

Templefield Lower School

Remote Learning Policy



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Statement of intent

We understand the need to continually deliver high-quality education, including during periods of remote education. We recognise the importance of maintaining high expectations in all areas of school life and ensuring all pupils have access to online learning, where required.

This policy aims to:

- Minimise the disruption to pupils' education and delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high-quality learning.
- Ensure staff, parent and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures are in place.
- Ensure all pupils have the provisions required to complete their work to the best of their ability, and to remain happy, healthy and supported during periods of remote learning.

Prioritising attendance

Attendance is essential for pupils to get the most out of their school experience, including for their attainment, wellbeing and wider life chances. Remote learning should not be viewed as an equal alternative to attendance in school. For this reason, the Department for Education (DfE) expects schools to consider it only as a last resort when the alternative would be no education, and only after it has been established that the pupil is, or will be, absent from school. The school will continue to record pupil attendance and absence in the register in line with the current education regulations.

Circumstances where remote learning is considered

Remote learning should only ever be considered as a last resort where a decision has already been made that attendance at school is not possible but pupils are able to continue learning.

Circumstances where it might not be possible for pupils to receive in person education fit into two broad categories:

- School closures or restrictions on attendance, where school access for pupils is restricted
- Individual cases where a pupil is unable to attend school but is able to learn*

*These circumstances may include: a pupil is preparing for or recovering from an operation; a pupil is recovering from injuries where attendance might inhibit recovery. Collaboration with the parent/carer will take place and school will agree what remote learning is proportionate in each individual circumstance. A time-span for the remote learning will also be put in place and reviewed.

In the rare situation where parents/carers take their child(ren) on extended leave, such as holidays during term time, remote learning will not be provided. Where parents/ carers choose to electively home educate their child, this will mean that the child is removed from the school roll and remote learning will not be provided.

Roles and responsibilities

The governing body is responsible for:

- Ensuring the school has a contingency plan in place for remote learning.
- Monitoring the school's approach to providing remote learning.
- Making sure that staff are certain that remote learning systems are appropriately secure.

The headteacher is responsible for:

- Ensuring that staff, parents/cares and pupils adhere to the relevant policies at all times.
- Ensuring that there are arrangements in place for identifying, evaluating and managing the risks associated with remote learning.
- Ensuring that there are arrangements in place for monitoring incidents associated with remote learning.
- Overseeing that the school has the resources necessary to action the procedures in this policy.
- Arranging any additional training staff may require to support pupils during the period of remote learning.

The DSL is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Liaising with the ICT technician to ensure that all technology used for remote learning is suitable for its purpose and will protect pupils online.
- Identifying vulnerable pupils who may be at risk if they are learning remotely.
- Ensuring that child protection plans are enforced while the pupil is learning remotely and liaising with the headteacher and other organisations to make alternate arrangements for pupils who are at a high risk, where required.
- Liaising with relevant individuals to ensure vulnerable pupils receive the support required during the period of remote working.
- Ensuring all safeguarding incidents are adequately recorded and reported.

The SENCo is responsible for:

- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the headteacher and other organisations to make any alternate arrangements for pupils with EHC plans.
- Identifying the level of support or intervention that is required while pupils with SEND learn remotely and supporting teachers to ensure remote learning is differentiated for pupils with SEND.
- Ensuring that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the remote learning period.

The School Business Manager is responsible for:

- Supporting the process to provide any devices to families who do not have the provision to learn remotely.
- Supporting the process to provide food provision to appropriate families through the appropriate means.
- Ensuring that pupils absent from school and receiving remote education are marked as absent in the register.

Staff are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Liaising with parents/carers and the SENCo to ensure the most appropriate remote learning is put in place.
- Reporting any health and safety incidents to the headteacher and asking for guidance as appropriate.
- Reporting any safeguarding incidents to the DSL and asking for guidance as appropriate.
- Taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
- Reporting any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to the headteacher.
- Adhering to the Staff Code of Conduct at all times.

