REMOTE LEARNING POLICY

LONGTON PRIMARY SCHOOL AND NURSERY

CARE • GROW • SHINE

1. Introduction

At Longton Primary School, we believe that every child should have the opportunity to continue their learning when circumstances prevent them from attending school.

We recognise that there may be occasions when children are unable to attend school due to illness, medical needs, exceptional circumstances or a temporary school closure. Where children are well enough to learn but unable to attend in person, we aim to provide appropriate remote learning opportunities to maintain continuity of education.

Our remote learning provision will primarily be delivered through Google Classroom, which will enable pupils to access learning activities, resources, assignments and online lessons prepared by their teachers.

Remote learning is intended to support children during periods of unavoidable absence. It is not intended to replace the value of face-to-face teaching, classroom interaction or the wider experiences that children gain through attending school.

2. Aims of the policy

The aims of this policy are to:

- Ensure that children can continue to access a broad and balanced curriculum when they are unable to attend school.
- Provide clear expectations for staff, parents and pupils regarding remote learning.
- Ensure consistency in the quality and accessibility of learning activities.
- Maintain communication between school, pupils and families.
- Support children's progress and minimise disruption to their education.
- Promote positive attitudes towards independent learning.
- Ensure that safeguarding, online safety and data protection remain central to remote learning.
- Ensure that pupils with additional needs are appropriately supported.

3. When will remote learning be provided?

Longton Primary School will provide remote learning in the following circumstances:

3.1 Individual pupil absence due to illness

We recognise that children sometimes need to be absent from school because of illness.

Our approach will be:

- During the first three days of sickness absence, parents should prioritise their child's rest and recovery.
- From the fourth consecutive school day of sickness absence, where a child is well enough to participate in learning, the school will make learning activities available through Google Classroom.
- These activities will include relevant curriculum tasks, reading, mathematics and other appropriate learning opportunities.

- Where appropriate, children will also be offered access to online lessons or recorded teaching resources to support their understanding.
- Parents should inform the school if their child remains too unwell to access learning. There will be no expectation that children complete work while they are recovering or unable to participate.
- The class teacher will provide suitable activities that reflect the learning taking place in the classroom as far as reasonably practicable.

The provision of remote learning will not change the child's attendance registration. Absence due to illness will continue to be recorded in accordance with statutory attendance requirements.

Remote learning will be reviewed according to the individual circumstances of the child, with the aim of supporting their return to school as soon as they are well enough.

3.2 Medical absence and longer-term health needs

Where a child is expected to be absent for a longer period due to surgery, injury or a medical condition, the school will work with parents and relevant professionals to consider an appropriate learning arrangement.

This may include:

- A personalised programme of learning.
- Access to Google Classroom activities.
- Online teaching opportunities where appropriate.
- Regular communication with the class teacher.
- Adapted resources to meet the child's individual needs.
- Liaison with the Special Educational Needs Coordinator (SENDCo), where appropriate.

Long-term or complex medical absences will be considered individually. Where necessary, the school will liaise with the local authority regarding additional educational provision.

3.3 Whole-school or partial school closure

In the event of an unexpected school closure, or where a class or group of pupils is unable to attend school, remote learning will be provided through Google Classroom wherever possible.

Teachers will provide learning activities that follow the school's curriculum and enable pupils to continue their education at home.

4. Remote learning through Google Classroom

Google Classroom will be Longton Primary School's main platform for delivering remote learning.

Children and parents will be able to access various activities which may include:

- Daily learning activities and assignments.
- Mathematics and English tasks.
- Reading activities and comprehension.
- Topic-based learning.
- Science and foundation subject activities.
- Educational videos and presentations.
- Links to suitable online learning resources.
- Feedback and guidance from teachers.
- Online lessons or recorded teaching sessions where appropriate.
- Oak academy sessions

- CPG books

Teachers will aim to ensure that activities are relevant to the curriculum being taught in school so that children can maintain continuity in their learning.

