

Rainow Primary School

Caring, Learning, Achieving

Remote Learning Policy

Member of staff responsible: Headteacher
Date approved: Summer 2026
Review date: Summer 2030

This policy will be reviewed earlier if required in response to changes in statutory guidance or school practice.

Introduction

At Rainow Primary School, we are committed to ensuring continuity of high-quality education in circumstances where pupils are unable to attend school in person. Remote education is not intended to replace classroom teaching but to provide continuity of learning where attendance is not possible.

We recognise that effective remote teaching reflects the same principles as high-quality classroom teaching, including:

- Clear explanations
- Scaffolded practice
- Opportunities to apply learning
- Feedback to support progress

These principles underpin our remote education offer and are adapted appropriately to suit pupils' ages and needs.

When Remote Education May Be Used

Remote education may be provided in the following situations:

- **Individual absence** where a pupil is unable to attend school but is well enough to learn
- **Short-term disruption** (e.g. exceptional circumstances)
- **Partial or full school closure** (rare/emergency situations)

Remote education will not usually be provided for short-term illness. Pupils who are well enough to learn are expected to attend school wherever possible.

The school will use professional judgement to determine when remote education is appropriate.

Aims

This policy aims to:

- Minimise disruption to pupils' education
- Support pupils' wellbeing during periods of remote education

- Ensure continuity of curriculum delivery
- Provide access to appropriate learning resources
- Maintain safeguarding and online safety
- Ensure remote education is accessible and inclusive for all pupils
- Ensure provision remains proportionate and manageable for staff
- Ensure data protection requirements are met

Legal and Statutory Framework

This policy is informed by:

- DfE: *Providing remote education guidance*
- Keeping Children Safe in Education
- Working Together to Safeguard Children (2026)
- Equality Act 2010
- Data Protection Act 2018 and UK GDPR

This policy operates alongside:

- Safeguarding Policy
- E-safety Safety Policy
- Behaviour Policy
- SEND Policy
- Attendance Policy
- Data Protection Policy

Roles and Responsibilities

Governing Body

- Monitor effectiveness of remote education
- Ensure appropriate systems and resources are in place

Headteacher

- Oversee implementation of remote education
- Ensure safeguarding and data protection requirements are met
- Ensure staff are supported and trained where necessary
- Monitor effectiveness of provision

DSL

- Ensure safeguarding arrangements remain effective
- Maintain contact with vulnerable pupils
- Liaise with external agencies where required

SENDCo

- Ensure remote learning is accessible
- Provide reasonable adjustments
- Monitor provision for pupils with SEND

Staff

- Provide appropriate remote learning in line with this policy
- Maintain regular communication with pupils and families
- Report safeguarding or technical concerns promptly
- Follow the Staff Code of Conduct

Parents/Carers

- Support pupils in accessing remote learning
- Communicate with school regarding any issues
- Ensure appropriate use of technology

Pupils

- Engage with remote learning as directed
- Complete work to the best of their ability
- Follow behaviour and online safety expectations

Remote Learning Offer

The school will provide a **broad and balanced curriculum** aligned, as far as possible, with in-school learning.

Provision may include:

- Recorded or live teaching
- Structured learning tasks
- Reading and practice activities
- Use of digital platforms (e.g. Tapestry, Class Dojo, Google Classroom)
- Printed materials where required

Expectations for Learning Time

- KS1: approximately 3 hours per day (less for younger pupils)
- KS2: approximately 4 hours per day

This will be adapted to suit pupils' needs and circumstances.

Access and Inclusion

- Devices may be loaned where available
- Printed materials provided where needed
- Support given to pupils with SEND

The school will ensure remote education does not disadvantage any pupil.

Feedback and Assessment

- Work will be acknowledged and used to inform teaching
- Feedback will be proportionate and in line with the school's feedback policy
- Staff will monitor engagement and follow up concerns

Communication

- Communication will take place via school platforms, email, or phone
- Communication will normally occur within school hours

Online Safety

This policy should be read alongside the e Safety Policy.

Key expectations:

- Use school-approved platforms
- No recording without permission
- Appropriate conduct at all times
- Learning should take place in a suitable environment

Parents are encouraged to supervise use where appropriate.

Safeguarding

- Safeguarding procedures remain in place during remote education
- Concerns must be reported via CPOMS
- Regular contact will be maintained with vulnerable pupils

Data Protection

- Staff must comply with GDPR at all times
- Devices and data must be kept secure
- School systems must be used for communication

Costs and Equipment

- The school may loan devices where possible (See Appendix A)
- Families are responsible for general household costs

Food Provision

Where applicable, support will be provided for pupils eligible for free school meals.

