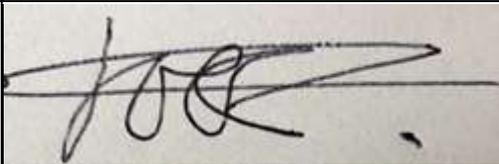
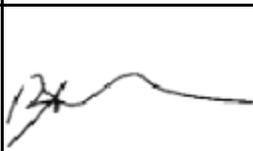




Darell Primary and Nursery School

Remote Learning Policy

Governors' Committee Responsible	Achievement & Curriculum
Status	Statutory
Review Cycle	Annually
Date written/last review	December 2025
Date of next review	December 2026
Approved By: Joe Porter Headteacher	
Approved By: Laura Morgan - Chair of Governors	

At Darell, our values drive everything that we do. As a school, we value:



- Equality – we celebrate our differences and treat everyone equally and fairly.
- Responsibility - we take responsibility for our behaviour. We are kind and caring to ourselves and others.
- Enjoyment - we are passionate about learning and look for enjoyment in everything we do.
- Aspiration - we place no ceiling on what we can achieve. We challenge each other to be the best that we can be.

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1. 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 regarding remote learning.
- Provide appropriate guidelines for **data protection**.

2. Use of Remote Learning

All pupils should attend school, in line with our attendance policy. Remote education is **not** viewed as an equal alternative to attendance in school.

Pupils receiving remote education will be marked absent in line with the Pupil Registration Regulations.

We will consider providing remote education to pupils in circumstances when in-person attendance is either **not possible or contrary to government guidance**.

This might include:

- Occasions when opening our school is either:
 - Not possible to do safely, or
 - Contradictory to guidance from local or central government.
- Occasions when individual pupils, for a limited duration, are unable to physically attend school but are able to continue learning, for example, because:
 - They have an infectious illness.
 - They are preparing for or recovering from certain types of operations.
 - They are recovering from injury and attendance in school may inhibit recovery.
 - Their attendance has been affected by a special educational need or disability (SEND) or a mental health issue.

The school will consider providing pupils with remote education on a **case-by-case basis**.

In the limited circumstances when remote learning is used, we will:

- Gain **mutual agreement for remote education** from the school, parents/carers, pupils, and, if appropriate, a relevant medical professional. The Local Authority (LA) will also be involved if the pupil has an education, health and care plan (EHCP) or social worker.
- Put formal arrangements in place to **regularly review** the provision and identify how to reintegrate the pupil back into school.
- Identify what other support and flexibilities can be put in place to help **reintegrate the pupil back into school** at the earliest opportunity.
- Set a time limit with the aim that the pupil returns to in-person education with appropriate support.

Remote education will not be used as a justification for sending pupils home due to misbehaviour. This would count as a fixed term exclusion, even if the pupil is asked to access online education while excluded.

3. Roles and Responsibilities

3.1 Teachers

When providing remote learning, teachers must be available during **normal working hours**, including time allocated for staff meetings and Continuing Professional Development (CPD). If unable to work for any reason during this time (e.g., sickness or caring for a dependent), they should report this using the normal absence procedures. If the absence affects work completion, class teachers should ensure arrangements are made with year group partners or the Senior Leadership Team (SLT) to cover the work.

When providing remote learning, teachers should:

- Provide pupils with access to remote education as soon as reasonably practicable, though in proportion to the length of absence and the disruption to the learning of all students.
- Make **reasonable adjustments for pupils with SEND** to access remote education, where required, informed by relevant considerations including the support families will require and the types of services that pupils can access remotely.

They are also responsible for:

- Running their online learning platform (Google Classroom) and setting work for remote learning from Day 1 when a class or year group closes.
- Creating a weekly timetable similar to that taught in school and including the remote learning offer outlined above.
- Creating a timetable which may include a **mixture of live and pre-recorded lessons**.
- **Hosting daily face-to-face contact sessions** with children.
- Ensuring all children have access to the content prepared.
- Creating online resources to support lessons throughout the week.
- Ensuring children know how to complete and 'hand in' assigned work by using templates, taking photos of written work, uploading, and/or showing work in afternoon sessions.
- Marking, commenting, and providing feedback on children's work, including addressing misconceptions.
- Ensuring **clear rules and expectations for behaviour** are set during remote lessons and activities. Pupils must know them, and teachers should continue to monitor and enforce them.
- Ensuring **online safety** at all times as outlined in the Online Safety Policy (adhering to dress code and location agreed protocols) and teaching children how to interact on live streams, about positive and negative online interactions (including cyber bullying), appropriate language, and safe searching.
- Communicating expectations to children through Google Classroom and parents via Parentmail. Emails received by class teachers must be replied to within **48 hours**. Any issues received are to be dealt with professionally by the class teacher and/or escalated to the Head Teacher and senior leaders.
- **Any non-attendance will be followed up by class teachers in the first instance** and then escalated to the Head Teacher and senior leaders. Parent/carer contact details will be shared with teachers prior to remote learning.
- Any technical issues related to IT will be reported to the CITL Helpdesk in line with the school's Computing Policy.
- Any issues related to **safeguarding will be reported immediately to the Designated Safeguarding Lead** in line with the School's Safeguarding and Child Protection Policy.

