



*'Let Your Light Shine'*  
(Matthew 5.v16)

# Remote Learning Policy

**Approval Date: Spring Term 2026**

**Review Date: Spring Term 2027**

# OUR MISSION STATEMENT

## *'Let Your Light Shine'*

*(Matthew 5.v16)*

At St. Stephen's Church of England Primary School we are proud to be a Church School with a distinct Christian character and ethos. We promote a love of learning within a safe and secure environment, in which every child matters as a precious gift from God. We believe every child is unique, different and special.

Christian values and spirituality are at the heart of all aspects of school life. Our school's Christian ethos reflects mutual care and concern- where faith, love, hope and truth flourish. Our school is a place where children are able to establish and deepen their understanding of God through prayer and reflection in daily acts of Collective Worship and Religious Education.

We provide a creative and challenging curriculum in order to inspire and motivate our pupils. We want all our children to feel secure and happy, enabling them to reach their fullest potential. We believe that happy children learn well and we thrive on celebrating the achievements of all our pupils across all areas of learning.

We aim to create an environment where children develop the confidence to think for themselves; where pupil voice is at the heart of all decision making and where all children feel valued and respected.

Our school ethos is built on mutual tolerance and respect for all human beings, regardless of beliefs culture or race. Charity and caring for those in need is fundamental to our work in school. We are all children of God so we aim to treat others as we would like to be treated ourselves.

We work in partnership with governors, families; the wider community and our local Parish Church to ensure everyone has a voice in achieving the best possible education for our children.

Ultimately we are committed to excellence for all and through a process of continual reflection and evaluation we ensure that standards are continually raised and improved.

# *'Let Your Light Shine'*

*(Matthew 5.v16)*

*Our school motto encompasses all that we are about as a school. 'Let your light shine'*

*The motto incorporates three fundamental elements:*

*The light of the Gospel message of Jesus*

*The light of individual talents*

*The light of learning*

## **1. Aims**

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

## **2. Roles and responsibilities**

### **2.1 Teachers**

When providing remote learning, teachers will be available between 9.00am and 4.00pm.

(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 this using the normal absence procedure.)

When providing remote learning, teachers are responsible for:

#### Setting work:

- For all children in the class including those with SEND in line with their support plans.
- Work provided will be in line with normal school timetables to include English, maths, a daily PE and foundation subjects.
- Work will be set on a daily basis.
- Work will be uploaded onto the school Google Classroom platform. All staff will attend regular Teams meetings with other staff and work within the current schools long term plan to ensure consistency across the year/subject.

#### Providing feedback on work

Our Google Classroom platform will be used to access completed work from pupils and to provide feedback to individuals using the private comment function.

#### Keeping in touch with pupils who are not in school and their parents/carers:

- There is an expectation that children will upload their work daily and make contact with their class teacher and vice versa this way.
- Parents can also message teachers using the Google Classroom platform.
- Teachers should only be answering messages between the hours of 9.00am and 4.00pm.
- If Teachers have any concerns regarding safeguarding, they should inform DSLs via red card and the DSL will respond in-line with the Safeguarding Policy.
- If children fail to complete work without a valid reason and all barriers to learning have been explored and supported, school must call the parent/carer to find out why and encourage them to do the work set, outline the impact of not learning at home would have on their child.

It is expected that parents call the school daily if a child is self-isolating. If a child is not engaging with remote learning, the teacher should get the office to check if the child is ill. If the child is not ill, school should have a conversation with the parent to ask them to support some learning.

### Attending virtual meetings with staff, parents and pupils:

- Staff should be dressed appropriately as if in school, whilst conducting live streaming and/or recording videos.
- Staff should avoid background noise (music/TV), children in the background, family photos in the background etc

### **Teaching in school in a critical worker bubble**

If teachers are working in school (critical worker children), they will deliver remote learning from the classroom whilst the children in school access their class remote learning under the supervision of a TA.

### **Self-isolation**

If a teacher has to self-isolate through track and trace, or a household member is self-isolating they will be expected to teach from home for the full school day. There will be a member of staff in the classroom to support the children. However, it will be the teacher's responsibility to direct the learning and set the work from home.

### **Illness**

If a teacher is ill, sickness absence rules apply and the teacher would not be expected to work from home. Teachers will be expected to report illness in the usual way.

### **Individual children isolation in the teacher's class**

Children should access normal lessons (as though in school) via google classroom. In the event of a child not having access to a computer, one will be provided by school or a study pack will be ready for collection by a friend or member of the family who is not isolating. Teacher to set up a google meet with the child/children daily as a means to allow children to access screen sharing/teaching input in lesson.

### **Year group bubbles self-isolating where teacher(s) are well.**

Teachers should provide remote learning. If the teacher becomes unwell SLT will take over providing the learning.

## **2.2 Teaching assistants**

When supporting remote learning, teaching assistants must be available between 9.00am and 4.00pm.

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 in school when the teacher is self-isolating
- Supporting pupils who aren't in school with learning remotely

### **TA is self-isolating but not ill**

If the TA is self-isolating and not ill, the teaching assistant will complete training, collate resources, complete administrative tasks under the direction of the class teacher.

## **2.3 Subject leads (including SENDCO)**

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the curriculum need to change to accommodate remote learning and to meet the needs of individual children

- Consider how approaches to remote learning are integrated into the wider curriculum design
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are reasonable and age-appropriate
- Monitoring the work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

## **2.4 Senior leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – add name if appropriate
- Understanding how approaches to remote learning are integrated into the wider curriculum design
- Monitoring the effectiveness of remote learning – explain how this will be done, such as through regular meetings with teachers and subject leaders, reviewing work set or using feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## **2.5 Designated safeguarding lead**

The DSL is responsible for adhering to the Safeguarding Policy 2020/2021.

## **2.6 IT staff / Computing lead**

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they may experience
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices

## **2.7 Pupils and parents**

Staff can expect pupils learning remotely to:

- Be contactable during the school day
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they are unable 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
- Be respectful and timely when making any complaints or concerns known to staff

## **2.8 Governing body**

The governing body is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible and is integrated into the wider curriculum design
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.

## **3. Who to contact**

If staff have any questions or concerns about remote learning, they should contact:

- Issues in setting work –relevant subject lead or SENDCO
- Issues with behaviour –relevant teacher or senior leader
- Issues with IT –IT staff /Computing leader
- Issues with their own workload or wellbeing – Head teacher or line manager
- Concerns about data protection –data protection officer
- Concerns about safeguarding –DSL

## **4. Data protection**

### **4.1 Accessing personal data**

Teachers must follow school data protection policy. All data protection concerns should be referred to the HT & Data Protection Officer.

Please see separate Data Protection Policy.

### **4.2 Processing personal data**

Staff members may need to collect personal data, such as email addresses, as part of the remote learning system.

Staff are reminded to collect as little personal data as possible online and to use school communication systems, not personal details or devices.

### **4.3 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)
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- 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
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## **5. Safeguarding**

Teachers must follow school safeguarding policy and reporting protocols. All safeguarding concerns should be referred to the DSL.

Please see separate Safeguarding Policy.

## **6. Monitoring arrangements**

This policy will be reviewed annually by SLT. At every review, it will be approved by the ECM committee.

## **7. Links with other policies**

This policy is linked to our:

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