

Remote Learning Policy

Revision Number	Date Issued	Prepared by	Approved	Personalised by school	Comments
1		SC			Front cover added

<i>Type of Policy</i>	<i>Tick ✓</i>
DCAT Statutory Policy	
DCAT Non-statutory Policy	
DCAT Model Optional Policy	
Academy Policy	✓
Local Authority Policy	

Date Agreed:	September 2026
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Type of Policy:	Academy Policy

Introduction

During any period of closure (for individual children and groups), staff at St Margaret's Church of England Primary and Nursery School will continue to provide education and support to our children using remote learning. All learning will be conducted predominantly using the Tapestry and Google classroom apps. This will allow staff to keep in daily contact in a professional and confidential manner with their class. Teachers will aim to schedule learning in a manner that does not overwhelm our children. Teaching and learning can be tailored, changed and updated as time progresses, allowing for replication of classroom activity to the best of our ability. In all communications, we will prioritise the education and wellbeing of our children.

As per the DfE guidance: *remote education 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.*

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

Full Lockdown

Roles and responsibilities

Teachers

Teachers must be available between 9am and 3pm, Monday to Friday. 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 procedures between 9am and 3pm to the Headteacher. If it affects the completion of any work required ensure that arrangements have been made with year group partners or SLT to ensure work is completed.

When providing remote learning, teachers are responsible for:

Setting work –

- Creating a weekly timetable of work for their year group in liaison with year group partners. This must include subjects from across the curriculum.
- Work will be uploaded to Google Classroom for years 1-6 and Tapestry daily for Reception children by 8.20am every morning.
- Set maths, reading, writing tasks and Times Table Rockstars considering appropriate adaptations.
- Year group weekly timetables to be emailed directly to the Deputy Head the Thursday before the week the work commences. Deputy Head to proofread all and ensure consistency, they are then sent out on Google classroom.
- Working as a year group team to ensure the above work is planned and ready.
- Each day, three recorded lesson inputs (maths, English and curriculum) will be uploaded, linked to the tasks set.
- Staff will mark the children's work by 9am the next morning to ensure that they can view and action any feedback before completing the next task.

- Of the four tasks set per day, maths, English and reading tasks should be fully marked.
- Staff are to promptly respond to children's questions and provide feedback and support throughout the day.

Providing feedback on work:

- Pupils can send any completed work to teachers via Google Classroom.
- Teachers can feedback via Google Classroom.
- Teachers should respond to any emails from parents/children within 48 hours.

Keeping in touch with pupils and parents:

- Weekly updates on Facebook, Google Classroom and Tapestry.
- Teachers are to attempt to make contact with all pupils in their class every ten days via telephone call when in school or from a withheld number. Contact details can be accessed from SIMS. Teachers must adhere to our Social Media policy and not give out any personal details. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly.

Teaching assistants

Teaching assistants must be available between 9am and 3pm, Monday to Friday. During this time they are expected to check work emails and be available when called upon to attend school. 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.

Deputy and Assistant Headteachers

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning – reviewing work set by teachers weekly.
- Co-ordinating the remote learning approach across the school.
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Designated Safeguarding Lead

The DSL is responsible for:

- Maintaining contact, collating, passing on information and responding to any concerns.
- Taking account of the amendments to the Safeguarding and Child Protection Policy.

Pupils and parents

Staff can expect pupils to:

- Be contactable during the hours of the school day 9am to 3pm – although they may not always be in front of a device the entire time.
- Work is to be completed on the day that it is set and by 5pm at the latest, to allow time for same day marking and feedback before the next lesson.
- Seek help if they need it, from teachers or teaching assistants.
- Alert teachers if they're not able to complete work.
- Complete and turn in a daily maths, English, curriculum and phonics/reading task.
- Complete work on the day that it is set and by 5pm at the latest, to allow time for same day marking and feedback before the next lesson.

Staff can expect parents to:

- Seek help from the school if they need it.

- Be respectful when making any complaints or concerns known to staff.

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.

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 SLT/SENDSCO.
- Issues with behaviour – talk to the SLT/SENDSCO.
- Issues with IT – talk to Eduthing: itsupport@eduthing.co.uk.
- Workload or wellbeing – talk to their line manager/SLT.
- Concerns about data protection – talk to the data protection officer.
- Concerns about safeguarding – talk to the DSLs.

All staff can be contacted via the school email addresses.

Data protection

Accessing personal data

Concerning access to personal data:

- All staff have access to My Concern to record any parent contact or concerns about children. This is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party.
- All staff can access parent contact details via Arbor using a secure password. Do not share any details with third parties and ensure Arbor is in logged off.
- All staff can locate personal details of families when required through securely accessing Arbor. SLT are not to share their access permissions with other members of staff.
- School laptops, Chrome books and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

Processing personal data

Staff members may need to collect and/or share personal data such as email addresses as part of the remote learning system. If 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 online.

Keeping devices secure

Talk to your data protection officer (Damith Bandara, the Deputy Headteacher) for more help, and IT staff if you want to include details on how to put these measures in place.

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 the hard drive is encrypted – 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.

Self-Isolation

If a pupil/group of pupils need to self-isolate, remote learning will be provided using Tapestry for Reception children and Google Classroom for all other year groups.

Setting Work: Work will be set for the child/children to complete across a number of different subjects. Alongside this, White Rose videos and RWInc videos will be available via google Classroom

Expectations of staff:

- A daily maths, English and curriculum task is to be set on Google Classroom.
- Work will be uploaded to Google Classroom for years 1-6 and Tapestry daily for Reception children by 8.20am every morning.
- For Reception, tasks will be set on Tapestry.

Expectations of pupils:

- A daily maths, English, a curriculum task and daily reading is to be completed and 'turned in' using Google Classroom.
- Work is to be completed on the day that it is set and by 5pm at the latest, to allow time for same day marking and feedback before the next lesson.

Marking and Feedback:

During the self-isolation period, the marking of any self-isolating child's remote learning will be given the same amount of time it would during a normal school day. Once a piece of work has been completed and 'turned in', it will be marked.

Expectations of staff:

- Staff only have to set work on Google Classroom or Tapestry if a child is isolating.
- Staff are to mark and return work by 9am the next morning to ensure children can view and action any feedback before completing the next task.
- English and maths tasks will be fully marked.

Safeguarding

Please see the following for updates concerning safeguarding in relation to home learning.

Amendments to the Safeguarding and Child Protection Policy also details reference to remote learning curriculum and risks online. This policy is available on our website.

Monitoring arrangements

This policy will be reviewed every 3 years or more frequently if deemed necessary

Links with other policies

This policy is linked to our:

- Behaviour policy.
- Child protection policy
- Data protection policy and privacy notices.
- Online safety policy.