



# Remote Learning Policy

Approved by Gledhow Primary School Governing Body – November 2025

To be reviewed - Autumn Term 2027

### **Policy summary and guiding principles**

The temporary provisions in the Coronavirus Act 2020 expired on 24 March 2022. As a result the [Remote Education Temporary Continuity directive](#) no longer has effect. This means it is no longer a legal obligation for schools to deliver remote education and the Department for Education state that: *The priority should always be for schools to deliver high-quality face-to-face education to all pupils. Remote education should only ever be considered as a short-term measure and as a last resort where in person attendance is not possible.*

We do however understand that there may be instances where face-to-face learning is temporarily not possible. In these instances, it is our intention as a school to build on the legacy of the considerable time and efforts put in by both our staff and our families to develop our remote learning offer.

### **Aims of the policy**

- Set out expectations for all members of the school community with regards to remote learning
- Support the emotional well-being of children
- Ensure continuous delivery of the school curriculum
- Ensure consistency in our approach to remote learning (including for children with Special Educational Needs)
- To communicate effectively with families to support engagement with remote learning and to overcome any potential technical barriers

### **When does remote learning apply?**

We use remote learning to prevent the potential loss of learning caused by a full school closure, either if this is directed by the DfE, or resulting from a decision taken by the leadership team, for example in the case of extreme weather. We will also use remote learning for individual children who are suffering from an infectious disease where there is national guidance to isolate at home.

#### **1. A temporary closure of the whole school site**

When the decision is taken to close the school for at least one full working day, remote learning will be provided to our children, following the non-statutory recommendations from the Department for Education, which are as follows:

- 3 hours a day on average across the cohort for key stage 1, with less for younger children
- 4 hours a day for key stage 2

Class Dojo will be our primary method of home school communication on such days. Remote learning will be made up of 3 daily tasks: Maths, English and one other curriculum subject. This is to closely mirror the structure of a 'normal' school day. Wherever possible, the learning set will match the learning that would have been going on in school.

For Years 1 to 6, there will also be an additional 4th activity each day, which we are calling independent application. This means children will be directed to independently practice, recall or apply something they have already learnt in school, for example some key words or a multiplication table. This will often be set via one of our online platforms: Mathletics or TT Rockstars.

Remote learning will then be provided for each full day of a temporary closure. Remote learning will not be sent on a partial closure day, for example bad weather causing an early end to a school day. In this instance, we would encourage parents to access the online learning platforms school has invested in, including Mathletics or TT Rockstars.

Should the closure be ongoing, school will offer live Microsoft Teams check in sessions to support the emotional well-being of pupils.

#### **2. Remote learning for individual pupils with infectious illnesses where there is national guidance to isolate at home**

More than ever following the pandemic years, school engagement and attendance is vital. Therefore as part of the government's plan for 'Living with Covid' there is no longer an expectation for pupils to routinely test for Covid-19 and as guidance now stipulates, children and young people with mild symptoms such as a runny nose, sore throat, or slight cough, who are otherwise well, can continue to attend their education setting, meaning the vast majority of our pupils will no longer need to be in receipt of remote learning going forwards.

However, we do understand that there may come a time in the future where national guidance changes and pupils are advised to isolate at home. In these circumstances we advise, should the pupil be well enough to do so, that they access the established online platforms that the school has invested in, TT Rockstars and Mathletics, or access

any other links sent by the class teacher. We would only expect learning to be completed if the pupil be well enough to participate.

In the case of an individual pupil absence from school, we ask families to bear in mind that the teacher remains in school teaching the rest of the class, therefore we must respect the demands on their time. Teachers will not have capacity at this stage to engage in lengthy individual correspondence, or produce any live or pre-recorded video lesson content. We are of course here to help if we can, but as the teacher will still be in class all day, their time is limited, and we ask that you bear that in mind when communicating with them.

### **The software and online platforms used to deliver remote online home learning**

Resources to deliver this remote online home learning plan include the following:

- Online content and class teacher communication for all children using Class Dojo. This may include attachments to download produced in Word, PDF or PowerPoint.
- Live Microsoft Teams calls for pastoral and well-being support if the school is closed for a prolonged period.
- Online Maths platform: Mathletics
- Times Table Rockstars
- Use of online teaching websites such as BBC Bitesize and White Rose maths.

