Remote Learning Policy

Approved by:	Governors	Approved on:	**December 2025**
STA Contact:	Headteacher	Revision due:	**December 2027**

1. Rationale

a. This policy aims to ensure consistency in approach to remote learning for pupils who are not in school due to school a school closure.
b. Set expectations for all members of the school community in regards to remote learning
c. 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.

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 we decide that opening our school is either:

- Not possible to do safely
- 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 some types of operation
- They are recovering from injury and attendance in school may inhibit such 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 of remote education by the school, parents/carers, pupils, and if appropriate, a relevant medical professional. If the pupil has an education, health and care (EHC) plan or social worker, the local authority (LA) will also be involved in the decision

Put formal arrangements in place to regularly review it 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 an 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 suspension, even if the pupil is asked to access online education while suspended.

2. Roles & Responsibilities

a. Teachers

i. When providing remote learning, teachers must be available to respond to questions from students.

ii. 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 (as detailed in the staff handbook/absence policy)

When providing remote learning, teachers should:

i. Provide pupils with access to remote education as soon as reasonably practicable, though in proportion to the length of absence and disruption to the learning of all learners

ii. 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

When providing remote learning teachers are responsible for:

iii. Setting Work

- Creating Teams meetings, to coincide with the time of the lesson that a student will not be able to attend in person.
- Plan appropriately challenging and ambitious work which reflects the content of the lesson that will be delivered in class.
- Deliver input (either live or recorded) to guide students in the completion/support of this work.
- Build in appropriate independent learning/completion time.
- Be available to respond to questions via Bromcom/Teams during the set lesson time.
- When delivering remote learning from school, teachers will not be expected to record lessons.

iv. Checking the completion of work.

- Teachers will check the submission of work on Bromcom, students who do not submit work will be referred to the Pastoral Team so any concerns can be tracked.

v. Raising concerns about student engagement

- Teachers will liaise with the Pastoral Team to ensure that students who fail to engage can be contacted and support put in place if/when necessary.

It is not the teacher's responsibility to send hard copies, workbooks or work home should the school be required to move to remote learning.

b. Learning Support Assistants

i. LSAs will as guided by the SENDCo organise 1:1 or group support sessions for students who would normally be offered this.

ii. LSAs will share Teams Meetings links on Bromcom so students are able to join.

iii. When an LSA would meet 1:1 via Teams this will be recorded.

c. Heads of Department

Alongside their teaching responsibilities, Heads of department are responsible for:

i. Will ensure that the curriculum is appropriate for delivery via remote methods, or where possible source alternative high-quality resources to support students working from home.

ii. Considering whether any aspects of the subject curriculum need to change to accommodate remote learning

iii. Monitor the remote work set by teachers in their faculties to ensure that it is high-quality & reflects the STA vision of 'aspiration for all, from all'.
iv. Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
v. Support teachers with the delivery of training and continuing CPD needs which arise from the requirement to deliver remote learning.

d. SENDCo
i. Will monitor and ensure that LSA deployment is effective in supporting students with SEND while not at school.
ii. Monitor the quality of support offered by LSA during remote provision.
iii. Support LSAs with the delivery of training and continuing CPD needs which arise from the requirement to delivery remote learning.

e. Senior Leaders

Alongside any teaching responsibilities, senior leaders should continue to use the school's digital platform for remote education provision and make sure staff continue to be trained and are confident in its use.

i. The Assistant Headteacher for Teaching and Learning will co-ordinate the approach for Remote Learning across the school.
ii. Will monitor the effectiveness of remote learning, by reviewing the quality of work set (with Heads of Faculty), the engagement of students (through pastoral monitoring).
iii. Having systems for checking, ideally on a daily basis, whether pupils learning remotely are engaging in its use, and work with families to rapidly identify effective solutions where engagement is a concern
iv. Liaise with the Data Protection Lead and DSL to ensure statutory requirements are met and/or exceeded.
v. Ensuring staff remain trained and confident in their use of online digital education platforms
vi. Training staff on relevant accessibility features that your chosen digital platform has available
vii. Providing information to parents/carers and pupils about remote education – specify if you will do this on your website or via email
viii. Working with the catering team to ensure pupils eligible for benefits-related free school meals (FSM) are provided with good quality lunch parcels or food vouchers

f. Designated Safeguarding Lead (DSL)

The DSL is Matt Cordwell, Deputy Headteacher
i. The DSL will ensure that appropriate training is undertaken by staff to safeguard themselves and students when delivering remote learning.

g. IT Staff
i. Are responsible for maintaining the integrity and function of Teams & other linked systems which enable the provision of remote learning.
ii. Supporting staff, parents/carers and students in troubleshooting any technical difficulties.
iii. Leading on the assessment and suitability of current security measures, ensuring that any potential breaches or impediments are flagged to the Data Protection Lead and Assistant Headteacher for Teaching and Learning as soon as possible.

h. Pupils & Parents
   i. Staff can expect students learning remotely to:
      - Be contactable in the day.
      - Complete work set by the deadline teachers set
      - Seek help if they need it from teachers or teaching assistants
      - Communicate with staff through Bromcom
      - Alert teachers if they're not able to complete the work
      - Act in accordance with normal conduct rules of the school
   ii. Staff can expect parents to:
      - Alert the school if their child is unable to complete work (due to technical issues or illness)
      - Seek help from the school if they are unable to access remote learning
      - Engage with school and support their children's learning, and to establish a routine that reflects the normal school day
      - Be respectful when communicating with staff.

i. The Governing Body
   i. Are responsible for monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible.
   ii. Ensure that staff are certain remote learning systems are secure for Data Protection and safeguarding purposes.

3. Who to contact

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

a. Issues setting work - appropriate Head of Department

b. Issues with behaviour/engagement – relevant Head of Year

c. Issues with IT – the IT supoort

d. Issues with workload/wellbeing – their line manager

e. Concerns around Data Protection – The Data Protection Officer

f. Concerns around safeguarding – The Designated Safeguarding Lead

4. Data Protection

a. Accessing Personal Data
   i. When accessing personal data for remote learning purposes, all staff members will ensure that they use a secure service/school owned device (Teams/school issued laptop);
   ii. Not download or store student personal information on their own personal devices.

b. Processing Personal Data
Staff members may need to collect and/or share personal data such as email addresses and names. As long as this processing is in line with official school functions individuals will not need to give permission for this to happen.

c. Keeping Devices Secure
   i. All staff members will take appropriate steps to ensure that their devices remain secure.

5. Safeguarding

The full safeguarding policy is available on our website.