



Clarendon Primary School & Nursery

Remote Learning Policy

1. Introduction

This information is intended to provide clarity and transparency to pupils and parents / carers about what to expect from remote education where national or local restrictions require entire cohorts to remain at home or in the event of a full or partial school closure. (Whilst rare, this can occur for a range of unexpected reasons.)

If a child does not have access to a computer / laptop and / or the internet, when closed for more than 2 days, the school will do all it can to support children and, if necessary, provide access to loan equipment. In the event of this policy needing to be activated, parents will be reminded to make the school aware of any barriers faced with accessing remote learning.

2. Aims

This remote learning policy has been written as guidance for staff and parents / carers, and aims to:

- Ensure consistency in the approach to remote learning for pupils when not in school.
- Provide clear expectations for all members of the school community with regards to remote learning.
- Support effective communication between school and families.
- Continue to ensure that every child receives the best education the school can offer them.
- Provide appropriate guidelines for data protection and safeguarding.

3. 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 whole class 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

4. Roles and responsibilities

4.1 Class Teachers

Class teachers are responsible for setting work for their class, which links to what is being taught in school. They will be responsible for making this accessible to all children through the Google Classroom learning platform and ensuring all children have a copy of their login details added to their reading records.

In the event of a short period of closure, (less than a week), standard activities planned will include:

- Daily Maths and English activities, (including reading and phonics/spelling).
- Access to a range of foundation subjects, (with a minimum of 1 foundation subject for each afternoon access to remote learning is required)

In the event of a class or the whole school having to work engage in remote learning for a week or more, class teachers will:

- Upload all work, including the weekly timetable, to Google Classroom.
 - Hold live sessions via Google Meet (or Zoom).
 - Identify timings during which live sessions will be delivered each day and make classes aware of these.
 - Ensure that children have opportunities to interact with their class teachers and other pupils.
 - Provide children with a minimum of 3 hours of learning (in KS1) and 4 hours (in KS2) – this will be delivered through a mixture of live sessions and other high-quality online materials.
 - Be available to answer questions and support learning via Google Classroom during school hours.
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- Monitor the engagement of their class and follow up when children are not accessing online learning, ensuring that support is provided where there are problems with accessing content and live sessions.
- Ask children to submit some assignments, then provide timely feedback on work submitted (see below).
- Use Marvellous Me to celebrate children's achievements.
- Keep lists of children who attend the online lessons and contact pupils who do not attend.

Feedback

Our staff will use a range of methods to provide feedback to pupils. Feedback can take many forms and may not always mean extensive written comments for individual children. **(N.B – whole class feedback or quizzes marked automatically via digital platforms are also valid and effective methods of feedback.)** Where a piece of work has been submitted by the date and time due, teachers will aim to provide feedback within 24 hours.

Where work cannot be submitted by email or via Google Classroom, alternative arrangements will be made with families to provide children with feedback on their learning.

4.2 Teaching Assistants

Teaching Assistants will support the work of the teacher each day. They will be expected to check their school emails and be available to carry out any other directed tasks, when requested.

4.3 Special Educational Needs Co-ordinator (SENCO)

The SENCO will be responsible for:

- Liaising with the class teacher, to endeavour to meet the learning needs of children on the SEN register at SEN Support or with an EHCP, when accessing the curriculum remotely.
- Communicating with parents when alternative arrangements have been recommended for children with an Education and Health Care Plan (EHCP).

4.4 Senior Leaders (SLT)

Alongside any teaching responsibilities, Senior Leaders are responsible for:

- Co-ordinating the remote learning approach across the school and monitoring engagement in sessions. (Implementing follow-up calls, where required).
- Setting up classroom email accounts to support communication between class teachers and parents / children.
- Monitoring the effectiveness of remote learning.
- Monitoring the security of remote learning systems, including data protection and safeguarding concerns.

4.4 Designated Safeguarding Lead (DSL)

The DSL will continue to be responsible for Safeguarding concerns, including those related to Remote Learning. (Please refer to Child Protection and Safeguarding Policy as well as the our Online Safety Policy)

4.5 Office Staff

Office staff are responsible for:

- Providing printed work packs for families who are unable to access remote learning.
- Helping to make contact with families raising concerns with accessing learning; logging and forwarding information relating to issues or concerns they are unable to resolve. (This includes the DSL if required.)

4.6 IT Managed Service Support

The school use an outside provider to provide IT support. They are responsible for:

- Fixing issues with systems used to set and collect work.
- Helping staff with any technical issues they're experiencing.
- Updating Google Classroom admin settings, as required.

- Reviewing the security of remote learning systems and flagging any data protection breaches to the Data Protection Officer (DPO).
- Assisting school to support pupils and parents with difficulty accessing the internet or devices.

4.7 Pupils and parents

Staff expect pupils learning remotely to:

- Actively engage in live teaching sessions and other planned activities set; ensuring they always do their very best.
- Be contactable during the school day – although consider they may not always be in front of a device the entire time.
- Complete work by the deadline set.
- Seek help if they need it, from teachers or teaching assistants using the class email or Google Classroom.
- Alert their teachers if they're not able to complete work.

Staff expect parents with children learning remotely to:

- Make the school aware if their child is sick or can't complete their work for another reason by contacting the school in the usual way.
- Seek help from the school if they need it.
- Be respectful when making any complaints or concerns known to staff.

4.8 Governing Body

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

5. Who to contact

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

- Issues in setting work – talk to the SLT.
- Issues with behaviour – talk to the SLT.
- Issues with IT systems – talk to Eduthing (via phone or email).
- Issues with their own workload or wellbeing – talk to their Line Manager or a member of the SLT.
- Concerns about data protection – talk to the data protection officer (School Business Manager).
- Concerns about safeguarding – talk to the DSL.

6. 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.
- Teaching and Learning Policy.

7. Policy Review

The effectiveness of this policy will be reviewed every 3 years or after it has been enacted.

Last reviewed: Spring term 2025
Next review: Spring term 2028