



Remote Learning Policy

September 2025

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Policy Review

This policy will be reviewed in full by the Governing Body on an annual basis.

The policy was last reviewed and agreed by the Governing Body on Tuesday 23rd September

It is due for review in Sept 26

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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
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 8:30 and 15:30.

If they're 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 work –
 - o Providing remote lessons for their class appropriate to their year group. Work should be consistent with each year group's curriculum targets.
 - o These lessons should be uploaded to the approved learning platform [Tapestry – Early Years, Seesaw – KS1 and Google Classroom – KS2
 - o Staff should be prepared for those children in their class who are unable to access online learning. This may mean providing paper copies or work packs.

Some children will be eligible for DFE funded laptops. These children will be identified and equipment will be organised where required.
- Providing feedback on work –
 - o Providing support and challenge through tasks and through the comments sections of Seesaw and Google Classroom.
- Keeping in touch with pupils who aren't in school and their parents –
 - o Keep in contact with families through email correspondence. Phone calls may be used for more immediate contact however staff must ensure private mobile numbers are hidden.

- o Staff should ensure they reply to emails/ make phone calls at an appropriate time.
- o Any complaints or concerns should be logged on CPOMS so a member of SLT can advise.
- o If a child does not complete work consistently, staff should attempt to contact parents.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8:30 and 15:30.

If they're 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 assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely –
 - o Providing details or activities to the class teacher with regards to individual interventions with children (where applicable)
 - o Supporting class teacher with the creation and organising of remote learning lessons.
 - o Contacting vulnerable children and supporting families.
 - o Assisting in support and challenge through tasks and through the comments sections of Tapestry, Seesaw and/or Google Classroom.

2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Alerting teachers to resources they can use to teach their subject remotely
- Monitoring the coverage of their subject across remote learning.

2.4 Senior Leadership Team

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning – Head and Deputy Head to have access to Seesaw and Google Classroom for each class to review work set and response from children.
- Responding to complaints and concerns identified through CPOMS.
- Continuing safeguarding procedures of those children accessing remote learning – Designated Safeguarding Leads to be responsible for this.

2.5 Pupils and parents

Staff can expect pupils learning remotely to:

- 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're 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 can't complete work.
- Seek help from the school if they need it via year group emails or through calling Toner Avenue School.
- Be respectful when making any complaints or concerns known to staff.
- Keep up to date with developments through emails, school website or Toner Avenue social media.

3. Resources used for Remote Learning

Early Years

Early Years will continue using Tapestry to communicate with children and parents. Staff should provide paper copies of work if they feel it is more appropriate.

Staff should make use of the Oak Academy resources within their remote learning activities.

(<https://www.thenational.academy/>)

Key Stage One

Staff in Key Stage One will use Seesaw Class App to assign remote learning. This can be accessed via all electronic devices. Staff may provide links for other approved educational websites or applications through Seesaw Class App. These include websites such as:

- Times Table Rock Stars
- Mathletics
- Reading Plus
- Top Marks maths games
- ICT in Schools Resources
- BBC Bitesize

All staff should make use of the Oak Academy resources within their remote learning activities.

(<https://www.thenational.academy/>)

All logins for accounts will be provided to children by their class teacher.

Key Stage Two

Staff in Key Stage Two will use Google Classroom to assign remote learning. This can be accessed via all electronic devices. All children have a secure school Google Account which can be accessed via Toner Avenue School website. Staff may provide links for other approved educational websites or applications through Google Classroom. These include websites such as:

- Times Table Rock Stars
- Mathletics
- Reading Plus
- Top Marks maths games
- ICT in Schools Resources

- BBC Bitesize

All staff should make use of the Oak Academy resources within their remote learning activities.
(<https://www.thenational.academy/>)

All logins for accounts will be provided to children by their class teacher. Computing Subject Lead will have access to these login details.

4. Who to contact

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

- Issues in setting work – talk to the relevant subject lead or SENCO
- Issues with IT – talk to Computing Subject Leader/ IT Technician
- Support with using remote learning platforms (additional training) - talk to Computing Subject Leader
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the DSL

5. Data protection

5.1 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses and phone numbers as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online.

Staff should also ensure their personal data is protected by only using school email addresses not personal email addresses. If they are using personal mobile devices to contact parents, they must keep numbers hidden.

If there is a data breach, the data protection officer (DPO) must be contacted immediately and a data breach logged.

5.2 Keeping devices secure

Some members of staff may take a school laptop home for remote learning. This must be logged on the Laptop Sign Out Form. 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)
- Making sure the device locks if left inactive for a period of time.
- Not sharing the device among family or friends.

Staff should also refer to the school Code of Conduct/ Staff Behaviour policy.

6. Safeguarding

See Safeguarding Policy

7. Links with other policies

This policy is linked to our:

- Safeguarding and Child Protection policy
- Confidential Reporting and Whistleblowing policy
- Home-school agreement
- E-Safety policy
- School Improvement Plan
- Code of Conduct/Staff Behaviour policy
- Low level concerns policy