Monks Risborough
Church of England Primary School
'A school family where everyone thrives in every way.'

Remote Learning Policy

This policy was reviewed Autumn 2025

The policy is to be reviewed Autumn 2026

Signed …….. Chair of Governor

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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 aren't 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

Occasions when individual pupils, for a limited duration, are unable to physically attend school but are able to continue learning, for example because:

- They have an infectious illness
- They are preparing for or recovering from some types of operation
- They are recovering from injury and attendance in school may inhibit such recovery
- Their attendance has been affected by a special educational need or disability (SEND) or a mental health issue

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

Remote education will not be used as a justification for sending pupils home due to misbehaviour. This would count as a suspension, even if the pupil is asked to access online education while suspended.

3. Roles and responsibilities

3.1 Teachers

When providing remote learning, teachers must be available between 8am- 4pm

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.

When providing remote learning, teachers should:

Provide pupils with access to remote education as soon as reasonably practicable, though in proportion to the length of absence and disruption to the learning of all learners

Make reasonable adjustments for pupils with SEND to access remote education, where required, informed by relevant considerations including the support families will require and the types of services that pupils can access remotely

They are also responsible for:

Setting Work

- For their class or whomever they are directed to do so by the SLT
- 3 - 4 hours per day for class teachers in EYFS/KS1 & KS2 respectively.
- For one day closures or for the first day of a longer school closure work will be set on the school's website.
- After the first day closure work will be set and learning will be completed via Google Classrooms
- Parents can communicate directly with the teacher via home learning email
- Children will be able to communicate with teachers via their online classroom
- Providing feedback on work through Google Classroom
- Creating video recordings to teach lessons and address misconceptions.
- Teach one live lesson a day (same lesson with class split into 3 groups of approximately 10 children)
- Keeping in touch with pupils who aren't in school and their parents:
    - There should be daily contact within normal working hours (8am - 4pm) this is likey to be via Google Classroom completed work.
    - We advise staff to activate an `out of office` reply so that parents know when they are available.
    - A member of SLT will contact parents on the third day of non-engagement.
- Attending virtual meetings with staff, parents and pupils:
    - All staff should follow the Code of Conduct and pupils should follow the Behaviour Policy.

3.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available within their normal working hours. If they're unable to work for any reason during this time, they should report this using the normal absence procedure.

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

- Supporting pupils under the direction of the Class Teachers or SLT.
- Responding to children's work through marking Google Classroom lesson
- Responding to children who are finding learning challenging
- Attending virtual meetings with staff, parents and pupils:
    - All staff should follow the Code of Conduct and pupils should follow the Behaviour Policy.

3.3 Subject leads

Alongside their teaching responsibilities, Subject Leaders are responsible for:

- Considering whether any aspects of their subject curriculum need to change to accommodate remote learning.
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent.
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other.
- Monitoring the remote work set by teachers in their subject.
- Alerting teachers to resources they can use to teach their subject remotely.

3.4 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 by reviewing the level of engagement, the pitch of the learning and feedback from pupils and families.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

3.5 Designated safeguarding lead (DSL)

The DSLs are responsible for the ongoing safeguarding of pupils (see Safeguarding Policy).

3.6 Pupils and parents/carers

Staff can expect pupils learning remotely to:

- Be contactable either themselves or via their parents during the school day
- Complete work to the deadline set by teachers to the best of their ability.
- 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.
- Seek help from the school if they need it.
- Contact school (either via the class teacher or office) to share any changes in circumstance e.g. personal circumstances or about completion of work.

3.7 Governing board

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.

4. Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in setting work –SLT
- Issues with behaviour – SLT
- Issues with IT – SLT and PG at The Technical People
- Issues with their own workload or wellbeing – line manager
- Concerns about data protection – talk to the data protection office (SBM)
- Concerns about safeguarding – talk to the DSLs

If parents or pupils have a concern they should contact the class teacher or the school office.

5.Data Protection

5.1 Accessing personal data

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

- How they can access the data, such as on a secure cloud service or a server in your IT network.
- Which devices they should use to access the data – if you've provided devices, such as laptops, make staff use these rather than their own personal devices.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as your school email address, 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.

4.3 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 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

Please see our Safeguarding Policy

7. Monitoring arrangements

This policy will be reviewed annually. At every review, it will be approved by the Full Governing Body.

8. Links with other policies

This policy is linked to

our:

- Behaviour Policy
- Safeguarding Policy

- Data Protection Policy and privacy notices
- Home-school agreement
- Code of Conduct
- ICT and internet acceptable use policy
- Online safety policy