

St. Mary of the Angels Catholic Primary School Policy

Recognising and celebrating the presence of Christ in one another

- ◆ St Mary of the Angels Catholic Primary School aims to be a positive force within the Catholic Church inspired by the life of Christ in the Gospel.
- ◆ The school is committed to the widest and fullest education with ambition for all pupils in a partnership between home, school, parish and community.
- ◆ The school aims to create a happy, ordered environment where all members feel secure and valued.



Pupil Remote Learning Policy

Current date approved:	September 2025
Approved by:	Full Governing Body
Date of Next review:	September 2027

Aims of the Policy

At St Mary of the Angels, we understand the need to continually deliver high quality education, including during periods of remote learning – whether for an individual pupil or many. 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.

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

This policy aims to:

- Minimise the 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 the period of remote learning.
- 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 during periods of remote learning.
- Set out expectations for all members of the school community with regards to remote education.
- Provide clear guidance in line with Department for Education (DfE) requirements

When this policy comes into action

Restrictions to school attendance and closures should only happen in very exceptional circumstances and usually only where school leaders, in consultation with governors or where the local authority (also known as the council) have decided that it would not be possible to open a school safely. Schools may suggest that pupils should learn from home 'remotely' if pupils are unable to attend school in person due to:

- Closures or restrictions on attendance
- Adverse weather
- Higher than normal levels of staff absence
- Recovering from a short-term infectious illness (where the pupil is well enough)
- Preparing for or recovering from an operation
- Recovering from an injury
- Affected by a special educational need or disability (SEND) or a mental health issue which is impacting attendance (in exceptional cases) and in conjunction with the local authority.

Every effort should be made to ensure pupils can be taught in person by attending their school or if appropriate and possible, attending a safe alternative site.

Legal framework

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

- Equality Act 2010
- Education Act 2004
- The General Data Protection Regulation (GDPR)
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

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

- DfE (2021) 'Keeping children safe in education'
- DfE (2019) 'School attendance'
- DfE (2017) 'Special educational needs and disability code of practice: 0 to 25 years'
- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2018) 'Health and safety for school children'
- DfE (2016) 'Children missing education'
- DFE (2024) 'Providing remote education guidance for schools'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Behaviour Policy
- Feedback Policy
- Curriculum Policies
- Teaching and Learning Policy
- Online Safety Policy
- Health and Safety Policy
- Attendance Policy
- ICT Acceptable Use Policy
- Staff Code of Conduct

Roles and responsibilities

Governing Body

- Ensure that the school has robust risk management procedures in place.
- Ensure that the school has a business continuity plan in place.
- Evaluate the effectiveness of the school's remote learning arrangements.

Head Teacher & Senior Leaders

- Communicate with staff as soon as possible via email about any remote learning arrangements.
- Ensure quality and consistency of remote learning provision.

- Provide training and support for staff, pupils, and parents.
- Monitor safeguarding and wellbeing remotely.
- Risk assess the technology used for remote learning prior to use and ensure that there are no privacy issues or scope for inappropriate use.
- Ensure that all school-owned equipment and technology used for remote learning has suitable anti-virus software installed, can establish secure connections, can recover lost work, and allows for audio and visual material to be recorded or downloaded, where required.
- Communicate to parents via letter or email about any precautionary measures that need to be put in place if their child is learning remotely using their own/family-owned equipment and technology, e.g. ensuring that their internet connection is secure.
- Communicate that the ICT technicians are not responsible for providing technical support for equipment that is not owned by the school.
- Keep parents and pupils informed of any changes to the remote learning arrangements or the school work set.
- Review the effectiveness of communication on a weekly basis and ensure measures are put in place to address gaps or weaknesses in communication.

The DSL

- The DSL will identify ‘vulnerable’ pupils (pupils who are deemed to be vulnerable or are at risk of harm) via risk assessment prior to the period of remote learning.
- The DSL will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning.
- The DSL will arrange for regular contact with vulnerable pupils once per week at minimum, with additional contact, including home visits, arranged where required.
- All contact with vulnerable pupils will be recorded on CPOMS and suitably stored in line with the Records Management process.
- The DSL will keep in contact with vulnerable pupils’ social workers or other care professionals during the period of remote working, as required.
- Vulnerable pupils will be provided with a means of contacting the DSL, their deputy, or any other relevant member of staff – this arrangement will be set up by the DSL prior to the period of remote learning.
- The DSL will meet (in person or remotely) with the relevant members of staff once per week to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely.
- Maintain safeguarding procedures remotely.
- Ensure online safety protocols are followed.

