



Policy approved & adopted by	Headteacher
Date	September 2026
Review cycle	Yearly
Next Review	September 2027

Remote Education Policy

School Philosophy

At **Applebee Wood School**, our vision is to ensure that every pupil is inspired, enjoys learning, achieves their full potential, and develops the skills needed for lifelong success. Our remote education provision reflects these values and ensures that learning can continue effectively when pupils are unable to attend school in person.

Aim

This Remote Education Policy aims to:

1. Ensure a consistent and high-quality approach to remote learning for all pupils who are unable to attend school, through the use of appropriate online and offline resources.
2. Provide clear expectations and guidance for all members of the school community regarding remote education.
3. Support the continued delivery of the curriculum, alongside promoting pupils' health, wellbeing, and personal development.
4. Maintain effective communication and partnership between home and school.
5. Ensure that all pupils continue to have access to meaningful learning opportunities regardless of their circumstances.

Who Is This Policy Applicable To?

This policy applies to:

- Pupils who are unable to attend school due to illness, medical needs, self-isolation, or other exceptional circumstances.
- Pupils who are unable to attend school due to localised or whole-school closures.
- Pupils requiring short-term or longer-term remote education arrangements as determined by the school.

Remote learning materials will be shared with families as soon as practically possible when a period of absence requiring remote education begins.

Content and Tools Used to Deliver Remote Education

Applebee Wood School may use a range of platforms and resources to support remote learning, including:

- Microsoft Teams
- Zoom
- Class Dojo
- School Website
- Oak National Academy
- Resource packs sent home
- Telephone calls and welfare checks
- Recommended online learning platforms and resources, such as BBC Bitesize

The methods used will be appropriate to the needs of individual pupils and families.

Home-School Partnership

Applebee Wood School is committed to working closely with families and recognises that every family has unique circumstances. As a result, remote learning may be adapted to meet individual needs and ensure accessibility for all pupils.

The school will:

- Provide support and guidance to families accessing remote learning.
- Offer alternative arrangements where necessary to overcome barriers to learning.
- Maintain regular communication with parents and carers.

Where possible, the school encourages pupils to follow a consistent daily routine while learning from home.

Parents and carers are encouraged to:

- Support their child's learning by providing an appropriate workspace where possible.
- Encourage good levels of concentration, engagement, and independence.
- Promote positive attitudes towards learning and attendance.

Every effort will be made to ensure work is provided promptly. If families experience difficulties accessing learning materials or technology, they should contact the school as soon as possible so that appropriate support can be considered.

All pupils are expected to follow the school's Acceptable Use Policy and online safety guidance when accessing remote learning.

Roles and Responsibilities

Teachers

When delivering remote education, teachers are expected to be available during normal working hours and to continue following the school's:

- Staff Code of Conduct
- Safeguarding and Child Protection Policy
- Online Safety Policy

If a teacher is unable to work due to illness or other authorised reasons, they must follow the school's usual absence reporting procedures.

Teachers are responsible for:

Setting Work

- Providing suitable learning activities for pupils in their class or teaching group.
- Ensuring learning broadly reflects the curriculum that would ordinarily be taught in school.
- Sharing learning activities on a daily or weekly basis, as appropriate.
- Ensuring that the requirements of Education, Health and Care (EHC) Plans continue to be met wherever possible.
- Recording learning provision on the school's remote learning monitoring systems.

Providing Feedback

- Giving pupils regular and constructive feedback on completed work.
- Monitoring engagement and progress.

Maintaining Communication

- Contacting pupils and families where there are concerns regarding engagement or participation.
- Ensuring all communication with parents is conducted through approved school systems.
- Escalating concerns, complaints, or safeguarding issues to a member of the Senior Leadership Team (SLT) or Designated Safeguarding Lead (DSL) as appropriate.

Teaching Assistants

Teaching Assistants are expected to be available during normal working hours unless absent for an authorised reason.

They will:

- Support pupils with their learning as directed by teachers.
- Assist with the preparation and adaptation of learning resources.
- Participate in remote learning activities where appropriate.
- Complete duties and tasks assigned by their line manager.

Senior Leaders

Senior Leaders are responsible for:

- Coordinating and overseeing the school's remote learning provision.
- Monitoring pupil engagement and participation.
- Evaluating the effectiveness and quality of remote learning through feedback, observation, and review processes.
- Ensuring remote education arrangements meet curriculum, safeguarding, and data protection requirements.
- Supporting staff, pupils, and families with any challenges associated with remote learning.

Designated Safeguarding Leads (DSLs)

The Designated Safeguarding Leads are responsible for managing and responding to all safeguarding concerns that may arise during remote learning.

Further information can be found in the:

- Safeguarding and Child Protection Policy
- Online Safety Policy

IT Support Staff

IT support staff are responsible for:

- Resolving issues with remote learning platforms and systems.
 - Supporting staff with technical difficulties.
 - Monitoring the security of remote learning systems and reporting any data breaches.
 - Assisting pupils and families with access to devices, software, and internet connectivity where possible.
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School Business Manager (SBM)

The School Business Manager is responsible for:

- Ensuring value for money when purchasing equipment and technology used to support remote learning.
 - Ensuring appropriate insurance arrangements are in place to support remote working practices.
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Pupils

Pupils participating in remote learning are expected to:

- Complete work set by their teachers to the best of their ability.
 - Meet agreed deadlines wherever possible.
 - Seek help when they need support.
 - Notify staff if they are unable to complete work.
 - Follow school expectations regarding behaviour, conduct, and online safety.
 - Behave respectfully and responsibly during live lessons and online interactions.
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Parents and Carers

Parents and carers are expected to:

- Inform the school if their child is unwell or unable to engage with remote learning.
 - Seek support from the school if required.
 - Encourage regular engagement with learning activities.
 - Communicate respectfully with school staff.
 - Follow online safety guidance and support their child to do the same.
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Governing Board

The Governing Board is responsible for:

- Monitoring the effectiveness of the school's remote education provision.
- Ensuring that remote learning arrangements maintain high standards of education.
- Verifying that systems used for remote learning are secure and compliant with safeguarding and data protection requirements.

Inappropriate Conduct

If a member of staff believes that a pupil or parent/carer has behaved inappropriately during a remote learning session, they may remove the individual from the session immediately.

Any concerns will be referred to the relevant senior leader for investigation. Access to live lessons may be temporarily restricted while concerns are reviewed and appropriate action is determined.

Storage of Recorded Lessons

Where live lessons are recorded for safeguarding and educational purposes, recordings will be stored securely in accordance with the school's data protection procedures.

Recordings will be uploaded to approved secure platforms, such as Microsoft SharePoint or other authorised school systems, and access will be restricted to appropriate staff and pupils.

Related Policies

This policy should be read alongside:

1. Safeguarding and Child Protection Policy
2. Online Safety Policy
3. Staff Code of Conduct
4. Acceptable Use Policies (Staff and Pupils)
5. Home Learning Agreement
6. Data Protection Policy
7. Behaviour Policy