


## Remote Learning Policy

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<b>Review cycle</b>	2 years	<b>Signature</b>	
<b>Date for review</b>	October 2025	<b>Author</b>	Emmet Bunting

*Respect Collaboration of Schools (The School) is committed to providing engaging and impactful learning experiences for our pupils. We have a caring and holistic approach to learning with a strong emphasis on supporting our parents/children in the best way possible.*

### 1. Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils who can't physically attend school
- Provide clear expectations and support for all key stakeholders in the school community with regards to delivery high quality interactive remote learning
- Facilitate continuous delivery of the school curriculum, as well as support of Health and Well-Being and Parent support
- Consider continued education for staff and parents (e.g. CPD, Supervision and Meet the Teacher)
- Support effective communication between the school and families and support attendance

### 2. When does this policy apply?

This policy will apply whenever a pupil cannot attend school due to prolonged school closure i.e. in the event of national/local school closures. This policy could also apply to pupils who can't attend school due to ongoing/long term medical issues that present a barrier to consistent attendance at one of the school sites. This will be determined at school leader's discretion and through consultation with medical and/or educational professionals

### 3. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools and resources e.g. Satchel, Teams, MyMaths, Numeracy Ninjas, school website
- Use of Recorded video
- Purple Mash Primary Learning platform
- Phone calls home
- Printed learning packs
- Physical materials such as revision books and workbooks
- Use of BBC Bitesize and Oak Academy etc

### 4. Home and School Partnership

The School is committed to working in close partnership with families and recognises that each family is unique; because of this remote learning may look alter for different families in order to suit their individual needs.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. The School would recommend that each 'school day' maintains structure

We would encourage parents/carers to support their children's work, including (where possible) finding an appropriate place to work and, to the best of their ability, support pupils with work encouraging them to work with good levels of concentration. Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on case-to-case basis. Online safety is paramount. Upon induction, all children sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on computers at home.

## **5. Roles and responsibilities**

### **Teachers**

The School will provide training for staff on how to use remote/digital learning platforms

If a full remote learning offer is required that impacts a whole school (e.g. school closure/national lockdown) teachers and TA's must be available between 8:30am and 3.20pm Monday to Friday

If colleagues 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 absence procedure.

When providing remote learning, teachers are responsible for:

- Setting work:
  - Teachers will set work (via work packs and online platforms) for the pupils in their classes.
  - The work set should follow the usual timetable for the class had they been in school, wherever possible
  - Teachers across all secondary provision will set work on *Show my Homework*
  - Teachers will monitor pupil engagement with the tasks set on a daily basis
  - Teachers will make contact with parents/pupils to encourage engagement with tasks
- Providing feedback on work:
  - In the event of whole school closure/national lockdown and for pupils accessing remote learning as part of an educational support package to manage their health/welfare needs - all completed tasks will have feedback/comments within 3 school days
  - Or as per The School's marking policy
- Keeping in touch with pupils who aren't in school and their parents:
  - If there is a concern around the level of engagement of a pupil/s, parents should be contacted via phone to assess whether school intervention is possible
  - Any complaints or concerns shared by parents or pupils should be reported to a member of SLT associated with the School the child attends
  - for any safeguarding concerns, refer immediately to the DSL

### **Learning Support Staff**

All teaching assistants must be available between their assigned working hours

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 absence procedure.

During the school day, teaching assistants must complete tasks as directed by a member of the school leadership team. This could include making phone calls to pupils/parents and creating/sharing learning support resources to facilitate online learning.

### **Senior Leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Ensure that pupils remote 'offer' is consistent with their planned non-remote offer as far as reasonably practicable.
- Co-ordinating the remote learning approach across the school including daily monitoring of pupil engagement and teacher tasks/feedback
- Monitoring the effectiveness of remote learning – explain how they'll do this, such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Evaluating the effectiveness and impact of remote work
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

### **Director of Safeguarding/Designated Safeguarding Leads**

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

### **LEAD IT Services (contracted IT support via Operation Director)**

Are responsible for:

- Ensuring system resilience and adequacy to deliver an appropriate remote offer at an individual
- Addressing issues with systems used to set and collect work
- Helping staff 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
- Assisting pupils and parents with accessing the internet or devices
- Installing and monitoring programmes and systems to support the safe and appropriate use of school ICT equipment being used at home

### **SEND director/school SENDCO**

Liaising with LEAD IT/IT leaders in school to ensure that the technology used for remote learning 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 while learning remotely, and liaising with the Headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IEPs
- Ensuring pupils who are Looked After have appropriate plans in place to ensure their needs are met and PEP reviews/actions are completed in an appropriate timeframe
- Identifying the level of support and communicating to staff to inform teaching and support

### **/Operations Director**

- 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.

### **Pupils and parents**

Staff can expect pupils learning remotely to:

- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers

- 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
- 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

### **Governing Board**

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

### **6. Supporting Access to ICT/Internet**

For some pupils The School, access to appropriate ICT equipment and an internet connection could be a barrier to engaging with the Show my Homework/Purple Mash platform.

These pupils will be identified through Key Worker/Family Officer review meetings.

The school is committed to removing any and all barriers to education and will make ICT resources such as laptops, tablets and Wi-Fi dongles available to all pupils who do not have access to these at home.

The use of these devices is covered within the schools Acceptable Use Policy and will be monitored by LEAD IT services and SLT, including the DSL

### **7. Links with other policies and development plans**

This policy is linked to our:

- Safeguarding
- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Online safety acceptable use policy
- Digital and hardware Development Planning
- End User Agreements for programmes such as Show my Homework and other platforms that the school/teachers may use