### **Additional ways in which parents and carers can help their child learning remotely at home**

We have worked hard to put together our offer to ensure that it is not overwhelming to either our pupils, families or our teachers. We want to offer structure, but also flexibility. Some tips to support remote learning if school were to be closed for another period of time include:

- Distinguish between weekdays and weekends, to separate school life and home life
- Create and stick to a routine, as this is what your child is used to at school
- Designate a working space if possible, with a desk and chair suitable for working
- Stick a timetable up on the wall, so everyone knows what they should be doing and when, and tick activities off throughout the day
- Make time for exercise, breaks and lunch, starting at usual school times, to keep your child active and to support you as a parent
- Celebrate success, by taking an interest in your child's learning
- Keep in contact with your child's class teacher via Dojo; this is especially important if your child is struggling to access tasks – they can be adapted.

### **Live communication**

In order to safeguard children's mental health and well-being, in prolonged periods of whole school closure, we may offer live check in sessions using Microsoft Teams. These sessions are aimed at enabling class teachers and pupils to communicate in a structured way. This is part of our SEMH offer to children and is not a live educational lesson. No pupil will be disadvantaged academically if they are not able to attend this session.

### **Code of conduct and safeguarding procedures for live communication**

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns will be dealt with as per the Safeguarding and Child Protection Policy and where appropriate referrals will still be made to children's social care and as required, the police. As a school we will ensure any use of online learning tools and systems is in line with privacy, data protection/GDPR requirements and online learning safeguarding guidance. This means that we will not offer any 1:1 live online communication.

Any virtual contact will be with classes or groups, with a member of staff in attendance and a second supervising adult also present. In addition, as parents and carers, we would like you to be aware of the following to support our collective safeguarding duty to our children and communities:

- Staff will only use their work issued Microsoft Teams accounts on work issued devices to communicate live with pupils. Personal accounts or devices are not permitted to be used.
- All sessions will take place in school hours and on school premises. Sessions will be timetabled in advance and with permission of the senior leadership team.
- Invitations to live sessions will be shared in advance. Parents/carers agree to not share this link with anyone else.

- Our school reserves the right for staff members to record live check in sessions with pupils as a log of the activity. By joining the learning session parents give permission for this to happen. Parents should supervise a child during a Teams meeting by being in the same room as the child (but away from the screen).
- The purpose of any potential recording of live sessions by staff would be so that the video can be reviewed if any issues were to arise.
- Staff should record, the length, time, date and attendance of any sessions held via Teams.
- Staff reserve the right to mute microphones or turn off cameras as required. Screen sharing and chat functions will be disabled where necessary.
- Staff, children and any other people present in the household must wear suitable clothing, as should anyone else in the household. No night wear, swimwear. Children must be fully clothed.
- Under no circumstances should parents and carers screen shot or record their child on Teams meetings for their own purposes.
- Any computers used should be in appropriate areas, for example, indoors only, not in bedrooms, toilets or bathrooms.
- Personal information should not be on view in the background.
- Children will be expected to behave in the same way as they would in school, i.e. respectful to the teacher and to each other and listen attentively. Inappropriate online behaviour will be responded to in line with existing policies such as acceptable use of technology, allegations against staff, anti-bullying and behaviour. Sanctions for deliberate misuse may include: restricting/removing use or contacting police if a criminal offence has been committed.
- Language must be professional and appropriate, including any family members in the background
- Parents must not call teachers directly on Microsoft Teams as staff are instructed not to answer.
- Parents with any safeguarding concerns should contact the head teacher.
- Should any safeguarding concern arise during the meeting, the host member of staff has the ability to put on hold or disable connection from either an individual or for all attendees. In this instance, staff should follow normal safeguarding guidance on reporting incidents and update CPOMS where necessary.

Any breaking of this code of conduct and safeguarding procedures will result in the child being removed from the Teams call and will be reported to the head teacher who will contact the family.

#### **Remote learning and safeguarding**

Where the parents or carers of an identified vulnerable child is not in school, the child protection team will contact the families to offer help and support. If the child is vulnerable in any way, the Designated Safeguarding Lead will ensure appropriate agencies are notified and arrange for regular safe and well-being checks to be made via phone or in person where appropriate. These will be recorded on the school's monitoring system, CPOMS.

#### **Access to the technology needed for remote learning**

We have a limited number of devices that can be loaned to our families should they need one. Please speak to your child's class teacher if you need help or support accessing remote learning.

#### **When does remote learning NOT apply?**

At Gledhow, we advocate for persistently high attendance and our priority remains keeping our children in school. Therefore, remote learning is not offered for the following circumstances:

- Unauthorised holiday absence
- Illnesses that do not come with national guidance to isolate
- Children that have been kept at home as a precautionary measure against school or national guidance.