# Boarshaw Primary School
# Remote Learning Policy

**Statement of Intent:**

At Boarshaw Primary School we understand the need to continually deliver high quality education, including during periods of remote working- whether for an individual or many. We recognise the importance of maintaining high expectations in all areas of school life, ensuring that pupils have access to the learning resources and support they need to succeed.

This information is intended to provide clarity and transparency to pupils and parents about what to expect from remote learning if local or national restrictions require entire cohorts to remain at home.

**Aims:**

This policy aims to:

- Outline the school's approach to educating pupils who will not be attending school as a result of government guidance or long term medical absence that does not impact their ability to learn.
- Make clear our expectations of staff who are self-isolating, but healthy and able to continue planning, teaching and assessing pupils' work.
- Ensure that remote education is offered as soon as it becomes necessary.
- Ensure consistency in the approach to remote learning for all pupils who aren't in school, including those with SEND, through the use of quality online and offline resources.
- Provide clear expectations for members of the school community with regards to delivering high quality interactive remote learning.
- Ensure continuous delivery of the school's broad curriculum. As well as support of pupils' wellbeing.
- Ensure that pupils engage in learning they would have completed had they been in school as normal.
- Ensure that online tools used enable appropriate interactions with pupils, the assessment of their work and the provision of feedback.
- Provide training for staff about the appropriate use of online platforms so that pupils and staff are effectively safeguarded and that data protections guidelines are adhered to.
- Support effective communications between the school and families so that parents and pupils can access and make the best use of resources.
- Ensure that pupils who lack any necessary equipment have this sourced for them.

**Legal framework.**

This policy has due regard for all relevant legislation and statutory guidance including, but not limited to, the following:

- The Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction.
- Equality Act 2010: advice for schools DfE Feb 2013
- Special Educational Needs and Disability Regulations 2014
- Education Act 2002
- The General Data Protection Regulation (GDPR)
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

- Data Protection Act 2018
- DfE Keeping Children Safe in Education 2025
- DfE 'Children Missing Education' 2016

The policy has due regard to national guidance including, but not limited to, the following:

- DfE Remote education good practice https://www.gov.uk/government/publications/remote-education-good-practice/remote-education-good-practice
- DfE Providing remote education: guidance for schools (2024) Providing remote education: guidance for schools - GOV.UK
- DfE (2017) Special Educational Needs and disability code of practice 0 to 25 years SEND code of practice: 0 to 25 years - GOV.UK
- Working together to improve school attendance Working together to improve school attendance - GOV.UK
- Children missing Education (Updated 2024) Children missing education - GOV.UK
- Mental Health Issues affecting pupil's attendance: guidance for schools Mental health issues affecting a pupil's attendance: guidance for schools - GOV.UK
- Emergency planning and response for education, childcare, and children's social care settings (Updated 2023) Emergency planning and response for education, childcare, and children's social care settings - GOV.UK
- Health and safety: responsibilities and duties for schools. (Updated 2022) Health and safety: responsibilities and duties for schools - GOV.UK

**Resources.**

Resources to deliver this Remote Learning Policy include:

- Our online platform: Google Classrooms
- Staff training with Google classrooms, and other useful APP's and websites for teaching other areas of the curriculum
- Information for parents.
- Printed learning packs for any pupil who doesn't have access to technology at home or who is not able to access mainstream online learning
- Books and physical learning materials as required.

**Approaches to learning. Our Principles:**

The following principles, informed by the DfE's requirements in respect to remote learning, underpin our approach:

- Pupils will study a broad range of subjects.
- Pupils will learn new facts and concepts, as well as completing activities that reinforce their prior learning.
- Activities will be varied and not solely consist of 'screen time', for example science investigations, maths games and PE.

- Teachers will have access to a wide variety of resources to share remotely, such as Rising Stars Reading and phonics platform, Dreambox Maths, White Rose Maths, TTR, Spelling Shed, Charanga, Purple Mash, Century Learning.
- Staff will have training they need to provide online learning safely.
- All pupils will have access to the resources they need to learn.
- SEND will not be a barrier to accessing the curriculum at home because the school will work in partnership with families with regular communication and bespoke support for each targeted pupil.
- In event of a Lockdown, staff workload will be managed by regular communication with the SLT.

**Working with parents.**

We are committed to working in close partnership with families and providing remote learning in different ways when necessary to suit the needs of particular pupils, such as those who have special educational needs and disabilities (SEND.)

- We will provide guidance to parents on how to use Google Classrooms, including any relevant log on information required.
- Resources will be shared with pupils and parents via Class dojo, the school website and any other platforms available to us.
- We would encourage parents to support their children's work and to establish a routine based around the school day wherever possible.
- Should parents be unable to access online work for any reason, they should contact the school office as quickly as possible so that other arrangements can be made to support them.
- All children sign an 'Acceptable Use Policy' at school, which includes e-safety rules. This applies when children are working on computers at home.