The SENDCo

- 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 head teacher and other organisations to make any alternate arrangements for pupils with EHC plans.
- Identifying the level of support or intervention that is required while pupils with SEND learn remotely.
- Ensure that reasonable adjustments have been made
- Ensure there is no discrimination to access remote learning
- Have a regard to the statutory objectives in the public sector equality duty
- Ensuring that the provision put in place for pupils with SEND is monitored for effectiveness

throughout the duration of the remote learning period.

Teachers

- Adhere to this policy at all times during periods of remote learning.
- Report any safeguarding incidents to the DSL and asking for guidance as appropriate.
- Use school devices and email accounts when delivering remote education
- Be responsible for adhering to the GDPR policy when teaching remotely and will ensure the confidentiality and integrity of their devices at all times.
- Participate in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
- Deliver daily remote learning (live or recorded).
- Oversee academic progression for the duration of the remote learning period and will mark and feedback on work.
- Track engagement and raise concerns as appropriate.
- Liaise with the SENDCo and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period.
- Arrange weekly updates with parents (emails, phone calls)
- Be contactable during school hours for support with work

Teaching Assistants

- Support delivery of learning, especially for SEND pupils.
- Provide small-group or one-to-one support online or by phone.

Parents and Pupils

- Adhere to this policy at all times during periods of remote learning
- Use their own or family-owned equipment to access remote learning resources, unless the school agrees to provide or loan equipment, e.g. laptops
- Provide up-to-date contact details. These will be collected prior to the period of remote learning
- Report any absence
- Ensure they have access to remote learning material and notify a responsible adult if they do not have access
- Engage with learning each day and complete set tasks.
- Follow acceptable use guidance for online learning.
- Communicate with teachers where support is needed
- Report any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to the head teacher.
- Report any defects on school-owned equipment used for remote learning to an ICT technician
- Ensure to maintain the upkeep of any equipment they use to access remote learning resources
- Ensure they are available to learn remotely at the times agreed with staff.
- Ensure school work is completed on time and to the best of their ability.
- Adhere to the Behaviour Policy at all times.
- Follow acceptable use guidance for online learning.
- Communicate with teachers where support is needed
- Adhering to the Parent Code of Conduct at all times.

Resources

Learning materials - Remote education will be delivered through;

- Class Page via the school website
- Supplementary resources: Oak National Academy, BBC Bitesize, White Rose Maths,
- Pre-recorded lessons
- Independent assignments /printed work packs (if required)
- Work booklets
- Email
- Online learning portals
- Educational websites
- Reading tasks
- Maths web links

Minimum Daily Time Allocation

In line with DfE expectations:

- EYFS : 1 hour
- Key Stage 1: 3 hours
- Key Stage 2: 4 hours
- Remote education should not be viewed as an equal alternative to attendance in school.
- Pupils will be present for remote learning by 9:30am and cease their remote learning at 3:30pm from Monday to Friday.
- Where children require differing working hours to this, parents will ensure that the working hours are reasonable and safe for the age and stage of development of the child
- Morning break will take place at an appropriate time during the morning.
- Lunchtime will take place between 12:00pm and 2pm, as appropriate.
- Pupils with SEND or additional medical conditions may require more regular breaks, e.g. sensory breaks

The learning format may include:

- Live teaching (synchronous)
- Pre-recorded lessons
- Independent assignments
- Printed work packs (if required)

Planning will be adapted to ensure that the curriculum remains fully accessible via remote learning, where practical. Where this is not practical, the school will ensure that pupils can catch up on these areas of the curriculum when they return to school.

Communication

- The school will ensure adequate channels of communication are arranged in the event of an emergency.
- The school will communicate with parents via letter or email and the school website about remote learning arrangements as soon as possible.

- Members of staff involved in remote teaching will ensure that they have a working mobile device that is available to take phone calls during their agreed working hours.
- The school understands that pupils learning remotely have the right to privacy out-of-hours and should be able to separate their school and home lives. Communication is only permitted during school hours.
- Members of staff will have contact with their line manager once per week.
- Pupils will have verbal or regular online contact with a member of staff at least once per week.
- Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed, giving a reason and a planned end date.
- Issues with remote learning or data protection will be communicated to postbox as soon as possible so they can investigate and resolve the issue.