3.2 Teaching Assistants (TAs)

When assisting with remote learning, TAs must be available between 8.30 am – 3.30 pm, Monday to Friday. During this time, they are expected to check work emails and be available when called upon to support children with their remote learning. If they're unable to work for any reason during this time, they should report this using the normal absence procedure.

When providing remote learning, TAs are responsible for:

- Supporting children with their daily learning, including specific individuals as directed by the SENDCo.
- Attending virtual meetings with teachers, parents, and children.
- Supporting teachers to create and prepare online resources to support lessons throughout the week.
- Supporting teachers in their feedback to children about their work.
- Attending CPD opportunities as and when they arise and as directed by SLT.

- Ensuring **online safety** at all times as outlined in the Online Safety Policy (adhering to dress code and location agreed protocols) and teaching children how to interact on live streams, about positive and negative online interactions (including cyber bullying), appropriate language, and safe searching.
- Any technical issues related to IT will be reported to the CITL Services Helpdesk in line with the school's Computing Policy.
- Any issues related to **safeguarding will be reported immediately to the Designated Safeguarding Lead** (Head Teacher) in line with the School's Safeguarding and Child Protection Policy.

3.3 Subject Leads

Alongside their teaching responsibilities, subject leads are responsible for supporting teachers with setting relevant online learning in their curriculum area across the school. If any aspects of the subject curriculum need to change to accommodate remote learning, these should be considered and relayed to senior leaders and teaching staff. As part of Continuing Professional Development and Staff INSET, subject leads will be expected to work to an adjusted timetable of virtual meetings, training, and school priorities.

3.4 Senior Leaders (SLT)

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school.
- **Monitoring the effectiveness of remote learning**, which includes reviewing work set by teachers and the corresponding feedback. SLT should feed back to the Head Teacher, who will have overarching responsibility for the quality and delivery of remote education, including that provision meets expectations.
- Monitoring email correspondence between parents and teachers.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Monitoring the impact of remote education on staff workload and, alongside the Head Teacher, mitigating any issues that present themselves.

3.5 Designated Safeguarding Lead (DSL)

The DSL and Deputy DSLs are responsible for:

- Maintaining contact, collating, passing on information, and responding to any concerns.
- See the Safeguarding and Child Protection Policy for all amendments regarding Remote Education.

3.6 IT Staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work.
- Helping staff and parents/carers with any technical issues they're experiencing.
- Reviewing the security of remote learning systems and flagging any data protection breaches to the Data Protection Officer (DPO).
- Assisting pupils and parents/carers with accessing the internet or devices.

3.7 Pupils and Parents/Carers

Teaching staff can expect pupils to:

- Be contactable during the hours of the school day (8:50 am – 3:20 pm), although they may not always be in front of a device the entire time.
- Seek help if they need it from class teachers and LSPs.
- Alert teachers if they're not able to complete work.

Teaching staff can expect parents/carers to:

- Seek help from the school if they need it via email to the class teachers in the first instance.
- Be respectful when making any complaints or concerns known to staff.

3.8 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 systems are appropriately secure, for both data protection and safeguarding reasons.

4. Who to Contact

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

Issue	Point of Contact
Issues in setting work	Phase leader/SENCO
Issues with behaviour	Phase leader/SLT/SENCO
Issues with IT	IT Staff
Issues with own workload or wellbeing	Line Manager
Concerns about data protection	Data Protection Officer (DPO)
Concerns about safeguarding	Designated Safeguarding Lead (DSL)

5. Data Protection

5.1 Accessing Personal Data

When accessing personal data, all staff will have access to **CPOMS** (to record parent contact or concerns about children). This system is accessed via a secure password. Staff need to ensure they log out after use and do not allow access to the site to any third party. Teachers will be given access to **parent/carer contact details** prior to remote learning; these must not be shared with third parties.

5.2 Processing Personal Data

Staff may need to collect and/or share personal data related to children's learning via the remote learning systems (Google Classroom). Such collection applies to our functions as a school and doesn't require explicit permissions. While this may be necessary, staff are reminded to collect and/or share as **little personal data as possible** online.

5.3 Keeping Devices Secure

All procedures set out in the school's Computing Policy and GDPR Policy are to be adhered to. 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).
- 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 by installing the latest updates.

6. Safeguarding

Please see the following policies for updates concerning safeguarding in relation to remote learning and risks associated with remote education:

- **Online Safety Policy**
- **Safeguarding Policy**

These policies are both available to view on the school website under policies.

Communication between staff and pupils/families must be through the **authorised school systems** (Parent Mail / school email addresses / telephone) and **not through personal social media accounts**. It should follow the usual rules outlined in the Online Safety Policy. Staff must give due consideration before sharing photos or videos regarding potential issues related to **GDPR, reputation, professional conduct, online safety, and safeguarding**.

The safety of both children and staff during periods of remote learning is paramount, and we will be following relevant advice from the Department of Education, Achieving for Children, the Children's Commissioner, and the NSPCC. If parents/carers have any concerns relating to safeguarding, they should get in contact with the school immediately.

Parents can seek further guidance on keeping children safe online from the following organisations and websites:

- UK Safer Internet Centre
- Childnet International Parent factsheet
- NSPCC Online Safety Advice

7. Monitoring Arrangements

This policy will be reviewed as and when updates to remote learning are provided by the Department of Education. At every review, it will be approved by Joe Porter (Headteacher) and the SLT.

8. 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