

# Elworth C of E Primary School



## Remote Learning Policy

Date:	October 2025
Review Cycle:	Two years
Reviewed By:	Mrs S Buckley
Approved By:	Mr N Garratt
Next review date:	October 2027
Nominated Governor:	Mr B. Pitt

## 1. 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



## 2. Use of remote learning

All pupils should attend school, in line with our attendance policy.

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

## 3. Roles and responsibilities

### 3.1 Teachers

When providing remote learning, teachers must be available between the normal working hours of the school day.

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.

When providing remote learning, teachers should:

- 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
- 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

They are also responsible for:

- Keeping in touch with pupils who aren't in school and their parents
- Attending virtual meetings with staff, parents and pupils

### 3.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during their normal working hours, for example, to support vulnerable children, support teachers in remote learning lessons.

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.

### **3.3 Senior leaders**

The Headteacher has overarching responsibility for the quality and delivery of remote education.

### **3.4 IT Lead**

The IT lead is responsible for;

- Co-ordinating the remote learning approach across the school
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations in conjunction with the Designated Safeguarding Lead and Senior Leadership and Team.
- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they're experiencing
- Assisting pupils and parents with accessing the internet or devices

### **3.5 Safeguarding and SEN**

The SENCo and Designated Safeguarding Lead will follow up on all safeguarding issues and continue the family support work. The Learning Mentor will communicate with parents of vulnerable pupils.

### **3.6 Pupils and parents**

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work
- Act in accordance with normal behaviour rules/ conduct rules of the school

Staff can expect parents with children learning remotely to:

- Engage with the school and support their children's learning and to establish a routine that reflects the normal school day as far as reasonably possible
- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains of as high a quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

### **Online Safety**

As always, one of the most important things at Elworth CE Primary is safeguarding our children, especially online as sometimes they are using online technology independently.

### **Monitoring arrangements**

This policy will be reviewed annually by the Headteacher. At every review, it will be approved by the full governing board.

### **Links with other policies**

This policy is linked to our:

- Relationships and Behaviour Policy
- Child protection and Safeguarding Policy
- Data protection policy and privacy notices
- Computing Policy
- Online safety policy
- Attendance Policy
- GDPR Policy

These policies can be found on the school website.

<https://www.elworthce.cheshire.sch.uk/page/policies/1605>

## **Appendix 1 - Behaviour Expectations for Remote Learning at Home**

**Children are expected to behave as you would do if you were in school.**

### **Join:**

Join the scheduled meeting/lesson on time. When you enter the meeting, make sure you are in a quiet place without distractions (TV/toys/mobile phone etc) and that an adult is nearby.

### **Mute:**

Please make sure you join the meeting with your microphone muted. A number of conversations, some personal, have been heard when in a meeting already. When instructed to by a member of staff, you may unmute yourself to speak and then mute yourself again when asked.

### **Be Prepared:**

Come to any lessons/meetings prepared. You will need your book/pencil handy. Ensure you pay attention during the session so you're aware of the task you will need to complete.

### **Questions:**

If you have any questions during the lesson, raise your hand by pressing the hand icon and the member of staff will know that you wish to speak. Make sure any questions are related to the learning. The staff member may invite you to comment in the chat or take yourself off mute to speak.

<b>DO</b>	<b>DON'T</b>
<ul style="list-style-type: none"><li>• Dress appropriately</li><li>• Join on time</li><li>• Mute yourself immediately</li><li>• Keep your video on until told to turn it off</li><li>• Refrain from eating during the lesson</li><li>• Raise your hand to request to speak to the adult – even when requesting to go to the toilet</li><li>• Press LEAVE to hang up and finish the</li></ul>	<ul style="list-style-type: none"><li>• Have distractions nearby</li><li>• Be disrespectful during the lesson</li><li>• Chat to others unless directed to</li><li>• Unmute yourself unless you have been directed to by the staff member</li><li>• Stay on Google Meet or re-join meetings once the lesson has finished</li><li>• Use Google Meet to keep in touch with friends. This platform is solely used for learning</li></ul>

lesson

- Use Mobile phones, games consoles or other devices while you are online