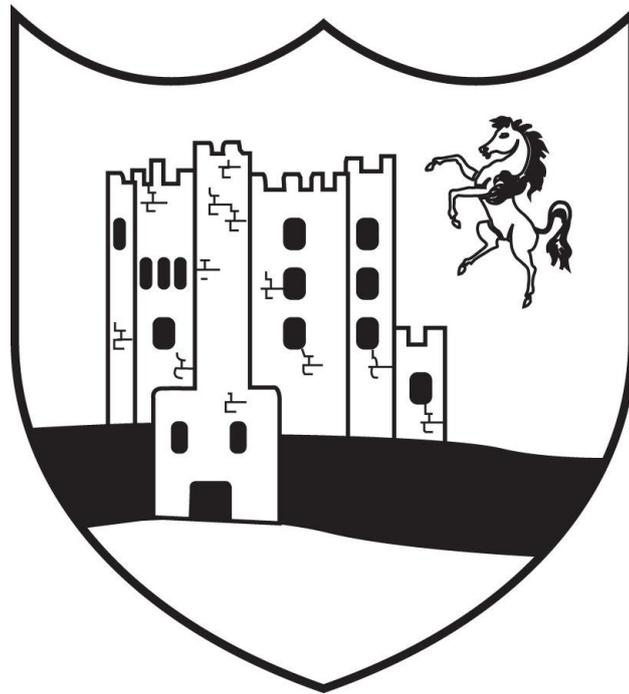


# **Balfour Infant School**



## **Remote Learning Policy**

**Date: December 2025**

**Review Date: December 2027**

## **Balfour Infant School Remote Learning Policy & Agreement**

### **Aims and Intent**

This policy outlines Balfour Infant School's approach to delivering high quality remote education. The priority should always be to deliver high-quality face-to-face education to all pupils. 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 Regulation. Remote education should only ever be considered as a short-term measure and as a last resort where in person attendance is not possible due to:

- government guidance
- advice received from Public Health England
- extreme weather conditions which temporarily prevents the school from opening
- a critical incident which temporarily prevents the school from opening

In line with the school absence policy Balfour Infant School will not provide remote learning to pupils who:

- take holiday in term time
- are absent due to short term illness

Following a risk assessment and medical advice the Balfour Infant School may provide work, for a pupil:

- with a long-term medical diagnosis and is unable to attend school whilst treatment is received
- with a temporary mobility issue which temporarily restricts attendance on the school site

Parents are asked to contact the Headteacher to discuss their child's needs should this apply.

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.

## Entitlement

Balfour Infant School will make all reasonable endeavours to provide home learning for up to 3 hours of home learning a day for all pupils eligible including those pupils with SEND. The Lead for Inclusion will support eligible children with SEND and families to access appropriate learning resources and activities.

### What does the learning consist of?

All children are offered 3 hours of remote learning. Every child is different and some will move on with their learning more quickly and some will take more time to complete the work. All year groups offer planned learning to support:

- Maths
- Reading
- Writing
- Spelling/Phonics
- Foundation Subjects
- Wellbeing support

Please see the table below for further guidance around additional learning.

SUBJECT	WEB LINK	DETAIL
FOUNDATION SUBJECTS (e.g. Science, History, Geography, Art, Music, Design Tech, IT)	<a href="#">Balfour Infant School - Our Curriculum</a>	Overview curriculum plans can be found on school website
MATHS	In addition to the learning provided by the teachers you can, if you wish, go to the White Rose Maths website. <a href="https://whiterosemaths.com/homelearning/">https://whiterosemaths.com/homelearning/</a>	If you use White Rose Maths along with the teaching clips provided by the teachers for new learning please click on the relevant year group for your child and go to the same Maths topic you have been set by their teacher. When you select a lesson to complete it includes a video and subsequent questions.
READING	<a href="#">ActiveLearn: Login</a>	Reading helps children in all areas. Children have access to e books and games on this website.
Other	<a href="#">Balfour Infant School   Learning Together: Parent Information</a>	The school website has information to parent workshops and suggestions of websites and activities to support learning in their child's year group.
Well-being	"Live Story time"	Teachers and teaching assistants will provide a weekly "live" story

	Phone calls	<p>and well-being session with up to 16 children in the class.</p> <p>Phone calls will be made to those parents who request support for their children and for those the staff feel would benefit. Parents can request a call from the teacher to support as needed.</p>
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### **Providing feedback**

Pupils can send any completed work to the teachers via Tapestry. Alternatively, work that children complete on paper should be kept safe and returned to school ideally on a weekly basis. Teachers will provide feedback via Tapestry and/or by telephone.

