



Remote Learning Policy

November 2025

CAS-29



APPROVAL COMMITTEE	DATE APPROVED	REVIEW DUE DATE
Curriculum & Standards	November 2025	November 2027

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EQUALITY IMPACT STATEMENT

The governing board has reviewed this procedure to ensure that it does not discriminate against any individual or group on the basis of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy or maternity, or socio-economic status. This procedure has been developed with due regard to the school's Public Sector Equality Duty (PSED) under the Equality Act 2010 to:

- Eliminate unlawful discrimination, harassment, and victimization.
- Advance equality of opportunity between different groups.
- Foster good relations between different groups.

The governing board is satisfied that this procedure reflects the school's commitment to promoting equality and inclusion.

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Aims

Remote learning is provided for children who are not able to attend school for an extended period of time for reasons of health, personal circumstance discussed and agreed with the Headteacher or due to a national pandemic situation.

Our remote learning provision aims to ensure that:

- Children across the school benefit from a well-planned and sequenced curriculum so that knowledge and skills are built incrementally, with clarity about what is intended to be taught and practised in each subject each day.
- Lessons and activities are set so that pupils have meaningful and ambitious work each day in a number of different subjects
- Lessons include provision of frequent, clear explanations of new content
- Teachers can gauge how well pupils are progressing through the curriculum using tasks set and work submitted for feedback
- Teachers are able to adjust the pace or difficulty of what is being taught in response to work submitted and contact with children
- Teachers plan a programme that is of equivalent length to the core teaching pupils would receive in school

Google Classroom

In most situations, remote learning is communicated and managed via Google Classroom.

During normal operation Google Classroom is used to communicate homework tasks and some pupil reminders. This ensures that pupils are thoroughly familiar with the platform if it needs to be used at short notice.

If remote learning is required for whole classes or the school, we will use Google Classroom.

This will allow staff to keep in contact in a professional and confidential manner with their class. Teachers will be able to schedule learning in a manner that does not overwhelm our children. Teaching and learning can be tailored, changed and updated as time progresses, allowing for replication of classroom activity to the best of our ability.

It must be noted that the work children engage in during a period of closure will be part of our current planning and so cannot be considered as optional. Children and parents should consider the arrangements as set out in this document as highly recommended.

Flexibility of Learning

In our planning and expectations, we are aware of the need for flexibility from all sides:-

- parents may be trying to work from home so access to technology as a family may be limited;
- parents may have two or more children trying to access technology and need to prioritise the needs of young people studying towards GCSE/A Level accreditation;
- teachers may be trying to manage their home situation and the learning of their own children;
- systems may not always function as they should

An understanding of, and willingness to adapt to, these difficulties on all sides is essential for success.



Communication

Communication between home and school when school is open

- Parents and children can send private messages about work set via Google Classroom if they require support or are struggling with the work set.
- Parents/children should respond to questions asked by the teacher publicly as the answers they provide can help everyone with the learning set.
- All other email communication must come through the school offices.

Communication between home to school during quarantine/ lockdown

- Parents and children can send private messages about work set via Google Classroom if they require support or are struggling with the work set.
- Parents/children should respond to questions asked by the teacher publicly as the answers they provide can help everyone with the learning set.
- All other email communication must come through the school offices.
- If appropriate or required, due to specific circumstances, staff may phone some families.
- Families where there is a safeguarding concern will be regularly contacted by a member of the Senior staff by phone.

Responsibilities

TEACHING STAFF WILL:

- Share teaching and activities with their class through Google Classroom;
- Continue teaching in line with current, extensive planning that is already in place throughout the school;
- Accept the fact that learning remotely will be more difficult, so tasks will be set in smaller steps to allow for this;
- Keep in contact with children through Google Classroom;
- Reply to messages, set work and give feedback on activities following guidance as set out in this policy;
- Allow flexibility in the completion of activities, understanding that the circumstances leading to our closure will affect families in a number of ways;
- Take regular breaks away from the computer or iPad to engage in other professional duties as much as circumstances allow e.g. Policy Development;
- If unwell themselves, be covered by another staff member where possible

Follow up of messages on Google Classroom during a time of absence may well be disrupted. If you require support, please email the school offices too, so that we are aware of your query.

CHILDREN WILL:

- Be assured that their wellbeing is at the forefront of our thoughts and they need to take regular breaks, to get fresh air and exercise and to maintain a reasonable balance between online engagement and offline activities;
- Only send messages and queries that are in relation to tasks set by the teacher or in response to questions the teacher may ask them;



- Only access the material shared by their teacher and ask for parental permission to use technology for anything beyond that;
- Read daily, either independently or with an adult;
- Consider using the school closure time to learn a new skill, follow their own interest to discover more about the world around us or just be creative.

PARENTS WILL:

- Support their child's learning to the best of their ability;
- Be present in the room when their child is having an online session.
- Encourage their child to access and engage with the Google Classroom posts from their teacher;
- Refrain from screenshotting or copying any information, messages or posts to share on social media or any other platform outside of Google Classroom;
- Know they can continue to contact their class teacher through Google Classroom if they require support;
- Check their child's completed work each day and encourage the progress that is being made;
- Be mindful of mental well-being of both themselves and their child and encourage their child to take regular breaks, play games, get fresh air and relax;

N.B. In compliance with Copyright Law and regulations governing the use of photocopiable materials, parents must note that some resources are for viewing online only. These must not be printed, photocopied or distributed. The school will not take responsibility for any breach of Copyright Law. These resources will be labelled as such.

Inclusion

Where appropriate children with special educational needs will be provided with differentiated plans and activities. Resources will be provided for hands on experiences and expectations will be clear. Parents and children will be able to contact the class teacher through google classroom and will have contact with the SENDCo via phone calls once a fortnight or more regularly if required.

Access to Learning

The school's remote learning provision relies on pupils' access to the internet. If families have limited access to technology, we will support individual families in the most appropriate way to ensure their children can access their remote curriculum.

Laptops, routers and dongles from the government scheme along with school laptops or iPads will be loaned to parents. If parents require further information they can find this on our website or they can contact the school offices.

We will also ensure parents know how to request additional data allowances from their providers via the school.

Hard copies of learning packs will be provided to parents who require these. They can request these by contacting the class teacher or the school office. Work completed in this way can be submitted by returning it to the school by hand or by post ensuring that the child's name is on the work.



Timelines

The school has clear timelines for uploading and revealing of work, submitting any pupil tasks for feedback and receipt of that feedback from teachers. Timelines are made clear to parents, according to the situation. Parents and carers may, from time to time, email the teacher or send a message via Google Classroom regarding support with an activity or an aspect of their child's curriculum. Teachers will reply to any parent communications as soon as possible and always within 2 school days of receipt. Teachers will only communicate directly with parents during working hours (9am-5pm weekdays during term time)

Safeguarding

Whilst children are being educated at home, the safeguarding of pupils and teachers remains paramount.

Teachers can refer to guidance from the following documents to ensure their safety and that of their pupils:

- Advice from the NSPCC
- Guidance from the UK Safer Internet Centre (<https://swgfl.org.uk/resources/safe-remote-learning/>) emphasises the importance of a safe online environment and encourage parents and carers to set age-appropriate parental controls on devices and use internet filters.

The following guidance is recommended to parents:

<https://www.saferinternet.org.uk/advice-centre/parents-and-carers>

<https://www.nspcc.org.uk/keeping-children-safe/online-safety/>

<https://www.thinkuknow.co.uk/parents>