



## **Our Lady and St Edward's Catholic Primary School**

### **Remote Learning Policy**

#### **Our Lady and St Edward's Mission Statement**

We are inspired by the teachings of Jesus Christ who is at the heart of all that we do. Working in unity with our families, parish and community, we encourage and support the children to grow in faith and reach their full potential in a happy, caring and loving environment.

#### **Rationale**

All schools have been asked by the government to have a contingency plan in place for providing remote learning should there be the need for local restrictions. Schools have been asked to outline how they will ensure the continuity of education for pupils who are not able to attend school during a period of isolation due to government interventions. This policy intends to set out the actions taken to support remote learning:

- for pupils who need to isolate individually but the rest of the school is open
- for classes who need to self-isolate, but the rest of the school is still open.
- there's a local or national lockdown and the school is asked to close temporarily for all pupils.

The Department for Education expects schools to give pupils access to high-quality remote resources, and to provide printed resources such as textbooks and workbooks to pupils without internet access. The exact approaches adopted by each school will vary "depending on the needs of its pupils and school context".

#### **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
- Ensure pupils who are unable to attend school remain included
- Ensure that appropriate learning is provided

#### **Roles and responsibilities**

##### **Teachers**

When providing remote learning, teachers must be available between 9am and 3pm on their working days.

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 are responsible for:

- Setting work –

- Teachers will provide learning for their current class. They will provide daily Maths and English lessons and foundation subjects will be provided as per the class timetable. Daily phonics will be planned for KS1 and EYFS.
- Teachers will provide work using Oak Academy Resources, White Rose Maths, BBC Bitesize as well as other resources.
- **Setting work for individuals**- A 2 week block of work will be available for individuals who are self- isolating. Teachers will upload a 2 week timetable of lessons, resources and website links onto the school website. They will use lessons from Oak Academy, White Rose Maths and BBC Bitesize. Work will be completed in the home learning book and will be returned to school following the end of the period of isolation.
- **Setting work for classes**-Work will be set daily for class groups who are isolating-teachers will upload lessons, videos and resources the evening before to the school website. There will be daily Maths and English lessons and a foundation subject each day. Work will be completed in the home learning book and will be returned to school following the end of the period of isolation. Teachers will identify which work will be required to be uploaded for feedback purposes.
- Teachers will liaise with subject leaders, to ensure consistency across the subject
- Teachers will liaise with Teaching Assistants to ensure pupils with limited access to devices can still complete the work
- Pupils will be provided with Remote Learning books to complete their work in

Initially work will be uploaded to Google Classrooms

- Providing feedback on work –:

- Pupils will upload work to Seesaw for teachers to provide feedback. The work needing to be uploaded for feedback will be identified on the timetable-it will be at least one piece of Maths, one piece of English and one other subject.
- Staff will provide feedback via Seesaw and on return to school.

- Keeping in touch with pupils who aren't in school and their parents:

- In the event of a National/local lockdown, Staff will make appropriate and regular contact with children. Any concerns will be reported to the Headteacher
- Staff will respond to pupils' via Google Classrooms within 48 hours
- Staff will respond to parents' emails (sent to the school office) within 48 hours

### **Teaching assistants**

When assisting with remote learning, teaching assistants must be available between 9am and 3pm on their working days.

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 assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with remote learning:

- When requested by the Headteacher or Senco
- By liaising with class teacher to support planning and resourcing

### **Subject leaders**

Alongside their teaching responsibilities, subject leads are responsible for:

- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent. Subject leaders will be available to offer support to staff.

### **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
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Co-ordinating remote learning for classes where the class teacher is unwell and unable to lead remote learning. Home learning provision may be adapted.

### **Designated safeguarding lead**

The DSL is responsible for:

Safeguarding concerns including those related to remote learning. Please see the Child Protection and Safeguarding Policy.

### **Pupils and parents**

Staff can expect pupils learning remotely to:

- Be contactable during the school day 9am to 3pm— although school understands that they may not always be in front of a device the entire time
- Complete work to the deadline set by teachers
- 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 – let staff know of any resources needed
- Be respectful when making any complaints or concerns 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 protection and safeguarding reasons

## **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 Key Stage leader or Headteacher
- Issues with behaviour – talk to the Key Stage leader or Headteacher
- Issues with their own workload or wellbeing – talk to the Headteacher
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the DSL

## **Data protection**

### **Accessing personal data**

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

Access information for contacting families through the school office

- Use school devices such as laptops or staff Ipads
- Staff do not share personal data with third parties

### **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)
- 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

## **Safeguarding**

See the Child Protection and Safeguarding Policy

## **Monitoring arrangements**

This policy will be reviewed by Mrs K Woods as and when updates to home learning are provided by the Government or if the school makes changes to. At every review, it will be approved by the Governing Body.

## **Links with other policies**

This policy is linked to our:

- Behaviour policy
- Child protection policy

- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy

Reviewed December 2025

Agreed Governors January 2026

Next Review December 2027