Feedback

- All schoolwork set through remote learning must be:
 - Complete when returned to the relevant member of teaching staff.
 - Returned before the deadline set by the relevant member of teaching staff.
 - Completed to the best of the pupil's ability.
 - The pupil's own work.
- The school expects pupils and staff to maintain a good work ethic and a high quality of work during the period of remote learning.
- Pupils are accountable for the completion of their own schoolwork – teaching staff will contact parents via email or phone call if their child is not completing their schoolwork or their standard of work has noticeably decreased.
- Teaching staff will monitor the academic progress of pupils with and without access to the online learning resources and discuss additional support or provision with the headteacher as soon as possible.
- Teaching staff will monitor the academic progress of pupils with SEND and discuss additional support or provision with the SENDCo as soon as possible.

Food provision

The school will signpost parents via letter and email towards additional support for ensuring their children continue to receive the food they need. Where applicable, the school may provide the following provision for pupils who receive FSM; providing lunch parcels, issuing food vouchers (like supermarket gift cards), or arranging with local caterers to deliver food. There will be the possibility of keeping the school canteen open during lunchtimes for those attending school. School will be guided by any local or national government guidance, depending on the circumstances for the closure.

Costs and expenses

- The school will not contribute to any household expenses incurred while pupils learn remotely, e.g. heating, lighting, or council tax.
- The school will not reimburse any costs for travel between pupils' homes and the school premises.
- The school will not reimburse any costs for childcare.

- If a pupil is provided with school-owned equipment, the pupil and their parent will sign and adhere to the Technology Acceptable Use Agreement prior to commencing remote learning.

Online safety

- This section of the policy will be enacted in conjunction with the school's Online Safety Policy.
- All remote learning must follow the school's **Policies written in this policy** and KCSIE guidance.
- Staff and pupils must adhere to the **Acceptable Use Policy**.
- Pupils not using devices or software as intended will be disciplined in line with the Behaviour Policy.
- The school will not be responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the school.
- Pupils must not record lessons or share personal information.
- Staff will only conduct lessons via approved platforms and will use school accounts.
- Where possible, all interactions will be textual and public.
- All staff and pupils using video communication must:
- Communicate in groups – one-to-one sessions are not permitted.
- Wear suitable clothing – this includes others in their household.
- Be situated in a suitable 'public' living area within the home with an appropriate background; 'private' living areas within the home, such as bedrooms, are not permitted during video communication.
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute video material without permission.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they are visible.

All staff and pupils using audio communication must:

- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute audio material without permission.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they can be heard.

Safeguarding

This section of the policy will be enacted in conjunction with the school's Child Protection and Safeguarding Policy, which has been updated to include safeguarding procedures in relation to remote working.

- Be undertaken by no fewer than two members of staff.
- Phone calls made to vulnerable pupils will be made using school phones where possible.
- Be suitably recorded on paper and the records stored so that the DSL has access to them.
- Actively involve the pupil.
- All members of staff will report any safeguarding concerns to the DSL immediately.

Data protection

- This section of the policy will be enacted in conjunction with the school's Data Protection

Policy.

- All platforms used will comply with GDPR.
- No personal data should be shared outside of the school network.
- Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.
- Any data that is transferred between devices will be suitably encrypted or have other data protection measures in place so that if the data is lost, stolen, or subject to unauthorised access, it remains safe until recovered.
- All contact details will be stored in line with the Data Protection Policy and retained in line with the Records Management Policy.
- The school will not permit paper copies of contact details to be taken off the school premises.
- Pupils are not permitted to let their family members or friends use any school-owned equipment which contains personal data.
- Any breach of confidentiality will be dealt with in accordance with the school's GDPR Policy.
- Any intentional breach of confidentiality will be dealt with in accordance with the school's GDPR Policy, Behaviour Policy or the Disciplinary Policy and Procedure as appropriate.

Health and safety

- This section of the policy will be enacted in conjunction with the school's Health and Safety Policy.
- Teaching staff and ICT technicians will ensure pupils are shown how to use the necessary equipment and technology safely and correctly prior to the period of remote learning.
- If using electronic devices during remote learning, pupils will be encouraged to take a five-minute screen break every two hours. The normal 5.5 hr working day will be condensed in line with screen break frequency and the need for alternative activities to online learning.
- If any incidents or near-misses occur in a pupil's home, they or their parents are required to report these to the health and safety officer or other relevant member of staff immediately so that appropriate action can be taken
- Pupils who are unwell are not expected to be present for remote working until they are well enough to do so.
- Parents will inform postbox if their child is unwell for a period of more than 48 hours, which prohibits them from accessing schoolwork set.