### **Contact with pupils/ parents**

Parents are able to contact the school via the school office email address or telephone for general enquiries. Learning enquiries can be made via Tapestry or if parents do not have access to a device, parents can request a call from the teacher.

### **What if my child cannot access a device that can connect to the internet?**

If a child does not have access to a device /or the internet, the school will do all it can to support and will provide paper packs of learning. Parents wishing to access a paper pack need to email or call the school office to arrange collection. All learning provided is often bespoke to the child and staff need time to compile the packs but we will endeavour to do this by the end of the first day of absence. All work needs to be returned so the teachers can review the learning in the pack and plan the next steps in learning. Challenges and successes around the learning are followed up by phone call.

### **Safeguarding**

The DSL is responsible for:

- Following the school's Safeguarding Policy
- Monitor filtering systems and alerts from school devices
- Respond to concerns raised by staff and / or parents about safeguarding quickly

Pupils identified as vulnerable will be contacted by the teachers and the Designated Safeguarding Lead on a weekly basis and support will be offered as necessary.

Please refer to the School Child Protection and Safeguarding Policy on the school website [Balfour Infant School | Learning Together: School Policies](#)

### **Data Protection**

When accessing personal data, all staff members will only use their official school email account and connect to the school network using their school-based devices and platforms.

### **Sharing personal data**

Staff members are unlikely to need to collect and/or share personal data. However, if it does become necessary, staff are reminded to collect and/or share as little personal data as possible online. All data collection will be compliant with GDPR guidelines.

## **Keeping devices secure**

All staff members will take appropriate steps to ensure their devices remain secure. This includes:

- Keeping the device password-protected
- Ensuring the hard drive is encrypted
- 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

## **'Live' Sessions**

Teaching staff will set up a 'live session' or "group live call" for up to 15 children at a time on Microsoft Teams. Parents will be given instructions as to how to access this safely and the school has a relevant risk assessment. The session will last no longer than 30 minutes and be monitored by another staff member.

## **Monitoring arrangements**

The SLT will monitor comments and content on Tapestry on a weekly basis. Parents are asked to supervise their child's online use at all times. Parents concerned about any content or contact should contact the Headteacher.

## **Links with other policies**

- This policy is linked to our:
  - Behaviour Policy
  - Anti-Bullying Policy
  - Whole School Safeguarding policy
  - GDPR policy
  - Online Safety policy
  - Staff Code of Conduct
  - Parent and Visitor Code of Conduct

## **Staff, Children and Families Live Remote Learning Agreement**

**This home school agreement covers all sessions delivered live online by the school. It sets out the expectations of staff, parents and pupils. Parents and children give consent and agreement to this agreement when they join an online, live session.**

The staff at Balfour Infant School will ensure that the children are safeguarded online at all times and in doing so they will follow the school's risk assessments, safeguarding policies and the school's Behaviour Policy at all times.

Balfour Infant School staff will:

- ✓ Provide an approach where risks have been assessed, and measures put in place to minimise risk, using the guidance currently available.

- ✓ Continuously update risk assessments and safety measures in response to new information from trustworthy sources.
- ✓ Ensure only teachers/teaching assistants set up virtual group calls.
- ✓ Ensure teachers/teaching assistants use their professional class account to set up meetings.
- ✓ Refuse entry/stop the feed to any session if a risk is perceived.
- ✓ Ensure that all children and parents are aware of their role in ensuring any live session is safe and enjoyable for all children.
- ✓ Limit the number of children in a call to safeguard against the risks associated with larger group sizes and to ensure all children can participate.
- ✓ Set up a secure meeting by invitation only and with the waiting room enabled.
- ✓ Email the primary carer from the class email address with the URL meeting details.
- ✓ Specify the date and time of the virtual meeting and share with the primary carer.
- ✓ In the case of a group call, the teacher/teaching assistant will admit one child at a time in order to verify their identity. Parents need to help the child sign in as a guest using the username as the child's first name only or they will not be admitted to the session.
- ✓ Ensure that all participants are muted and unmute individuals at appropriate times.
- ✓ Ensure that recording is disabled for all participants.
- ✓ End the meeting if the safety of the staff member or children is compromised.
- ✓ Ensure that the chat function is not used in any call.
- ✓ When the call is over, ensure the meeting ended rather than just leave.

