



## **HOLY FAMILY RC PRIMARY SCHOOL**

### REMOTE LEARNING POLICY

At Holy Family, we understand the need to continually deliver high quality education, including during periods of remote education, whether for an individual pupil or groups of pupils. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed. The school will always prioritise in-person education wherever possible and will explore all options to remain open to pupils. However, in circumstances where it is not possible to safely remain open or where remaining open would contradict local or central government guidance, the school will consider providing remote education.

Through the implementation of this policy, we aim to address key concerns associated with remote learning, such as online safety, access to educational resources, data protection and safeguarding.

This policy aims to:

- Minimise disruption to pupils' education and the delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high quality learning resources.
- Protect pupils from the risks associated with using devices connected to the internet.
- Ensure staff, parent and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during periods of remote education.
- Ensure all pupils have the provision they need to complete their work to the best of their ability and to remain happy, healthy and supported.

#### 1. LEGAL FRAMEWORK

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to:

- Equality Act 2010
- Education Act 2004
- UK General Data Protection Regulation
- Data Protection Act 2018

This policy has due regard to national guidance including, but not limited to:

- DfE – Keeping Children Safe in Education (current edition)
- DfE – Working together to improve school attendance
- DfE – Providing remote education
- SEND Code of Practice: 0–25 years
- Children Missing Education guidance



## 2. ROLES AND RESPONSIBILITIES

The Governing Board is responsible for:

- Evaluating the effectiveness of the school's remote learning arrangements.
- Ensuring that the school has appropriate procedures in place for the loan of equipment.

The Headteacher is responsible for:

- Ensuring staff, parents and pupils adhere to relevant policies.
- Identifying, evaluating and managing risks associated with remote learning.
- Monitoring incidents linked to remote learning.
- Overseeing that the school has the resources required to implement this policy.
- Reviewing the effectiveness of this policy on a termly basis and communicating changes to staff, parents and pupils.
- Arranging training staff may require to support pupils.
- Conducting regular reviews of remote education arrangements.

The DSL is responsible for:

- Liaising with ICT support to ensure technology used for remote education is suitable and protects pupils online.
- Identifying vulnerable pupils who may be at risk.
- Ensuring child protection plans remain in place.
- Liaising with agencies and ensuring safeguarding concerns are recorded on CPOMS.

The SENDCo is responsible for:

- Ensuring pupils with EHCPs continue to have their needs met.
- Identifying the level of support required.
- Monitoring the effectiveness of provision.

The School Business Manager is responsible for:

- Ensuring adequate insurance arrangements.
- Ensuring parents understand responsibilities when using school equipment.
- Overseeing the signing in and out of equipment.

Staff members are responsible for:

- Adhering to this policy at all times.
- Reporting safeguarding concerns promptly.
- Taking part in training.
- Reporting risks or defects to appropriate staff.
- Adhering to the Staff Code of Conduct.

Parents are responsible for:

- Supporting engagement with remote learning.
- Reporting technical issues.



- Reporting absence in line with school procedures.
- Ensuring correct use of school equipment.

Pupils are responsible for:

- Completing work to the best of their ability.
- Reporting technical issues.
- Following behaviour expectations of being READY, RESPECTFUL and SAFE.

### 3. EXPECTATIONS OF PROVISION FOR HOME LEARNING

EYFS will use Seesaw to set tasks and to arrange Teams meetings.

KS1 and KS2 will use Seesaw to set work and Teams to meet with their class daily in order to address issues, misconceptions and provide feedback.

Daily timetables, learning objectives, marking arrangements and wellbeing activities will follow existing school expectations for each phase.

### 4. LEARNING MATERIALS

The school will accept a range of teaching methods during periods of remote education including:

- Work booklets
- Online portals
- Pre-recorded lessons
- Reading tasks
- Printed packs

Reasonable adjustments will be made for pupils with SEND and equipment loaned where required.

### 5. ONLINE SAFETY

Where possible, interactions will be group based.

All staff and pupils using online platforms must:

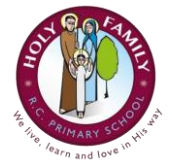
- Be situated in shared household spaces.
- Wear suitable clothing.
- Use appropriate language.
- Maintain school behaviour expectations.
- Not record sessions without permission.

### 6. SAFEGUARDING

The DSL and Headteacher will identify vulnerable pupils through risk assessment.

Weekly contact will be maintained with vulnerable pupils and agencies where required.

All safeguarding concerns must be recorded immediately via CPOMS.



## 7. MARKING AND FEEDBACK

All work completed must be:

- Finished and returned.
- The pupil's own work.
- Marked in line with the Marking and Feedback Policy.
- Supported through self-marking where appropriate.

## 8. SCHOOL DAY AND ABSENCE

Pupils are expected to be present for remote education from 9:00am.

Parents will notify school by 10:00am if a pupil is unwell.

## 9. COMMUNICATION

The school will communicate with parents via Arbor and the school website.

Staff contacting families will withhold phone numbers.

SLT will review communication weekly.

## 10. MONITORING AND REVIEW

This policy will be reviewed annually or earlier if statutory guidance or local circumstances change.

Next review date: December 2026.