



St Cecilia's
R. C. High School

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Remote Learning Policy

**Reviewed: July 2026
Next Review Date: July 2027**

St Cecilia's RC High School is committed to ensuring that pupils continue to access high-quality education whenever attendance at school is not possible.

This policy sets out the school's approach to remote education and outlines the responsibilities of pupils, parents/carers and staff where remote learning arrangements are required.

The policy should be read alongside the school's:

- Child Protection and Safeguarding Policy
- Online Safety Policy
- Behaviour Policy
- Data Protection Policy
- SEND Policy
- Acceptable Use Agreements

2. Circumstances in Which Remote Learning May Be Used

Remote learning may be implemented where pupils are unable to attend school due to circumstances including:

- Emergency school closures
- Severe weather conditions
- Public health incidents
- Building or site issues
- Agreed medical absence
- Other exceptional circumstances determined by the Headteacher

Remote learning will not normally be provided for short-term absences caused by minor illness. Pupils should focus on recovery before returning to school.

The Headteacher will determine the most appropriate form of remote education according to the circumstances.

3. Principles of Remote Education

Where remote education is required, the school will seek to:

- Provide continuity of learning and curriculum access.
- Maintain regular communication with pupils and parents/carers.
- Support pupil wellbeing and engagement.
- Ensure learning is accessible to all pupils, including those with SEND and additional needs.
- Use secure and approved digital platforms.
- Maintain high standards of safeguarding and online safety.

Remote education will be proportionate to the nature and duration of the disruption.

4. Delivery of Remote Learning

The school's approved platforms for remote learning are currently:

- Synergy
- Microsoft Teams
- School email accounts

The school may introduce additional approved platforms where appropriate.

Remote education may include:

- Teacher-directed learning activities
- Independent learning tasks
- Recorded explanations or instructional materials
- Live online lessons where appropriate
- Assessment and feedback activities
- Access to approved online learning resources

The balance between live and independent learning will be determined by:

- The age and needs of pupils
- The subject being taught
- Staff availability
- The nature and duration of the closure
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Learning activities will be aligned as closely as possible to the curriculum being delivered in school.

5. Expectations of Pupils

Where pupils are well enough to engage with learning, they are expected to:

- Access remote learning regularly.
- Complete work to the best of their ability.
- Submit work by agreed deadlines.
- Participate appropriately in live lessons where required.
- Follow all school behaviour expectations.
- Use school technology and online platforms responsibly.
- Communicate respectfully with staff and other pupils.

Pupils must not:

- Record, photograph or screenshot live lessons without permission.
- Share learning materials outside approved school platforms.
- Use inappropriate language or behaviour online.
- Access learning platforms using another person's account.

The school's Behaviour Policy applies to all remote learning activities.

6. Expectations of Parents and Carers

Parents and carers are encouraged to:

- Support pupils in establishing a suitable routine for learning.
- Encourage engagement with remote education.
- Ensure pupils use technology safely and appropriately.
- Contact the school if difficulties arise in accessing learning.
- Inform the school of any significant barriers to participation.

Parents and carers should continue to support the school's behaviour expectations during periods of remote education.

7. Expectations of Staff

Staff will:

- Provide learning activities through approved school systems.
- Maintain regular communication with pupils as appropriate.
- Provide feedback in line with departmental and whole-school expectations.
- Support pupil engagement and progress.
- Report safeguarding concerns in accordance with school procedures.
- Use only approved school communication channels.

Communication with pupils and families must occur through official school platforms and accounts.

Staff should not communicate with pupils through personal social media accounts, messaging services or personal email accounts.

8. Assessment and Feedback

Assessment remains an important part of the learning process.

Feedback may be provided through:

- Synergy
- Microsoft Teams
- School email
- Online assessment platforms
- Whole-class feedback
- Verbal feedback during live lessons

The method and frequency of feedback will vary according to the nature of the work and subject requirements.

9. SEND and Inclusion

The school remains committed to supporting all learners during periods of remote education.

Teachers will:

- Consider individual pupil needs when setting work.
- Provide appropriate adaptations where required.
- Follow guidance contained within pupil support plans.
- Liaise with the SEND team where necessary.

The school will seek to minimise barriers to learning and provide additional support where reasonably possible.

10. Access to Technology

The school recognises that some pupils may face barriers to accessing remote education.

Where possible, support may include:

- Loan of school devices
- Alternative methods of accessing learning
- Additional guidance for pupils and families

Parents and carers experiencing difficulties should contact the school as soon as possible.

11. Safeguarding and Online Safety

Safeguarding remains everyone's responsibility during periods of remote education.

All remote learning activities must comply with the school's safeguarding procedures.

Staff must:

- Follow the Child Protection and Safeguarding Policy.
- Report concerns immediately to the Designated Safeguarding Lead (DSL) or safeguarding team.
- Maintain professional boundaries at all times.
- Use approved communication systems only.

Pupils and parents should report any safeguarding concerns to the school without delay.

12. Live Online Lessons

Where live lessons are delivered:

- Staff will use approved school platforms.
- Appropriate behaviour standards will be maintained.
- Staff may control microphones, cameras and chat functions where necessary.
- Pupils must participate respectfully and follow staff instructions.
- Lessons may be ended or modified where safeguarding or behaviour concerns arise.

Any recording of live lessons will only take place where appropriate and in accordance with the school's Data Protection Policy and safeguarding requirements.

13. Data Protection

All remote learning activities must comply with UK GDPR and the Data Protection Act 2018.

Staff must:

- Use school-approved systems.
- Protect personal data.
- Avoid sharing confidential information unnecessarily.
- Follow school data protection procedures at all times.

14. Monitoring and Review

The Headteacher and Senior Leadership Team are responsible for monitoring the effectiveness of this policy.

The policy will be reviewed annually or sooner if:

- National guidance changes;
- School procedures change; or
- Significant issues arise during implementation.

Contact Information

For support relating to remote learning, safeguarding or access to technology, parents and carers should contact the school through the usual published communication channels available on the school website.