Accessing Google Classroom

Parents will be provided with information about how to access Google Classroom using their child's school login details.

If parents experience difficulties accessing the platform, they should contact the school office for support.

Where a family does not have access to a suitable device or internet connection, the school will consider alternative arrangements, including printed learning packs where possible.

5. Expectations for remote learning

5.1 Expectations of teachers

Teachers are responsible for:

- Providing appropriate learning activities that reflect the curriculum.
- Making activities available through Google Classroom.
- Ensuring instructions are clear and suitable for the age and ability of the pupils.
- Providing a suitable balance of online and offline activities.
- Including opportunities for reading, writing and mathematics.
- Providing access to online lessons or recorded teaching resources where appropriate.
- Monitoring submitted work and providing feedback when reasonably practicable.
- Responding to questions through appropriate school communication channels.
- Considering the needs of pupils with SEND and other additional learning needs.
- Maintaining appropriate safeguarding and online safety procedures.

Teachers will not be expected to deliver individual live lessons throughout the school day while simultaneously teaching their class in school. Online teaching arrangements will be organised in a manageable and appropriate way.

5.2 Expectations of pupils

Where children are well enough to participate, they should:

- Access Google Classroom with support from an adult where necessary.
- Attempt the activities provided by their teacher.
- Complete work to the best of their ability.
- Ask for help if they do not understand an activity.
- Follow the school's online safety expectations.
- Treat staff and other pupils respectfully during online interactions.
- Do not record any live sessions with the teacher and/or the classroom.

We recognise that younger children may need adult support to access and complete some activities.

5.3 Expectations of parents and carers

Parents and carers are asked to:

- Notify the school promptly when their child is absent and possible length.

- Keep the school informed about the child's recovery and whether they are well enough to learn.
- Support their child in accessing Google Classroom where possible.
- Encourage participation in learning activities when appropriate.
- Contact the school if they experience technical difficulties.
- Inform the school if their child is unable to complete activities.
- Ensure children use online learning platforms safely and appropriately.

Parents are not expected to deliver lessons or replace the role of the class teacher.

We understand that family circumstances differ and will aim to be flexible and supportive.

6. Online lessons and teaching

Where appropriate, Longton Primary School may provide online lessons through Google Classroom and associated Google Meet facilities.

These sessions may include:

- Teacher-led explanations of new learning.
- Mathematics or English teaching.
- Reading sessions.
- Opportunities to ask questions.
- Small-group teaching or interventions where appropriate.
- Opportunities for children to maintain contact with their teacher and classmates.

Online lessons will be planned according to the age, stage and needs of the children.

The school will ensure that:

- Only approved school platforms are used.
- Online meeting links are shared securely.
- Lessons are appropriately supervised.
- Staff follow the school's safeguarding and online safety procedures.
- Children and parents are informed of expectations before participating.
- Personal information is not shared inappropriately.

Live online lessons will be offered where appropriate and practical. Recorded teaching and carefully selected educational resources may be used as alternatives.

Any live sessions must not be recorded.

7. Curriculum and learning activities

Remote learning will aim to provide a broad and balanced range of activities.

Activities may include:

English

- Reading and comprehension.
- Spelling and phonics.
- Grammar and punctuation.
- Writing activities.

- Vocabulary development.

Mathematics

- Number work.
- Times tables.
- Arithmetic.
- Problem-solving.
- Reasoning activities.

Science

- Research activities.
- Topic-based investigations.
- Scientific vocabulary.
- Recorded demonstrations and explanations.

Foundation subjects

- History and geography.
- Art and design.
- Design and technology.
- Computing.
- Music.
- Physical education.
- Religious education.

Teachers will select activities appropriate to the child's age, ability and current learning.

The amount of work provided will be proportionate to the length of absence and the child's circumstances. There will be an appropriate balance between screen-based activities, independent learning, practical tasks, reading and physical activity.

