOOL



Remote Learning Policy

Reviewed September 2025		M Mordue	Headteacher	Review Annually
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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 are not 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

➤ 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

2. Roles and Responsibilities

2.1 Teachers

It must be recognised that teachers may still have responsibility for planning and delivering learning to children in school; the extent of this activity will influence their ability to support remote learning.

When providing remote learning, teachers should be available between 8.40am and 3.20pm.

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.

The overarching principle is that teachers should not be spending more time than usual when providing virtual learning (as opposed to in school).

Procedures for when an individual child is self-isolating:

- The school admin team will liaise with parents to ascertain whether the child is well enough to engage with remote learning
- If the child is well enough to access work and to be learning, then it is the class teacher's responsibility (working with the class teaching assistant) to provide home learning materials. These materials should be provided from day two of the child's absence.
- In cases such as these teachers should assign work supported by presentations and instructional videos to as closely as possible mirror that which is taught in class. Teaching Assistants might be used to support this process.
- Work will be set daily so that children can pick up their work by 9am each day
- This will ordinarily be through Google Classroom
- Children, supported by their parents, should turn work in/ indicate that work has been completed daily.
- If no work is turned in/ completed the class teacher should contact the parent.
- Feedback on work completed is expected (although this will be proportionate).
- The admin team will inform teachers when a child is due back to school so that work is not set unnecessarily.

Procedures for when a Class, or the Whole School is Self-isolating

When providing remote learning, teachers are responsible for:

Setting Work

- This will ordinarily be for the children in their class.
- Work provided should be sufficient for the child to be engaged with learning for the time equivalent to that spent learning during a normal school day.
- Government guidelines currently state 3 hours for KS1 children and 4 for KS2
- Work provided will include where relevant introduction to new content (teaching).
- On the first day of isolation (whole class only) the teacher will assign a pre-prepared day of activities. This will allow sufficient time for what was already planned to be transferred to remote learning via the Google Classroom (GC) portal.
- Teachers should upload assignments/quizzes to assess learning and understanding.
- This work should be set by 9.00am on the day it is to be completed.
- Work should be uploaded through GC or if this not available through the school website.
- Teachers should liaise with other teacher colleagues in school to ensure consistency of work set and expectation.

Providing Feedback on Work

- Completed work will be sent to teachers through the Google Classroom portal
- Feedback will be given through the GC portal. Feedback should be proportionate; completion of work should be recognised with more detailed feedback saved for where it will be impactful.
- Whole Class feedback might be given following an assignment with the teacher addressing consistent misconceptions/ teaching points.
- Group feedback might be arranged through Google Meet sessions. These might be either open sessions or by invitation (following assessment).
- If children are engaging in GC, then further contact does not need to be made. Class teachers should contact parents of those children not engaging with GC via telephone and if barriers remain should advise the Head or Deputy.
- The GC portal allows for communication with parents.
- Concerns and complaints should be dealt with through the usual channels.
- Safeguarding concerns should be dealt with through the Safeguarding Policy.

Attending Virtual Meetings with Staff, Parents and Pupils

- Teachers should be appropriately dressed. 'Smart Casual' is acceptable.
- Locations should be chosen carefully considering background, noise and potential interruptions.

2.2 Teaching Assistants

Teaching assistants may be asked to support the learning of children still attending school, freeing up teachers to plan learning for those at home (as well as those still in school).

When assisting with remote learning, teaching assistants should be available in their normal working hours

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. If a Teaching Assistant's whole family is self-isolating/dependent is self-isolating, then a reasonable approach to availability will be sought.

When assisting with remote learning, teaching assistants are responsible for:

Supporting pupils who aren't in school with learning remotely

- Providing feedback/materials for specific children.
- Supporting the teacher in monitoring GC and responding to children.

Attending virtual meetings with teachers

- Teaching Assistants should be appropriately dressed. 'Smart Casual' is acceptable.
- Locations should be chosen carefully considering background, noise and potential interruptions.

2.3 Senior Leaders

Alongside any teaching responsibilities, Senior Leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning
- Monitoring the security of remote learning systems, including data protection

and safeguarding considerations

2.4 Pupils and Parents

Staff can expect pupils (and parents of younger pupils) learning remotely to:

- Be contactable during the school day
- 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

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Highlight any IT needs to the school so that children can best be supported
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

2.5 Governing Body

The Governing Body 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. Data protection

3.1 Accessing Personal Data

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

- Access the school server/One Drive/liase with staff in school to provide access to files which can be provided using the secure County Council email system
- Use school provided devices (laptops/ I-pads) to access data and GC

3.2 Processing Personal Data

Staff members may need to collect and/or share personal data such as email addresses/ telephone contact details 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. However, staff are reminded to collect and/or share as little personal data as possible online.

3.3 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 drives are encrypted (this is done by out IT technician) – 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
- Not removing the Installed antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

4. Monitoring Arrangements

This policy will be reviewed on a termly basis by the Leadership Team and Education Committee (including Staff Governors) At every review, it will be approved by the Full Governing Body.

5. Links with other Policies

This policy is linked to our:

- Staff Code of Conduct
- Data Protection Policy and Privacy Notices
- Home-School Agreement Policy
- Online Safety Policy

At a Glance - Remote Learning Policy
Ilchester Community Primary School September 2025

	One or more children from a class are self-isolating	Whole class/ school undertaking remote learning
When is work set?	Ready for 9.00am on Day 2 of self-Isolation. Daily folders of work set thereafter for 9am each day through the Google Classroom portal	Daily folders of work set thereafter for 9am each day through the Google Classroom portal
What work is set?	Work as closely matched to that which the child would access during the school day as possible.	Work as closely matched to that which the child would access during the school day as possible.
Live Teaching?	No	Yes: live and recorded sessions may be used for groups and whole classes as appropriate.
Live Chat with teacher?	No	Yes (during normal school hours)
Use of instructional videos?	Yes (or presentations)	Yes
Marking and feedback	Yes (proportionate to task (follows Marking and Feedback policy)	Yes (proportionate to task (follows Marking and Feedback Policy)
Children not engaging?	Teacher to contact. Escalate to HT/ DHT if persists.	Teacher to contact parent. Escalate to HT/ DHT if persists.