



# **Sacred Heart Catholic School**

## **Remote Learning Policy**

**At Sacred Heart Primary School, we serve our diverse community with open and honest hearts. Through our thoughts, words and actions, we share God's love with all. A place where everyone is loved and valued, we strive to always be the best that we can be.**

**Approved by:** Governing Body

**Policy Lead:** Mrs Lucy Scanlon - Headteacher

**Review Frequency:** Annually

**Next Review Date:** July 2027

## **Remote Learning Policy**

### **Mission Statement**

### **1. Purpose**

This policy outlines the school's approach to remote learning where pupils are unable to attend school in person.

The aims of this policy are to:

- ensure continuity of education wherever possible
- minimise disruption to pupils' learning
- maintain high expectations for teaching and learning
- support the wellbeing of pupils and staff
- provide equitable access to learning
- fulfil statutory safeguarding responsibilities
- maintain strong communication between home and school.

## **2. Extent**

Remote learning may be provided when:

- an individual pupil is unable to attend school due to exceptional circumstances
- a class or year group cannot attend school
- school closure is necessary because of an emergency
- attendance is temporarily impossible because of severe weather or other unforeseen events
- other exceptional circumstances arise where remote education is appropriate.

Remote learning is not intended to replace face-to-face education where pupils are able to attend school.

## **3. Intent**

Remote education should:

- provide a broad, balanced and ambitious curriculum
- reflect the school's curriculum sequence wherever possible
- enable pupils to make good progress
- include regular teacher interaction and feedback
- be inclusive and accessible for all learners
- support pupils with SEND and other additional needs
- safeguard pupils at all times
- promote positive wellbeing
- maintain strong partnerships with parents and carers.

## **4. Roles and Responsibilities**

### **Governing Body**

The Governing Body will:

- monitor implementation of this policy
- ensure statutory requirements are met
- support leaders in providing effective remote education
- monitor safeguarding and data protection arrangements.

## **Headteacher**

The Headteacher will:

- oversee the quality of remote education
- ensure staff receive appropriate training
- ensure safeguarding arrangements remain effective
- monitor pupil engagement
- communicate arrangements with parents
- ensure disadvantaged pupils are supported.

## **Senior Leaders**

Senior leaders will:

- coordinate remote learning across the school
- monitor curriculum coverage
- support staff
- monitor attendance and engagement
- evaluate effectiveness of provision.

## **Teachers**

Teachers will:

- provide high-quality learning matched to the curriculum
- upload learning in accordance with school expectations
- provide clear explanations and instructions
- give appropriate feedback
- monitor pupil engagement
- communicate concerns promptly
- maintain professional standards at all times.

## **SENDCo**

The SENDCo will:

- ensure reasonable adjustments are made
- support staff in adapting learning
- liaise with families of pupils with SEND
- coordinate specialist support where appropriate.

## **Parents and Carers**

Parents and carers are expected to:

- support their child's engagement with learning
- provide an appropriate learning environment where possible
- encourage completion of work
- communicate any difficulties to school
- ensure pupils use technology safely.

Parents are not expected to replace the role of the teacher.

## **Pupils**

Pupils are expected to:

- engage positively with learning
- complete work to the best of their ability
- behave respectfully during live sessions
- follow the school's acceptable use expectations
- ask for help when required.

# **5. Curriculum**

Remote learning will reflect the school's curriculum wherever possible.

Learning will:

- build upon prior learning
- include direct teaching where appropriate
- include opportunities for independent practice
- provide suitable challenge
- include assessment opportunities.

The school will continue to teach:

- English
- Mathematics
- Religious Education
- Science
- Foundation subjects where appropriate
- Collective Worship where appropriate.

## 6. Delivery of Remote Learning

Remote learning may include:

- recorded teacher explanations
- live teaching sessions
- online learning platforms
- printed learning packs
- reading activities
- practical tasks
- educational videos
- independent practice
- feedback from teachers.

The school will determine the most appropriate balance according to the age of pupils and circumstances.

## 7. Expectations for Learning Time

The school aims to provide learning broadly equivalent to:

### **Key Stage 1**

Approximately 3 hours each day.

### **Key Stage 2**

Approximately 4 hours each day.

This may include independent learning and does not necessarily consist entirely of online teaching.

## 8. Feedback and Assessment

Teachers will:

- review submitted work regularly
- provide timely feedback where appropriate
- assess understanding
- identify misconceptions
- adapt future learning accordingly.

Feedback may include:

- written comments
- verbal feedback
- whole-class feedback
- quizzes
- online marking tools.

## **9. Attendance and Engagement**

During periods of remote learning the school will monitor:

- participation
- completion of work
- communication with families
- wellbeing concerns.

Where engagement is limited, staff will:

- contact parents
- identify barriers
- provide support
- refer concerns to senior leaders where appropriate.

## **10. Supporting Pupils with SEND**

Remote education will be adapted where necessary.

This may include:

- differentiated activities
- additional teacher support
- adapted resources
- visual supports

- assistive technology
- regular communication with parents.

The school recognises that some pupils with SEND may require alternative arrangements.

## **11. Supporting Disadvantaged Pupils**

The school will seek to minimise barriers by:

- providing devices where available
- supporting internet access where possible
- supplying printed materials where necessary
- maintaining regular communication
- prioritising vulnerable pupils.

## **12. Safeguarding**

Safeguarding remains everyone's responsibility.

Staff will continue to follow:

- Keeping Children Safe in Education
- the school's Child Protection and Safeguarding Policy
- the Staff Code of Conduct
- online safety procedures.

Any safeguarding concerns arising during remote learning must be reported immediately using the school's safeguarding procedures.

## **13. Online Safety**

Pupils are expected to use technology safely and responsibly.

The school will:

- provide age-appropriate online safety guidance
- use approved digital platforms
- monitor online activity where appropriate
- educate pupils about responsible online behaviour.

Parents are encouraged to supervise younger children while they are learning online.

## **14. Live Lessons**

Where live lessons are used:

- school-approved platforms will be used
- professional standards will be maintained
- appropriate safeguarding procedures will be followed
- sessions may be timetabled
- attendance may be monitored.

Staff and pupils should:

- dress appropriately
- use suitable language
- participate respectfully
- avoid recording sessions unless authorised.

## **15. Data Protection**

All staff must comply with:

- UK GDPR
- Data Protection Act 2018
- the school's Data Protection Policy
- Acceptable Use Policy.

Personal data must only be processed using approved school systems.

## **16. Equal Opportunities**

Remote learning will be provided in accordance with the school's Equality Policy.

Reasonable adjustments will be made to ensure pupils are not disadvantaged because of:

- disability
- SEND
- language needs



- access to technology
- family circumstances.

## **17. Monitoring and Evaluation**

The effectiveness of remote learning will be monitored through:

- lesson observations where appropriate
- work scrutiny
- pupil voice
- parent feedback
- staff feedback
- curriculum monitoring
- engagement data.

Findings will inform future improvements.

## **18. Related Policies**

This policy should be read alongside:

- Child Protection and Safeguarding Policy
- Behaviour Policy
- Online Safety Policy
- Acceptable Use Policy
- Data Protection Policy
- SEND Policy
- Equality Policy
- Attendance Policy
- Curriculum Policy

## **Conclusion**

Our Catholic ethos calls us to serve every child with compassion, dignity and excellence. Through effective remote learning, we aim to ensure that every pupil continues to feel valued, connected to our school community and supported in achieving their God-given potential, regardless of the circumstances preventing attendance at school.