Appendix A

Device Loan Agreement

EQUIPMENT LOAN AGREEMENT

This Agreement is made between:

1. **RAINOW PRIMARY SCHOOL**
and,
2. xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

and governs the use and care of Equipment identified in the schedule hereto ("the Equipment") as issued to the parent's child (the "Young Person").

This agreement covers the period from the date the Equipment is issued through to the return of the same to the Setting. All issued Equipment shall remain the sole property of the Setting and is governed by the Setting's policies.

The Setting is lending the Young Person the Equipment ("the Equipment") for educational purposes; it is recognised however that the Equipment may be used for wider purposes including the communication with the Young Person's social worker if he or she has one; to help the Young Person to access other services benefiting their welfare and to help prevent social isolation.

This agreement sets out the conditions for taking the Equipment home.

I confirm that I have read the terms and conditions set out in the agreement and my signature at the end of this agreement confirms that I and the Young Person will adhere to the terms of loan.

DAMAGE, LOSS OR THEFT

By signing this agreement, I agree to take full responsibility for the loan Equipment issued to the Young Person and confirm that I understand the conditions of this agreement.

I understand that I and the Young Person are responsible for the Equipment at all times.

If the Equipment is damaged, lost or stolen, I will immediately inform the Headteacher, Rainow Primary School. I acknowledge that I shall be responsible for any reasonable costs requested by the Setting to repair or replace the Equipment if the Equipment is damaged whilst in my or the Young Person's care. If the Equipment is stolen, I will immediately inform the police and provide the crime number to the above-named person.

I agree to keep the Equipment in good and reasonable working condition and to return it to the Setting on demand.

I will not leave the Equipment unsupervised in unsecured areas.

To make sure I and the Young Person act responsibly and so as to protect the Equipment I shall:

- keep the Equipment in a secure place when not in use
- not leave the Equipment in a car or on show at home
- not allow anyone to eat or drink around the Equipment
- ensure that the Equipment is not lent to the Young Person's siblings or friends
- ensure that the Equipment is not left unsupervised in any unsecured area
- lock the device when left inactive for a long period of time
- log off and power down the device when not in use

UNACCEPTABLE USE

I am aware that the Setting may monitor the Young Person's use of and activity on this Equipment.

I agree that the Young Person will not carry out any activity that constitutes 'unacceptable use'.

I shall therefore seek and do all things reasonably possible to ensure that:

- use of the Equipment is in accordance with all guidelines as to use as notified by the Setting to me
- the Equipment or access to the internet via the Equipment is not used to bully or harass someone else, or to promote unlawful discrimination
- use of the Equipment does not result in any illegal conduct, or statements which are deemed to be advocating illegal activity
- use of the Equipment does not result in any activity which defames or disparages the Setting, or risks bringing the Setting into disrepute
- nothing is done that would cause intentional damage to computer facilities or materials
- no use is made of inappropriate or offensive language whilst using the Equipment

I accept that the Setting may sanction the Young Person if the Young Person engages in any of the above **at any time**.

DATA PROTECTION

I agree to take the following measures to keep the data on the Equipment protected:

- I shall keep the Equipment 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)
- I shall make sure the Young Person locks the Equipment if it's left inactive for a period of time
- I shall not share the Equipment with family or friends

If I need help observing any aspect of this agreement, I will contact the Headteacher, Rainow Primary School.

RETURN DATE

I will return the Equipment in good working order to the Headteacher, Rainow Primary School within 7 days of being requested to do so.

I will ensure the return of the Equipment to the Setting if the Young Person no longer attends the Setting.

ACCEPTANCE

By signing this form, I confirm that I have read and agree to the terms and conditions set out above. I also confirm that as matters stand the Young Person does not currently have access to a laptop or a tablet device (if a laptop is being provided), and/or access to the internet (if a 4G dongle is being provided).

YOUNG PERSON'S FULL NAME	
PARENT'S FULL NAME	
PARENT'S SIGNATURE	

DETAILS OF YOUNG PERSON	
NAME	
CLASS / TUTOR GROUP	
ADDRESS	
PARENT'S TELEPHONE NUMBER	
PARENT'S EMAIL	
LOAN DETAILS	
LOAN DATE	
DATE RETURNED	
LAPTOP DETAILS (IF APPLICABLE)	
TYPE	
MAKE	
MODEL	
SERIAL NUMBER	
ASSET NUMBER	
EQUIPMENT CONDITION	
4G DONGLE DETAILS (IF APPLICABLE)	
IMEI	
MOBILE NUMBER	
SIM CARD DETAILS	