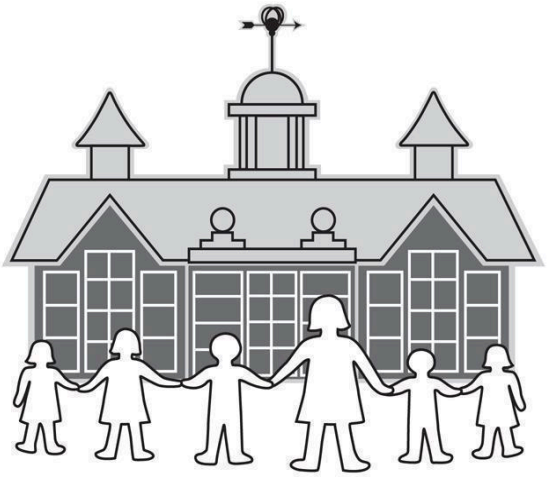
North Ealing Primary School



Remote Learning Policy

February 2025

Policy last ratified and adopted by the Headteacher	Spring 2025
Policy / Document due for review	Spring 2028

At North Ealing Primary School, we are committed to providing high-quality learning provision for our pupils when they are not able to attend school. This remote learning policy is designed to ensure that all learners, regardless of their background, abilities, or circumstances, have equal access to high-quality remote education.

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Ensure access to online learningr is accessible to all learners, regardless of their abilities, backgrounds, or circumstances.
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

2. Use of remote learning

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 Regulations.

We 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 we decide that opening our school is either:

- Not possible to do safely
- Contradictory to guidance from local or central government

Occasions when individual pupils, for a limited duration, are unable to physically attend school but are able to continue learning, for example because:

- They have an infectious illness
- They are preparing for or recovering from some types of operation
- They are recovering from injury and attendance in school may inhibit such recovery
- Their attendance has been affected by a special educational need or disability (SEND) or a mental health issue

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 plan (EHCP) 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.

3. Roles and responsibilities

3.1 Teachers

When providing remote learning, teachers should:

- Provide pupils with access to remote education using Google Classroom as soon as reasonably practicable
- Make reasonable adjustments for pupils with SEND to access remote education, where required, informed by relevant considerations including the support families will require and the types of services that pupils can access remotely
- Providing printed resources, such as textbooks and workbooks where necessary

They are also responsible for:

- Setting the correct amount of work for pupils:
    - 2 hours a day on average for Key Stage (KS) 1
    - 3 hours a day on average for KS2
- Setting work as close to 3pm the day before, where possible
- Ensuring pupils know where and how to return any work completed on Google Classroom
- Coordinate with other teachers to ensure consistency across the year and to make sure pupils with limited access to devices can still complete the work
- Making sure that work provided during periods of remote education is of high quality, meaningful, ambitious for all pupils
- Considering the needs of pupils' families or carers, including how much adult involvement is needed in each activity
- Sharing feedback on work completed, as appropriate
- Keeping in touch with parents of pupils who aren't in school
- Handling any complaints or concerns shared by parents and pupils – for e.g. any safeguarding concerns
- Handling any behavioural issues, such as failing to complete work
- Attending virtual meetings with parents/carers and pupils
    - Ensure appropriate dress code

- Ensure the Location is suitable (e.g. avoid areas with background noise, nothing inappropriate in the background)

3.1 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum needs to change to accommodate remote learning
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent
- Monitoring the remote work set by teachers in their subject to ensure consistency and progression
- Alerting teachers to resources they can use to teach their subject remotely

3.2 Senior leaders

Senior leaders should make sure staff continue to be trained and are confident in delivering online learning.

They should aim to continue to overcome barriers to accessing google Classroom by:

- Distributing school-owned chrome books
- Securing appropriate internet connectivity solutions where possible
- Work with families to rapidly identify effective solutions where engagement is a concern
- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning –through regular meetings with teachers and subject leaders, reviewing work set and reaching out for feedback from pupils and parents/carers
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

3.3 Designated safeguarding lead (DSL)

The DSL/DDSL are responsible for:

All members of school, following our NEPS Child Protection policy and the Online Safety Policy

3.4 Technical Team

The computing lead and IT support are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents/carers with any technical issues they're experiencing on Google Classroom

- Reviewing the security of remote learning systems and flagging any data protection breaches to the DSL
- Assisting pupils and parents/carers with accessing the internet or devices

3.5 Pupils and parents/carers

Staff can expect pupils learning remotely to:

- Be contactable during the school day
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work
- Act in accordance with normal behaviour rules of the school (and any specific online behaviour rules)

Staff can expect parents/carers with children learning remotely to:

- Engage with the school and support their children's learning, and to establish a routine that reflects the normal school day as far as reasonably possible
- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

3.6 Governing board

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains of as high a quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

5. Data protection

5.1 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
- 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

6. Links with other policies

Safeguarding Policy

Relational Behaviour for Learning Policy

Child Protection Policy

GDPR Data protection Policy

GDPR Information security Policy

Online Safety Policies

Home School Agreement

Teaching and Learning Policy

Remote Learning Parent Information

Marking Policy

Antiracism Policy