Work provided during remote learning

Learning materials

- We will provide work to pupils as soon as reasonably practicable, depending on the circumstances of the need for remote learning. The work provided will be in proportion to the length of the absence and expected disruption to education.
- Work will be provided that is equivalent in length to the core teaching time pupils would receive in school where possible, being mindful of the individual needs and circumstances of the pupil and their families. Consideration of age, stage of development and independent study skills will be taken into account.
- We will use a range of approaches to deliver remote learning, including DfE recommended providers' online videos, slides, worksheets, links to activities on educational websites and subscription sites that are used by the school.
- Learning for early years children may involve child-led play and this is reflective of the curriculum and appropriate for remote learning.
- When creating work, the use of .pdfs will be promoted to enable these to be accessed from a range of devices.

- While activities may feature worksheets, there is no expectation that these must be printed.
- Teachers will liaise with the SENCo and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period.
- The SENCo will arrange additional support for pupils with SEND which will be unique to the individual's needs.
- Children with EHC plans will be offered remote learning that meets the requirements set out in their EHC plan.
- Any issues with remote learning resources will be reported as soon as possible to the relevant member of staff.
- Pupils will be required to use their own or family-owned equipment to access remote learning resources, unless the school agrees to provide hardware via school-owned devices.
- Any school-owned devices provided will be subject to a user agreement and care should be taken while they are in that family's possession. Accessing these can be arranged with the school office.
- Where families cannot access the internet, they should inform the school so that alternative arrangements can be put in place to enable the learning to continue.

Marking and feedback

- The remote learning plans will set out the activities that need to be submitted for marking and feedback by underlining or indicating them on the plan. Not all activities require submitting for feedback.
- Submitting work for feedback will be via a photograph/scan to the class email inbox.
- Teachers will provide written feedback, sent via the class email, to the parent/carer within two working days.
- Written feedback will comprise of a positive comment directly related to the work and a next step for the child to consider. This approach aligns with the way in which feedback is provided orally and in writing to children when in school.
- If the work is not submitted, the teacher will contact parents/carers to discuss the circumstances around this and support the family to re-engage the child.
- Teachers will monitor the academic progress of pupils with and without access to the online learning resources and discuss additional support or provision with the headteacher as soon as possible.
- Teachers will monitor the academic progress of pupils with SEND and discuss additional support or provision with the SENCo as soon as possible.

Free school meals

Where pupils eligible for benefits-related free school meals are receiving remote education, we will work with the school catering team either to provide good quality lunch parcels or to issue a food voucher if available. This will ensure that eligible pupils continue to be supported for the period they are unable to attend school.

Costs and expenses

- The school will not contribute to any household expenses incurred while pupils learn remotely, e.g. heating, lighting or council tax.
- The school will not reimburse any costs for travel between pupils' homes and the school premises.
- The school will not reimburse any costs for childcare.
- If a pupil is provided with school-owned equipment, the pupil and their parent/carer will sign and adhere to the Acceptable Use Agreement prior to commencing remote learning.

Online safety

This section of the policy will be enacted in conjunction with the school's Online Safety Policy.

The school will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide support for pupils with EHC plans. This will be decided and approved by the headteacher, in collaboration with the SENCo.

Should any virtual sessions be organised, all staff and pupils must:

- Be situated in a suitable 'public' living area within the home with an appropriate background – 'private' living areas within the home, such as bedrooms, are not permitted during video communication.

- Wear suitable clothing – this includes others in their household.
- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Always remain aware that they are visible.

Pupils not using devices or software as intended will be disciplined in line with the school's Behaviour Policy.

We will ensure that any school equipment has suitable anti-virus software installed, can establish secure connections and allows for audio and visual material to be accessed, where required.