8. Feedback and assessment

Feedback is an important part of the learning process.

Teachers will provide feedback through Google Classroom or other appropriate school communication methods.

This may include:

- Written comments.
- Verbal feedback during online sessions.
- Answers and explanations.
- Acknowledgement of completed assignments.
- Further guidance to address misconceptions.

Not every activity will require submission or detailed marking. Teachers will identify which activities should be returned for feedback.

Learning completed remotely may be used to inform teachers' understanding of pupils' progress and identify any additional support needed when they return to school.

9. Pupils with SEND and additional needs

Longton Primary School is committed to ensuring that pupils with special educational needs and disabilities (SEND) can access appropriate learning opportunities.

Teachers will consider individual needs when planning remote learning.

This may include:

- Adapted activities and differentiated resources.
- Visual resources and additional instructions.
- Shorter learning activities.
- Additional adult support where available.
- Alternative ways of accessing and submitting work.
- Printed resources where digital learning is not appropriate.
- Liaison with the SENDCo and parents.

Where a child has an Education, Health and Care Plan (EHCP), the school will consider its ongoing responsibilities and work with the family and relevant professionals to ensure appropriate provision.

10. Safeguarding and online safety

Safeguarding remains a priority during all periods of remote learning.

All staff and pupils must follow the school's existing:

- Safeguarding and Child Protection Policy.
- Online Safety Policy.
- Acceptable Use Policy.
- Behaviour Policy.
- Data Protection Policy.

Staff must use approved school accounts and platforms when communicating with pupils and families.

Online lessons must be conducted in a safe and professional manner. Meeting links must not be shared publicly, and appropriate supervision arrangements must be in place.

Parents and carers should ensure that children access online activities in a safe environment and report any concerns to the school.

Any safeguarding concern arising during remote learning must be reported to the Designated Safeguarding Lead (DSL) in accordance with school procedures.

11. Attendance and engagement

Remote learning does not replace the school's statutory attendance procedures.

Children accessing remote learning while absent from school will continue to be recorded as absent using the appropriate attendance code.

The school will monitor engagement with remote learning where appropriate and maintain communication with families.

If a child is unable to engage because of illness, the school will take this into account and will not place unnecessary pressure on the family.

Where absence becomes prolonged or repeated, the school will work with parents and relevant professionals to identify barriers to attendance and agree appropriate support.

12. Access to technology and resources

We recognise that not all families have access to suitable devices or reliable internet connections.

Longton Primary School will aim to ensure that remote learning is accessible to all pupils.

Where possible, the school will:

- Provide guidance on accessing Google Classroom.
- Help families experiencing technical difficulties.
- Provide printed learning materials where necessary.
- Offer alternative arrangements for pupils who cannot access online learning.

No child should be disadvantaged because of a lack of access to technology.

13. Monitoring and reviewing remote learning

The Senior Leadership Team will oversee the implementation and effectiveness of this policy.

Monitoring may include:

- Reviewing the quality of learning activities.
- Gathering feedback from parents, pupils and staff.
- Monitoring engagement where appropriate.
- Reviewing accessibility for pupils with SEND.
- Ensuring safeguarding and data protection procedures are followed.

The policy will be reviewed annually, or sooner if changes to statutory guidance or school circumstances require it.

14. Related school policies and guidance

This policy should be read alongside:

- Safeguarding and Child Protection Policy.
- Online Safety Policy.
- Attendance Policy.
- Behaviour Policy.
- SEND Information Report.
- Supporting Pupils with Medical Conditions Policy.
- Data Protection Policy.

15. Policy statement

At Longton Primary School, we recognise that learning does not always take place within the classroom. We are committed to supporting children and families during periods when attendance is not possible, ensuring that pupils who are well enough to learn can continue to access meaningful educational opportunities.

Through Google Classroom, online lessons and appropriate learning resources, we aim to maintain continuity, support progress and help every child remain connected to their learning community.