

Lowerhouses CE Primary School



## Remote Education Policy

Approved: March 2026  
Review: March 2029  
Person responsible: Headteacher

## **1. Statement of School Philosophy**

Lowerhouses CE Primary School strives to be creative, forward-thinking and support our children/parents/carers in the best way possible to make learning purposeful and effective. Our strategy for remote learning continues this.

## **2. Aims**

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (Inc. SEND) who aren't in school through use of quality online and offline resources and teaching videos
- Provide clear expectations for members of the school community with regards to delivery of high quality interactive remote learning
- Include continuous delivery of the school curriculum, as well as provide support of Motivation, Health and Well-Being and Parent support
- Consider continued education for staff, parents and carers (e.g. CPD, Supervision and Meet the Teacher)
- Support effective communication between the school and families and support attendance

## **3. Who is this policy applicable to?**

- Any child (and their siblings if they are also attending Lowerhouses School) who is absent because they are awaiting test results
- Children not able to attend school due to adverse weather conditions

## **4. Content and Tools to Deliver This Remote Education Plan**

Resources to deliver this Remote Education Plan:

- Online tools for EYFS, KS1, KS2 (Tapestry, Zoom, Microsoft Teams), as well as for staff CPD.
- Laptop loans
- Use of recorded video for instructional videos, feedback and assemblies
- Phone calls home
- Printed learning packs
- Physical materials such as story books and writing tools
- Use of: Oak Academy, White Rose Maths Hub online lessons, BBC Bitesize

## **5. Home and School Partnership**

Lowerhouses CE Primary School is committed to working in close partnership with families and recognises each family is unique and because of this remote learning will look different for different families in order to suit their individual needs.

Lowerhouses CE Primary School will provide, where and if possible, personalised resources. Parents/Children will be offered a laptop, if available, from the school's reserves.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Lowerhouses CE Primary School would recommend that each 'school day' maintains structure. Teachers will provide a suggested timetable for their class to support this.

We would encourage parents and carers to support their children's learning, including finding an appropriate place to work and, to the best of their ability, support and encourage pupils with their learning and help them to study with good levels of concentration.

Every effort will be made by staff to ensure that learning is set promptly. Should accessing work be an issue, parents and carers should contact school promptly and alternative solutions may be available. These will be discussed on a case-to-case basis.

All children sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on computers at home.

## **6. Roles and responsibilities**

### **Teachers**

Lowerhouses CE Primary School will provide a refresher training session and induction for new staff on how to use: Microsoft Teams, Zoom.

When providing remote learning, teachers will be available between 9 and 3:40 (excluding a 1 hour lunch break between 12:00 and 2:00)

If they are 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 learning tasks:**

- Teachers will set learning tasks for the pupils in their classes.
- The learning set should follow the usual timetable for the class had they been in school, wherever possible
- Weekly/daily learning will be shared on the website
- Reception teachers will also use Tapestry

#### **Providing feedback on learning:**

- Individual and whole class feedback will be provided each day for submitted learning email

#### **Keeping in touch with pupils who aren't in school and their parents and carers:**

- If there is a concern around the level of engagement of a pupil/s parents and carers should be contacted via phone to assess whether school intervention can assist engagement. Check with HT first.
- All parent/carer emails should come through the school admin account (office@lowerhouseschool.co.uk)
- Any complaints or concerns shared by parents and carers or pupils should be reported to a member of SLT– for any safeguarding concerns, refer immediately to the DSL via phone and report on CPOMS (NB email is not always reliable)

### **Teaching Assistants**

Teaching assistants must be available between their working hours

If they are 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.

During the school day, teaching assistant must complete tasks as directed by a member of the SLT and/or the class teacher they work with.

### **Senior Leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Allocate laptops to those families in need, from the reserves held in school. Ensure that contracts are signed for the use of these and the laptops are tracked, returned and quarantined for 72 hours before being reallocated.
- Co-ordinating the remote learning approach across the school including daily monitoring of engagement.
- Monitoring the effectiveness of remote learning – explain how they'll do this, such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils, parents and carers
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## Designated safeguarding lead

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

## IT Technicians

IT technicians 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
- Assisting pupils, parents and carers with accessing the internet or devices

## The SENCO

Having an overview of remote learning provided for children with SEND and supporting teachers, parents and carers where necessary.

Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.

- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs

## The SBM

- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.

## Pupils, Parents and carers and Carers

Staff can expect **pupils** learning remotely to:

- Complete learning tasks set by teachers and try their best at all times
- Seek help if they need it, from teachers
- Alert teachers if they're not able to complete any of their learning

Staff can expect **parents and carers** with children learning remotely to:

- Actively encourage their children to complete the learning tasks set
  - Make the school aware if their child is sick or otherwise can't complete work

- Be respectful when making any complaints or concerns known to staff

## **Governing Body**

The governing body 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

## **7. Links with other policies and development plans**

This policy is linked to our:

- Safeguarding & Child protection policy
- Behaviour policy
- Data protection policy and privacy notices
- Online safety & Acceptable Use Policy
- Code of Conduct for Phone calls, Video conferencing and recorded video
- End User Agreements for Tapestry