

Remote Learning Policy

Meanwood CE Primary School



Approved by:	Mr J Chapman	Date: September 2025
Last reviewed on:	01.09.25	
Next review due by:	01.09.26	

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Vison and values

This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment.

This policy has due regard to the following ethos:

At Meanwood C of E Primary School we will continuously strive to ensure that everyone in our school is treated with respect and dignity. Each person in our school will be given fair and equal opportunities to develop their full potential with positive regard to gender, ethnicity, cultural and religious background, faith, sexuality or disability. The school will provide an inclusive curriculum, which will meet the needs of all its pupils including those with disabilities, special educational needs, from all cultural backgrounds and faiths and pupils with English as an additional language.

Vision

Open hearts

Open Minds

Open Arms

Our vision is to enrich the lives of our children emotionally, physically, spiritually and academically, where every person is valued, nurtured and empowered.

Our vision is underpinned by Jesus' commandment to "love one another as I have loved you" (John 15:12).

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 8.45am and 3.15pm.

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:

- Setting work for the classes/lessons they teach in school
 - The amount of work they need to provide – note that good practice is considered to be:
 - 3 hours a day on average across the cohort for Key Stage (KS) 1, with 2 hours for EYFS children
 - 4 hours a day for KS2
 - This work needs to be set by 3pm the day before
 - Work should be uploaded via the remote learning platform – cover any instructions for doing this if your staff are unfamiliar with the system

- SLT will co-ordinate with other teachers, including those teaching in school, to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work

Providing feedback on work

- Completed work from pupils should be uploaded via the remote learning platform
- Feedback with pupils will then be shared from the teacher

Keeping in touch with pupils who aren't in school and their parents

- Teacher's will endeavour to make contact once a week by phone
- Teacher's will answer e-mails within their normal working hours
- Any complaints or concerns shared by parents and pupils e.g. safeguarding concerns, refer teachers to the section below
- If a pupil is failing to complete work, the teacher will make contact with the pupil/parent by phone to try and offer support

Attending virtual meetings with staff, parents and pupils:

- Dress code – refer to the teacher's handbook for the appropriate dress code
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

If a teacher is teaching during the school day, work will be available on the remote learning platform (VLE) either through worksheet, PowerPoint or video form.

3.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available from 8.30am -3.30pm (excluding their lunch).

[If your school's remote learning hours are different to your normal working hours, highlight your remote learning hours here and ensure this is also reflected in your contracts of employment.]

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 assisting with remote learning, teaching assistants are responsible for:

Supporting pupils who aren't in school with learning remotely

- Which pupils they'll need to support
- How they should provide support

Attending virtual meetings with teachers, parents and pupils – cover details like:

- Dress code
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

If teaching assistants will also be working in school, where relevant explain who will cover the responsibilities above during this time.

3.3 Subject leads

We've used the term 'subject lead' here to refer to anyone co-ordinating subject provision across your school, but you may use another term like 'head of department' or 'head of subject'. You may also want to cover the role of your

SENCO here, for example if you've given them responsibility for co-ordinating remote learning for children with SEND across your school.

- Alongside their teaching responsibilities, subject leads are responsible for:
- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Monitoring the remote work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely
- SENDCO has overall responsibility for co-ordinating remote learning for children with SEND across school

3.4 Senior leaders

Alongside any teaching responsibilities, senior leaders should continue to use the school's digital platform for remote education provision and make sure staff continue to be trained and confident in its use.

They should continue to overcome barriers to digital access where possible for pupils by, for example:

- Distributing school-owned laptops accompanied by a user agreement.
- Securing appropriate internet connectivity solutions where possible
- Providing printed resources, such as textbooks and workbooks, to structure learning, supplemented with other forms of communication to keep pupils on track or answer questions about work
- Having systems for checking, ideally on a daily basis, whether pupils learning remotely are engaging in its use, and work with families to rapidly identify effective solutions where engagement is a concern

SLT are also responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

3.5 Designated safeguarding lead (DSL)

The DSL is responsible for:

Refer to section 11 of the school's Child protection and Safeguarding Policy.

3.6 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work on the remote platform (VLE).
- Helping staff and parents with any technical issues they're experiencing.
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices.

3.7 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 (and any specific online behaviour rules where applicable)

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 – if you know of any resources staff should point parents towards if they're struggling, include those here
- Be respectful when making any complaints or concerns known to staff

3.8 Governing board

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

4. 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 the relevant subject lead or SENDCO Mrs Ratcliffe
- Issues with behaviour – talk to Mr Smith
- Issues with IT – talk to Mr Chapman
- Issues with their own workload or wellbeing – talk to Mr Smith
- Concerns about data protection – talk to Miss Core
- Concerns about safeguarding – talk to Mrs Parker

All contact about remote learning should be directed through the school admin email account

admin@meanwood.leeds.sch.uk

5. Data protection

5.1 Accessing personal data

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

- Use devices supplied by school rather than personal equipment.
- Use data from the school One-Drive or the remote learning platform (VLE).

5.2 Processing personal data

Staff members may need to collect and/or share personal data e.g. email addresses 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. The school will follow its data protection policy / privacy notice in terms of handling data, which can be found in the GDPR policy.

However, staff are reminded to collect and/or share as little personal data as possible online, and to remind themselves of their duties in terms of data protection in accordance with the school's policies and procedures.

5.3 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 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

6. Safeguarding

Refer to section 11 of the school's Child protection and Safeguarding Policy.

7. Monitoring arrangements

This policy will be reviewed annually by Mr Chapman (headteacher).