Caroline Haslett Primary School

Remote Learning Policy

Date of issue: November 2026

Date of next review: November 2029 [or earlier in the event of legislation changes]

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 are preparing for or recovering from some types of operation
- They are recovering from injury and attendance in school may inhibit such recovery

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.
- 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 the hours of the normal working day.

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 the work for their class, or the classes they regularly teach as part of their normal working week.
- Ensuring there is sufficient work for 3 hours a day on average for key Stage 1 and 4 hours a day on average for Key Stage 2.
- Ensuring the work is set by 3pm the day before.
- Ensuring pupils know where the work is to be uploaded.
- Ensuring pupils with limited access to devices can still complete the work.
- Ensuring work provided is of high quality, meaningful, ambitious and covers a range of subjects.
- Ensuring work is adapted appropriately for pupils with SEND or other additional needs.
- Ensuring they consider the needs of pupils' families or carers, including how much adult involvement is needed in each activity and whether pupils have a suitable place to study.
- Providing feedback on work completed.
- Keeping in touch with pupils/parents/carers if pupils are not expected to return to school for more than a week. This will be via a phone call.
- Attending virtual meetings with parents/carers.

3.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between the working hours of their normal school day.

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.

3.3 Senior leaders

The headteacher has overarching responsibility for the quality and delivery of remote education.

Alongside any teaching responsibilities, senior leaders should continue to use the school's digital platform for remote education provision and make sure staff continue to be trained and are confident in its use.

They should continue to overcome barriers to digital access where possible for pupils by, for example:

- Distributing school-owned laptops accompanied by a user agreement or contract (if possible)
- Securing appropriate internet connectivity solutions where possible
- Providing printed resources, such as textbooks and workbooks, to structure learning, supplemented with other forms of communication to keep pupils on track or answer questions about work
- Having systems for checking whether pupils learning remotely are engaging in its use, and work with families to rapidly identify effective solutions where engagement is a concern

They are also responsible for:

- Co-ordinating the remote learning across the school
- Monitoring the effectiveness of remote learning
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Ensuring staff remain trained and confident in their use of online digital education platforms
- Providing information to parents/carers about remote education [via Parent mail or Google Classroom]

3.4 Designated safeguarding lead (DSL)

The DSL is responsible for maintaining an overview of pupils who have involvement with Children's Social Care, are Looked After, or Previously Looked After and who have been identified as likely to be more vulnerable to abuse. This will include a weekly [minimum] phone call that includes a checking-in conversation with the pupil wherever practicable.

They are also responsible for working alongside the IT staff to review the security of remote learning systems and flag any data protection breaches to the Data Protection Officer [DPO]

3.5 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff/parents/carers with any technical issues they're experiencing
- Working alongside the DSL to review the security of remote learning systems and flag any data protection breaches to the Data Protection Officer [DPO]
- Assisting pupils and parents/carers with accessing the internet or devices

3.6 Pupils and parents/carers

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although consider they may not be in front of a device all the time
- Complete work to the deadline set by teachers
- Seek help, if they need it, from teachers or teaching assistants
- Alert teachers if they are unable to complete work
- Act in accordance with normal behavioural rules/conduct rules of the school, following our online safety rules

Staff can expect parents/carers with children learning remotely to:

- Engage with the school and encourage and support their child's learning
- Establish a routine that reflects the normal school day as far as reasonably possible
- Make the school aware if their child is sick or otherwise cannot complete work
- Seek help from the school if the they need it
- Be respectful when making any complaints or expressing concerns

3.7 Governing board

The governing board is responsible for:

Monitoring the school's approach to providing remote learning to ensure education remains of as high a 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:

Issues in setting work – talk to the team leader or SENDCO

Issues with behaviour – talk to team leader

Issues with IT – talk to IT staff

Issues with their own workload or wellbeing – talk to their line manager

Concerns about data protection – talk to the Data Protection Officer [School Business Manager]

Concerns about safeguarding – talk to the DSL[s]

5. Data protection

5.1 Accessing personal data

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

Explain:

How they can access the data, such as on a secure cloud service, or the server in our IT network

Which devices they should use to access the data – this will never be a staff member's personal device

5.2 Processing personal data

Staff members may need to collect and/or share personal data, such as email addresses, 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. The school will follow its data protection policy / privacy notice in terms of handling data, which can be found on the school website.

However, staff are reminded to collect and/or share as little personal data as possible online, and to remind themselves of their duties in terms of data protection in accordance with the school's policies and procedures.

5.3 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. Monitoring arrangements

This policy will be reviewed every three years by the Deputy Headteacher. At every review, it will be approved by governors.

7. Links with other policies

This policy is linked to our:

- Behaviour for Learning Policy
- Child Protection Policy
- Data Protection Policy and privacy notices
- Digital Technologies Policy