During the period of remote education, the school will maintain regular contact with parents/carers to:

- Reinforce the importance of children staying safe online.
- Ensure parents/carers are aware of what their children are being asked to do, e.g. sites they have been asked to use and staff they will interact with.
- Encourage them to set age-appropriate parental controls on devices and internet filters to block malicious websites.
- Direct parents/carers to useful resources to help them keep their children safe online.

The school will not be responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the school.

Safeguarding

This section of the policy will be enacted in conjunction with the school's Child Protection and Safeguarding Policy.

- All families can access safeguarding information from the school website. As safeguarding is everyone's responsibility, contact details for out of hours support can also be accessed here.
- The DSL will identify 'vulnerable' pupils (pupils who are deemed to be vulnerable or who are at risk of harm) via risk assessment prior to the period of remote learning.
- The DSL will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning.
- All contact with vulnerable pupils will be recorded on CPOMS.
- The DSL will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.
- All members of staff will report any safeguarding concerns to the DSL immediately.
- Pupils and their parents/carers will be encouraged to contact the DSL if they wish to report safeguarding concerns, e.g. regarding harmful or upsetting content or incidents of online bullying. The school will also signpost families to the practical support that is available for reporting these concerns.

Data protection

This section of the policy will be enacted in conjunction with the school's Data Protection Policy.

- Staff will be responsible for adhering to the GDPR when teaching remotely and will ensure the confidentiality and integrity of their devices at all times.
- Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.
- Any data that is transferred between devices will be suitably encrypted or have other data protection measures in place so that if the data is lost, stolen or subject to unauthorised access, it remains safe until recovered.
- All contact details will be stored in line with the Data Protection Policy and retained for the appropriate period of time.
- The school will not permit paper copies of contact details to be taken off the school premises.
- Pupils are not permitted to let their family members or friends use any school-owned equipment which contains personal data.

- Any breach of confidentiality will be dealt with in accordance with the school's Data Breach Procedure. Any intentional breach of confidentiality will be dealt with in accordance with the school's Behaviour Policy or Disciplinary Policy and Procedure.

Health and safety

This section of the policy will be enacted in conjunction with the school's Health and Safety Policy.

- If using electronic devices during remote learning, pupils will be encouraged to take a five-minute screen break every hour.
- Screen break frequency will be adjusted to five minutes every hour for younger pupils or pupils with medical conditions who require more frequent screen breaks.

Communication

- The school will utilise a variety of channels of communication to keep in touch with parents/carers during the period of remote learning, e.g. school website, email.
- The school will communicate with parents/carers via email and the school website about remote learning arrangements.
- The headteacher will communicate with staff about remote learning arrangements through staff meetings and emails.
- Contact with families will be tailored to need. For example,
 - Should school leaders decide it is not possible for the school to open safely, or that opening would contradict guidance from local or central government a communication will be sent to all families outlining how to access remote learning.
 - For occasions when individual pupils, for a limited duration, are unable to physically attend school but are able to continue learning, for example due to an infectious illness, a telephone call by the teacher to ascertain levels of remote learning possible.
- Parents/carers will inform the relevant member of staff as soon as possible if school work cannot be completed.
- Issues with remote learning will be communicated to the pupil's teacher, preferably through the office email, as soon as possible so they can investigate and resolve the issue.
- The teacher will keep parents/carers and pupils informed of any changes to the remote learning arrangements or the work set.
- The headteacher will review the effectiveness of communication and ensure measures are put in place to address gaps or weaknesses in communication.

Monitoring and review

This policy will be reviewed annually by the headteacher. Any changes to this policy will be communicated to all members of staff and other stakeholders.

At every review, the policy will be shared with and approved by the governing body.

Links with other policies

This policy should be read in conjunction with the following school policies and procedures:

- Attendance Policy
- Behaviour Policy
- Child Protection and Safeguarding Policy
- Data Protection Policy
- Disciplinary Policy and Procedures
- Health and Safety Policy
- Online Safety Policy
- Special Educational Needs and Disabilities (SEND) Policy

Approved by governors: December 2025

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Next review: November 2026