

Remote Teaching and Learning Policy

Holwell Primary School



Status	Approved
Date Approved	September 2026
Review Date	September 2027
Head Teacher	Miss S French
Chair of Governors	Mr J Dunmore
Statutory policies are approved and ratified by the Governing Body and the approval of policies are recorded within the minutes of the meetings.	

INTRODUCTION

This remote learning policy for staff aims to:

- Ensure that teaching standards are maintained irrespective of where the teaching and learning takes place.
- Ensure consistency in the approach to remote teaching and learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote teaching and learning
- Provide appropriate guidelines for data protection

The use of Remote Learning:

Attendance is mandatory for all pupils of compulsory school age. The school 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 school leaders decide that it is not possible for their setting to open safely, or that opening would contradict guidance from local or central government
- occasions when individual pupils, for a limited duration, are unable to physically attend their school but are able to continue learning, for example pupils with an infectious illness. In these circumstances, pupils should have access to remote education as soon as reasonably practicable, though in proportion to the length of absence and disruption to their learning. Where needed, the school will consider providing remote education equivalent in length to the core teaching pupils would receive in school and including recorded or live direct teaching time, as well as time for pupils to complete tasks and assignments independently.

Good practice is considered to be:

- 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

Roles and Responsibilities

Teachers

When providing remote learning, teachers are responsible for:

All weekly interactive teaching plans for maths and English will be uploaded to the class Google Classroom by 9am on Monday morning. These will be available for pupils and parents to download and work through if they are not at school. If additional resources are needed alongside the ITP then these will be uploaded too.

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Provision for pupil with SEND

If pupils with special educational needs or disabilities (SEND) are not able to be in school and require remote education their teachers are best placed to know how the pupil's needs can be most effectively met to ensure they continue to make progress. We recognise that some pupils with SEND may not be able to access remote education without adult support. The school will work collaboratively with families and put in place reasonable adjustments so that pupils with SEND can successfully access remote education if needed.. The requirement within the 2014 Children and Families Act for schools to use their best endeavors to secure the special educational provision called for by the pupils' special educational needs remains in place.

HLTAs and Teaching Assistants

Assisting with remote learning, teaching assistants are responsible for: Supporting pupils who aren't in school with learning remotely:

- Support pupils as directed by the class teacher.
- Provide support via Google Classroom or paper-based resources. No other online messaging systems will be used.

SENCO

The Senco and Assistant SENCO will have responsibility for co-ordinating remote learning for children with SEND across the school.

Senior leaders are responsible for:

- Monitoring the effectiveness of remote learning
- reviewing work set.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

Designated Safeguarding Lead

The DSL is responsible for:

Ensuring that the Safeguarding and Child Protection policies and their addendums are adhered to and communicated appropriately.

Interm Technical Support Company

Interm IT are responsible for:

- Fixing issues with systems used to set and collect work.
- Working with the Deputy headteacher to help staff and parents with any technical issues, they are experiencing.
- Working with the Business Manager to review the security of remote learning systems and flagging any data protection breaches to the data protection officer.

Pupils and Parents

Pupils learning remotely should 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 are 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 cannot complete work. Seek help from the school if they need it. Be respectful when making any complaints or concerns known to staff.

Governing Body

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.

Who to Contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

Issues in setting work –Deputy Headteacher Curriculum, relevant subject lead or SENCO

Issues with behaviour –Deputy Headteacher Pastoral.

Issues with IT –Deputy headteacher Pastoral who will liaise with Interim IT Technician or office team.

Issues with their own workload or wellbeing –Wellbeing lead.

Concerns about data protection –Business Manager who will liaise with Data Manager at HfL

Concerns about safeguarding –DSL

Data protection and safe remote education

Accessing Personal Data

When accessing personal data for remote learning purposes, all staff members will use devices which have been provided by school and will ensure all systems are logged off and computer is locked if walking away from screen.

Processing Personal Data

Staff members may need to collect and/or share personal data such as e.g. email addresses and contact details as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals will not need to give permission for this to happen. However, staff are reminded to collect and/or share as little personal data as possible online.

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. Keeping operating systems up to date – always install the latest updates. Ensure that devices are brought into school to access the back-up system.

Delivering remote education safely Keeping children safe online is essential.

The guidance on safeguarding and remote education provides the information on what education settings should be doing to protect pupils and students online. The guidance includes a collection of resources which includes support for:

- safe remote education
- virtual lessons
- live streaming
- information to share with parents and carers to support them in keeping their children safe online (See the E safety policy for additional information)

Monitoring Arrangements

This policy will be reviewed annually or at a time when a new remote learning period is required.

Links with other policies

- This policy is linked to our:
 - Behaviour Policy
 - Child Protection Policy
 - Data Protection Policy and Privacy Notices
 - ICT and Internet Acceptable Use Agreements
 - Online Safety Policy
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