**Roles and responsibilities.**

**Senior Leaders**

Alongside any teaching responsibilities, phase leaders are responsible for:

- Co ordinating remote learning across their phase including monitoring pupils' engagement.
- Leading virtual meetings during any lockdowns to ensure consistency across the school.
- Monitoring the effectiveness of remote learning, including by using pupil voice, auditing work on line and the resources produced for pupils.
- Ensuring that staff, pupils and parents benefit from appropriate guidance about remote learning.
- Ensuring that resources fully support teachers and pupils so that remote learning can take place without hinderance.
- Monitoring the security of remote learning systems, including data protections and safeguarding considerations.

**Teachers**

- Teachers will be provided with the necessary training to successfully utilise online platforms.
- When providing remote learning during a Lockdown, teachers must be available during usual teaching hours and working days.
- Teachers unable to work for any reason during this time should contact the Head Teacher.
- When providing remote learning, teachers are responsible for:
    - Setting work to cover the agree timetable
    - Providing appropriate resources to support pupils learning
    - Providing feedback on work
    - Keeping in touch with pupils who aren't in school
- Teachers are expected to make weekly contact via, dojo, zoom, phone with all pupils.
- If there is concern around the level of pupil's engagement, the teacher should ring the parent.
- Teachers should only use their school email address or the office address to communicate with parents and pupils.
- Teachers should check emails at least once in the morning and once in the afternoon and should respond to parents within 48 hours.
- Where a family displays difficult behaviour or is unable/ unwilling to engage, the Head or Deputy Head should be informed.
- Calls made using personal phones must have 141 inserted before the recipient's number so that phone numbers are hidden from view.

**Teaching assistants.**

In the event of a lockdown. Teaching Assistants must be available during their usual 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 using the normal absence procedure.

During the school day, teaching assistants must complete tasks as direct4ed by a member of the SLT. The following tasks/ roles are examples but do not constitute an exhaustive list:

- Assist the class teacher with supporting pupils
- Prepare learning resources
- Undertake remote learning or online CPD training
- Attend virtual meetings with colleagues
- Communicate with parent and/ or pupils
- Complete work in line with school development priorities.

**Designated Safeguarding Lead.**

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

**The SENDCo**

The SENDCo is responsible for:

- Ensuring that pupils with EHCP's continue to have their needs met while learning remotely, and will liaise with the Headteacher and other organisations to make any alternate arrangements for pupils with EHC plans.
- Identifying the level of support required by pupils.

**IT Support.**

Our IT Support (CPM Networks) are responsible for:

- Fixing issues with systems used to set and collect work.
- Helping staff with any technical issues they are experiencing.
- Reviewing the security of remote learning systems and flagging any data protections breaches to the DPO.
- Assisting pupils and parents with accessing the internet or devices.

**Pupils and parents.**

Staff can expect pupils learning remotely to;

- Alert teachers if they're not able to complete work.

Staff can expect parents with children learning remotely to:

- Wherever possible, maintain a regular and familiar routine
- Support their children in their reading as far as they are able to, so that they continue to read their home reading book. The school will run a book exchange programme for pupils that will be available for collection/ delivery.
- Support their children's work as far as they are able, by discussing the work together and making appropriate plans for its completions. This can include providing a suitable place to work and encouraging their children to focus.
- Make the school aware if their child is sock or otherwise can not complete work, or if the online platform does not work on their devices, where alternative resources will be offered
- Seek help from the school if they need it.
- Be respectful when making any concerns or complaints 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 protections and safeguarding reasons.
- Ensuring staff workload is managed by Senior Leaders.

**Personal Data**

Staff members need to collect and/or share personal data, such information on pupils' attainments or their contact details. This is necessary in furtherance of the school's official functions and therefore individuals will not need to provide authorisation for this to happen. However, staff are reminded to collect and/or share as little personal data as possible online, and should speak to their line manager if they are unsure. Teachers and teaching assistants should not store pupils' personal data on their own electronic devices.

**Keeping devices secure.**

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Using strong password protections
- Making sure the device locks automatically if left inactive for a period of time.
- Installing updates to ensure that the operating system remains up to date.
- Ensuring that anti-virus and anti-spyware is up to date.

**Safeguarding.**

Staff should ensure that all safeguarding concerns are reported immediately to a designated safeguarding officer. All safeguarding policies and procedures continue to apply.

Staff must ensure all communication with parents and pupils is conducted through the school email following normal guidance and ensure that this remains professional.

**Expectations of staff during online meetings.**

When attending virtual meetings, all staff should follow expected professional standards in relation to:

- Dress code
- Location – eg avoid noisy areas, nothing inappropriate in the background.

This policy works alongside:

Child protection and Safeguarding Policy

Behaviour Policy

Data Protection Policy and Privacy notices

Online acceptable use policy

Teaching and Learning Policy

Curriculum Policies

**Management of Policy.**

This policy is implemented and managed by the Head Teacher. The Governing Board will monitor, review and update this policy as necessary.

This policy will be reviewed in accordance with the agreed cycle of review or whenever there is a need to comply with new legislations of codes of practices, new initiatives, changes in the curriculum, developments in technology or changes in the physical environment in school.

Agreed September 2025

Next review: September 2028