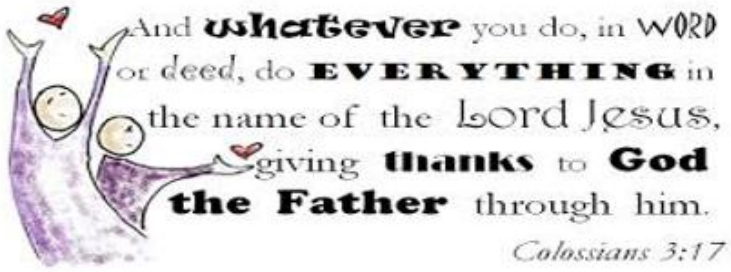
Medlar with Wesham

C of E Primary School



Remote Learning Policy

Policy Adapted: September 2026
Policy Adopted by the Governing Body: November 2026
Policy Review Date: September 2027

Our Mission Statement

We are a loving, caring, distinctively Christian family, providing an excellent education in a safe, happy environment, where every individual is valued as a child of God.

'Whatever you do, in word or deed, do everything in the name of Lord Jesus'
Colossians 3:17

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. Roles and responsibilities

2.1 Teachers and SENCo

When providing remote learning, teachers must be available between 8 am and 4pm.

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 are responsible for:

- Setting work :
    - For their own class
    - Key Stage 1: 3 hours a day on average across the cohort, with less for younger children
    - Key Stage 2: 4 hours a day
    - This work needs to be ready to be uploaded the day before
    - Work will be uploaded onto Class Dojo.
    - Teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally

- Providing feedback on work:
    - Provide feedback via Class DoJo
    - Where necessary staff will provide feedback for work complete for the week in which it was set.

- Keeping in touch with pupils who aren't in school and their parents:
    - Staff will regularly communicate with pupils/parents over Class DoJo. If staff have not had contact with a child over the platform they are using, for a number of days, they will call the home number.
    - Teachers must not answer emails or Class DoJo messages out of online working hours: 8am – 4pm.
    - If staff have any concerns over contact with parents, get in touch with the DSL's and Head teacher.
    - Staff may wish to schedule a secure Zoom/Teams meeting with group of pupils, for PSHE sessions or to connect the children. Parents must be contacted first for permission.
- Attending virtual meetings with staff, parents and pupils:
    - Locations - avoid areas with background noise, ensure the background is appropriate.

If staff are in school but a member of the class is self-isolating, the class teacher will upload work for the pupil to complete, whilst the pupil remains at home.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between their usual working hours, including if having to self-isolate.

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 –
    - This may be the child you support on a 1:1 basis or any child/group of children, as directed by the class teacher.
    - You be asked to explain simple tasks which have been set by the class teacher or to communicate with the child, with regards to checking work and giving feedback.
    - You may be asked to support the teacher in preparing/locating resources. These MUST be shared with the class teacher before being used/distributed.
- Attending virtual meetings with teachers, parents and pupils –
    - Locations - avoid areas with background noise, ensure the background is appropriate and that you are unlikely to be disturbed by others

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

2.3 Subject leads

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

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school,
- Monitoring the effectiveness of remote learning –through regular meetings/conversations 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

2.5 Designated safeguarding lead

The DSL is responsible for following up any safeguarding concerns raised by staff and regularly reading CPOMS notifications.

2.6 IT support

Our Tech Company/BTLS are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff 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

2.7 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 and would only be contactable between the hours of 9am and 3pm.
- 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

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work – including for technical issues
- Seek help from the school if they need it – by contacting the class teacher in the first instance, by Class DoJo.

2.8 Governing board

The governing board is responsible for:

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

3. 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 R. Marsh - SENCo
- Issues with behaviour – talk to Headteacher/Deputy Headteacher

Issues with IT – talk to our office staff and report the issue.

- Issues with your own workload or wellbeing – talk to the Head
- Concerns about data protection – talk to the data protection officer – J. Parkinson and J. Taala
- Concerns about safeguarding – talk to the DSLs

4. Data protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will set up emails in their secure email account or Class DoJo account.

4.2 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.

However, staff are reminded to collect and/or share as little personal data as possible online.

4.3 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

5. Safeguarding

Our safeguarding policy is available in school or on our website.

6. Monitoring arrangements

This policy will be reviewed annually At every review, it will be approved by the headteacher. If changes are needed, the headteacher will consult with the Governing Body.

7. Links with other policies

This policy is linked to our:

Behaviour for learning policy

Safeguarding Policy

Data protection policy

Online safety and Acceptable Use Policy

Teaching and Learning Policy