

Amport CE (Aided) Primary School



Remote Learning Policy

COURAGE COMPASSION RESPECT

Approved by:	Anna Dixon-Green	Date: May 2026
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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. Remote education is not viewed as an equal alternative to attendance in school.

Pupils receiving remote education will be marked absent in line with the Pupil Registration Regulations.

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
 - They are preparing for or recovering from some types of operation
 - They are recovering from injury and attendance in school may inhibit such recovery
 - Their attendance has been affected by a special educational need or disability (SEND) or a mental health issue

The school will consider providing pupils with remote education on a case-by-case basis.

In the limited circumstances when remote learning is used, we will:

- Gain mutual agreement of remote education by the school, parents/carers, pupils, and if appropriate, a relevant medical professional. If the pupil has an education, health and care (EHC) plan or social worker, the local authority (LA) will also be involved in the decision
- Put formal arrangements in place to regularly review it and identify how to reintegrate the pupil back into school
- Identify what other support and flexibilities can be put in place to help reintegrate the pupil back into school at the earliest opportunity

- Set a time limit with an aim that the pupil returns to in-person education with appropriate support

Remote education will not be used as a justification for sending pupils home due to misbehaviour. This would count as a suspension, even if the pupil is asked to access online education while suspended.

3. Roles and responsibilities

The Headteacher will:

- Establish a learning platform; google classroom
- Support teachers with planning home learning
- Monitor the security of remote learning systems, including data protection and safeguarding considerations
- Monitor the effectiveness of home learning to ensure children are receiving a broad and balanced curriculum and are supported to make progress
- Respond to any safeguarding concerns that arise from remote learning following the schools processes and procedures set out in the child protection policy

The Deputy Headteacher will:

- Ensure teachers are prepared to provide a full range of remote learning on the first day of isolation
- Co-ordinate remote learning for children on the first day of isolation
- Will lead remote learning for a bubble in the event the class teacher is unable to do so
- Identify children not able to access remote learning electronically and ensure suitable alternatives are in place and accessible for children not in school. These alternatives will include: access to all learning in paper form, the loan of school's electronic devices, explanations and instructions for Parents in paper form (to replace learning videos)
- Ensure learning for pupils identified as pupil premium and special, educational needs and disabilities (SEND) have learning matched to their needs
- Provide guidance and suggestions for Parents and carers on how to promote emotional, mental and physical well-being

3.1 Teachers

When providing remote learning, teachers must be available between 8:50am and 3:30pm on each week day of term time (FTE) or on their working days for part time staff

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

Teachers will:

- Provide learning for their class using the schools curriculum and current learning journey
- EYFS and Year 1 to be provided with daily phonics teaching using the school's phonics scheme
- Provide daily maths teaching
- Provide daily physical exercise
- Differentiate the work given to pupils based on assessment for learning and feedback from home learning
- Provide learning videos where possible to support pupils and parents in understanding specific concepts and teaching

- Provide the full curriculum whilst children are absent from school (the school's weekly timetable, ensuring enough work is provided to ensure 3 hours daily learning for KS1 and 4 hours for KS2)
- Provide feedback to pupils on the work they submit
- Check in on children's well-being; talk to children about how they feel, how they are balancing school work and recreational activity, address any bullying concerns or friendship worries
- In the event of a lockdown and restrictions to children's school attendance, provide the same learning for children at home and for those in school
- Work will be set on google classroom

3.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8:50am and 3:30pm on each week day of term time (FTE) or on their working days for part time staff

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 will:

- Support the class teacher with planning and resourcing differentiated learning
- Provide bespoke intervention for children in consultation with the class teacher and SENDCo
- Provide tuition for pupils in school, in the event the class teacher is absent, under the direction of the class teacher or deputy head teacher
- In the instance of a class teacher isolating, but not the pupils,

Teaching Assistants may be required to support in-class learning and supervision under the direction of the class teacher (virtually), the SENDCO or members of Senior Leadership

3.4 Designated safeguarding lead (DSL)

The DSL is responsible for:

Reporting arrangements remain consistent with the schools safeguarding and child protection policy.

[https://www.amportment.hants.sch.uk/page/?title=Policies%26%238203%3B%26%238203%3B%26%238203%3B%26%238203%3B%26%238203%3B%26%238203%3B&pid=53](https://www.amportment.hants.sch.uk/page/?title=Policies%26%238203%3B%26%238203%3B%26%238203%3B%26%238203%3B%26%238203%3B%26%238203%3B%26%238203%3B&pid=53)

The Designated Safeguarding Lead is: Nicky King

The Deputy DSLs are: Claire Croft and Alice Langdon

The school ensures that a DSL or a deputy DSL is always on site while the school is open. In the event that this arrangement is not possible, staff will be notified who they should contact in the event of any safeguarding concerns. All staff will continue to follow the schools child protection procedures. The DSL on site must be immediately informed about any concerns staff have; whether a child is in school or at home.

3.5 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents/carers 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 (DPO)
- Assisting pupils and parents/carers with accessing the internet or devices

3.6 Pupils and parents/carers

Staff can expect pupils learning remotely to:

- Be contactable during the school day
- 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/carers 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

3.7 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 deputy head
- Issues with behaviour – talk to deputy head or headteacher
- Issues with IT – talk to IT staff
- Issues with their own workload or wellbeing – talk headteacher
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the DSL

5. Data protection

5.1 Accessing personal data

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

- Use the platform of Google Classroom
- Use their school laptop

5.2 Processing personal data

Staff members may need to collect and/or share personal data such as 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

[illegible]

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)
- 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

7. Monitoring arrangements

This policy will be reviewed every two years .At every review, it will be approved by the standards committee

8. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy