

Remote Learning Policy

Last reviewed in	September 2026
Next review date	September 2027

Acre Rigg Infant School



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 with regards to remote learning ➤ Provide appropriate guidelines for data protection

1. Roles and responsibilities

1.1 Teachers

When providing remote learning, teachers must be available between 9:00am and 3:30pm.

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 to the Head Teacher, using the normal absence procedure.

When providing remote learning for individual children who are self-isolating, teachers are responsible for:

- Preparing a weekly learning pack :
 - The learning pack should cover a range of skills in Mathematics and English and include a range of topic related activities
 - The learning pack should be sent to Anne-Marie Kilby to be uploaded onto the school website by 11:00am Monday morning
- Ensuring children have three reading books to take home
- Ensuring children have a supply of appropriate reading material in their Bug Club account
- Ensuring SEND children receive a home learning programme which meets their needs, this could include:
 - ▪ An individualised learning pack
 - ▪ Specific resources to support learning
- Answering questions and queries parents may have about remote learning:
 - ▪ Respond to parents'/carers' emails, forwarded from the school email address by the Head Teacher or Deputy Head Teacher, via a phone call at a convenient time during working hours
 - ▪ 141 should be used in front of a telephone number when calling parents/carers ➤
- Monitoring children's engagement with remote learning:
 - ▪ Track the use of Bug Club
 - ▪ Check children's work on whiteboards during direct teaching time
 - Check children's written work on their return to school

When providing remote learning for a bubble of children who are self-isolating or in the event of a whole school closure, teachers are responsible for:

➤ Preparing a weekly learning pack :

- The learning pack should cover a range of skills in Mathematics and English and include a range of topic related activities
- The learning pack should be sent to Anne-Marie Kilby to be uploaded onto the school website by 11:00am Monday morning

➤ Ensuring children have a supply of appropriate reading material in their Bug Club account ➤ Delivering an online lesson each day:

- ▪ Children should be invited to a Microsoft Teams online lesson via their personal email
- ▪ The online lesson should be delivered to small groups of children at staggered intervals of 30 minutes, beginning at 9:00am
- ▪ The lesson should be phonics or English skills based and last approximately 15 minutes
 - The lesson should end by giving details of the activities to be completed that day
- ▪ Online safety measures, as set out in the 'Additional Safeguarding Guidance: A Response to COVID 19' Policy, should be followed

➤ Ensuring children with SEND receive a home learning programme which meets their needs, this could include:

- An individualised learning pack
- Specific resources to support learning
- A 1:1 online lesson, delivered by the teacher, teaching assistant or learning support assistant ➤

Answer questions and queries parents may have about remote learning:

- If appropriate and time permitting, answer questions and queries at the end of online lessons
- Offer to call individual parents/carers to answer specific, sensitive or more complex questions and queries at a convenient time during working hours, after online lessons have been delivered
- Respond to parents'/carers' emails, forwarded from the school email address by the SLT, via a phone call at a convenient time during working hours
- 141 should be used in front of a telephone number when calling parents/carers ➤ Keeping in

touch with children who aren't in school and their parents:

- Call the parents/carers of children who do not access the online lesson each day to ascertain why, offer any required support and discuss the importance of engagement with remote learning
- Inform the Head Teacher / Deputy Head Teacher of those families which they have been unable to make contact with each day

➤ Report any complaints or concerns shared by parents to the Head Teacher / Deputy Head Teacher ➤

Report any safeguarding concerns to the Head Teacher / Deputy Head Teacher Attending virtual staff > meetings during working hours

1.2 Teaching assistants

When assisting with 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 to the Head Teacher / using the normal absence procedure.

When assisting with remote learning for a bubble of children who are self-isolating or in the event of a whole school closure, teaching assistants are responsible for: > Supporting the delivery of online lessons each day:

- Compiling a list of children who attend or are absent from each lesson and emailing it to the class teacher
- Observing the children throughout the lesson, their behaviour, engagement and learning, and giving feedback to the teacher via telephone call at the earliest convenient time after the lesson

> Supporting SEND under the guidance of the class teacher, this could include:

- ▪ Preparing specific resources to support learning
- ▪ Delivering a 1:1 online lesson
- ▪ If delivering an online lesson, online safety measures, as set out in the 'Additional Safeguarding Guidance: A Response to COVID 19' Policy, should be followed

1.3 Senior leaders

The Head Teacher and Deputy Head Teacher are responsible for: Co-ordinating > the remote learning across the school:

- Following DfE Guidance
- Producing a Remote Learning Policy
- Supporting all staff with the delivery of remote learning Monitoring > the effectiveness

of remote learning:

- Liaising with teachers and teaching assistants
- Responding to feedback from parents/carers Monitoring > children's engagement

with remote learning:

- Ensuring children without internet access receive a paper copy of the learning pack, additional reading books, learning resources and a daily phone call to discuss their child's learning
- Liaising with class teachers in order to identify any hard to reach families
- Contacting hard to reach families to support them with remote learning

1.4 Designated safeguarding lead

Mrs Longstaff is the DSL responsible for remote learning, she will: Ensure the security of ➤ remote learning systems by:

- Following County guidance regarding data protection measures and safeguarding considerations
- Sharing relevant safety guidance and policies with all staff, including the 'Additional Safeguarding Guidance: A Response to COVID 19' Policy

1.5 Parents/Carers

Parents/carers will be expected to:

- Support their child with remote learning arrangements set out in this policy
- Follow the appropriate conduct guidance for online lessons, shared with them via letter correspondence
- Contact school, via phone call or email, if they need support with any aspect of home learning
- Receive calls to school in line with the system included in this policy to monitor engagement with remote learning

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

2. Staff support

Staff should contact the Head Teacher if they have issues relating to: The content of > remote learning > Online lessons > Safeguarding Data > protection

- > Contact with parents/carers
- > Issues with their own workload or wellbeing

3. Data protection

3.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will: Use school laptops

>

3.2 Processing personal data

Staff members may need to collect and/or share personal data such as names, phone numbers and emails as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible.

3.3 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 all data is stored and accessed using an encrypted memory stick – 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

4. Safeguarding

All staff should follow the relevant school policies:

- > Keeping Children Safe in School. Safeguarding Our Children: Early Help through to Child Protection
- > Additional Safeguarding Guidance: A Response to COVID 19 Data

- Protection Policy
- Online Safety Policy School Risk
- Assessment

5. Monitoring arrangements

This policy will be reviewed as changes arise by Sara Raffery, Deputy Head Teacher. At every review, the policy will be approved by Elaine Jones, Chair of Governors.