Any child or family not complying with the expectations outlined below will be denied further access to the live session and a follow up call will be made from the school.

As a parent/carer I will ensure my child is safe online:

- ✓ By joining a virtual call I accept and understand the expectations outlined in the School Behaviour Policy. The same expectations apply.
- ✓ I will keep the meeting link safe and not share it with anyone else, including on social media (WhatsApp groups, Facebook etc.) The link will arrive via the class email address.
- ✓ If another family member needs to receive the email regarding access details to the call (e.g. if a child is going to be staying with a different parent), I will notify the school office so that the email can be sent directly to the relevant parent/carer.
- ✓ If I miss the meeting for which I have received an invitation, I understand I will not be able to join a different meeting.
- ✓ I will sign my child in as a guest using only their first name.
- ✓ I will ensure that a parent/carer remains in the room with my child for the full duration of the call.
- ✓ I will support my child by having an appropriate learning space that is not interrupted by others.
- ✓ I will ensure my child is in a central room in the house e.g. not their bedroom.
- ✓ I will ensure that other members of my household understand that a virtual meeting is taking place and that they should not appear in the background of the call.
- ✓ I will ensure that the children taking part in the call do not hear or see anything offensive.
- ✓ I will try where possible to ensure that the background is neutral and does not contain any personal information.
- ✓ I will not take part in the call and understand that this is an opportunity for teachers and children to connect. It is not an opportunity to discuss online learning or my child's specific needs as this can be done via Tapestry or requesting a call from the teacher by calling or emailing the school office.

- ✓ If my child is on a group call, I will not share any sensitive information about another child during these calls including what they might say.
- ✓ I understand no one in the session will use the chat function.
- ✓ I will monitor my child's use of the internet and supervise them sufficiently to ensure they are using technology safely.
- ✓ I will check my online protection systems to ensure their time online is as safe as possible.
- ✓ I will support my child by supervising them throughout the session to mute and unmute their microphone.
- ✓ I will ensure I keep all data secure and that I, my child, or others do not share login details or email addresses.
- ✓ I will not record, screen-shot or share any of the live online learning to safeguard the children or staff in line with GDPR and confidentiality rules.
- ✓ I understand that breaking these rules could endanger others and that the school may take action such as denying my child access to virtual class calls for a specified period.
- ✓ I understand that if my child acts in an unsafe way, the call may be terminated and they will not be permitted to re-join until they can be deemed safe to be around others.

As a child I will:

- ✓ Use technology safely and sensibly the same as I do in school.
- ✓ Ask my adult to sign in to the meeting for me using my first name only and mute my microphone.
- ✓ Understand my teacher will not admit me to a session if they do not recognise my screen name. I must use my first name only.
- ✓ Not give out any personal data online like my address or telephone number or share photos of my family.
- ✓ Be dressed appropriately. Daytime sensible dress – no pyjamas. Fully clothed.
- ✓ Be in a central room in my house and not in my bedroom.
- ✓ Follow the school values
- ✓ Complete my work as I do in school to the best of my ability.
- ✓ Treat others as I would in school. I will be friendly, kind, thoughtful and respectful.
- ✓ Listen carefully and put my hand up when I want to respond.
- ✓ Wait my turn, speak to others politely and listen to another's point of view.
- ✓ Not use the chat function.
- ✓ Not take screen shots or photos or videos of the session. I will remember that some children's parents and all staff have not given permissions for their photos to be taken.

Remember everything that is posted on social media is there forever and will leave a digital footprint that may never be fully deleted. So be careful what you say and write on all of our learning platforms. As a parent understand that not following these safety guidelines or adequately supervising your child during the sessions may put children at risk. The school will report any breaches of safeguarding measures which result in any child being at risk of harm.