

Carr Hill Community Primary School - Home Learning Policy

At Carr Hill Community Primary School, we believe that home learning should reinforce, practise and extend learning that has taken place in school. Home learning should be purposeful, manageable and accessible to all pupils. In exceptional circumstances where a pupil is unable to attend school for a prolonged period, the school will provide learning in line with statutory guidance and the school's Attendance Policy.

Aims

At Carr Hill Community Primary School, home learning supports pupils in consolidating, practising and extending learning beyond the school day. In some circumstances, pupils may also require access to learning when absent from school for a prolonged period.

Through the implementation of this policy, we aim to address key considerations associated with home learning, including online safety, access to educational resources, data protection and safeguarding.

This policy aims to:

- Minimise the disruption to pupils' education and the delivery of a continuous 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, parents, carers and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during periods of home learning.
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and that they remain happy, healthy and supported during periods of home learning.
- Allow pupils who are unable to attend school to have access to high-quality learning.

Roles and responsibilities

Governing body

The governing board is responsible for:

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

Headteacher and Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the home learning approach across the school
- Monitoring the effectiveness of home learning through staff discussions, review of completed work and feedback from pupils and parents/carers.
- Monitoring the security of home learning systems, including data protection and safeguarding considerations

The Headteacher is responsible for:

Ensuring that all staff, parents/carers and pupils adhere to the relevant policies at all times
Ensuring that there are arrangements in place for identifying, evaluating and managing the risks associated with home learning
Ensuring that there are arrangements in place for monitoring incidents associated with home learning
Arranging the additional training that staff may require to support pupils during the period of home learning

Designated safeguarding lead

The DSL is responsible for:

Attending and arranging, where necessary, all relevant safeguarding meetings that occur during the home learning periods.
Ensuring child protection plans are enforced and in place while the pupil is engaging in home learning and, alongside other relevant professionals, ensure appropriate measures are in place to keep the child safe.
Ensuring all safeguarding incidents are recorded and reported in line with Keeping Children Safe in Education (KCSIE) 2026 and the Carr Hill Community Primary School Safeguarding and Child Protection policy.
Liaising with Gateshead LA IT technicians to ensure that all technology used for home learning is suitable for purpose and will protect pupils online
Identifying vulnerable pupils who may be at risk if they are engaging in home learning
Liaising with relevant individuals to ensure vulnerable pupils receive the support required during the period of home learning

SENDCO

The SENDCO is responsible for:

Ensuring that all pupils with EHC plans continue to have their needs met while engaging in home learning and to liaise with the headteacher and other organisations to arrange any necessary alternative arrangements for pupils with EHC plans
Identifying the level of support or intervention required for pupils with SEND who are engaging in home learning.
Ensure that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the home learning period

Teachers

When providing home learning, teachers are responsible for:

Adhering to this policy at all times during periods of home learning
Teachers will provide activities that support and reinforce the curriculum being taught in school and help pupils maintain progress during periods of absence
Reporting any health and safety incidents to the Health and Safety officer and ask for guidance as appropriate

Reporting any safeguarding incidents to the DSL and take advice for guidance as appropriate
Taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software
Reporting on any potential dangers that they identify, as well as any concerns they have about home learning, to the headteacher
Adhering to the staff code of conduct and online safety policy at all times
Should a staff member require support with the use of technology, it is their responsibility to seek this support in school and Senior Leaders will ensure that support is given promptly.
Home learning will be accessible to pupils, parents/carers either via the school's website or through emails sent to parents/carers

Setting work

Teachers will provide a weekly overview that will be available to parents/carers focusing on the planned learning for that week. The learning will match the new learning taking place within the classroom (or was planned to take place within the classroom) with a focus on the key skills within English and Mathematics.

Early Years children will be provided with activities to complete at home with parents and carers. The activities will match the planned learning taking place within the classroom.

In Key Stages One and Two, the expectations that daily lessons will be shared in Mathematics and English. These will include teaching sequences via PowerPoint, worksheets, workbooks, educational videos such as (BBC Bitesize, Oak Academy, YouTube etc.), interactive online learning, open ended projects and creative projects.

Teachers will provide learning for their current class. The amount of work they need to provide is daily Mathematics and English lessons plus lessons for foundation subjects each week.

Home Learning Expectations

Early Years

Reading/sharing books daily.

Practical language, number and fine motor activities.

Key Stage 1

Reading at least five times per week.

Phonics practice where appropriate.

Weekly maths and curriculum activities.

Key Stage 2

Reading at least five times per week.

Weekly spelling and times tables practice.

Curriculum-related tasks to consolidate learning.

Feedback to pupils

Teachers will provide whole-class feedback on work that has been received.

Teachers will acknowledge and review completed home learning where appropriate and use this information to inform future learning and address misconceptions.

Completed work can be sent back in hard copies or emailed back to class email addresses.

Keeping in touch with pupils, who aren't in school, and their parents/carers

Class email addresses should be used for parents to contact teachers. Teachers will aim respond to emails in a timely manner, but we ask parents/carers to be mindful that staff have many other responsibilities and may not be able to provide an immediate response.

Phone calls will also be made to discuss issues completing work when necessary and to check on the wellbeing of our pupils and families.

Liaise with headteacher and senior leadership team around any behavioural issues, such as failing to complete work on time.

Teaching assistants

When assisting with home learning, teaching assistants are responsible for:

Supporting pupils who aren't in school with engaging in home learning when requested by the headteacher

Will liaise with the class teacher to support planning and resourcing differentiated learning

Subject leads

Subject leaders will support staff in planning appropriate home learning activities that reinforce the taught curriculum and are accessible to all pupils.

Pupils and parents/carers

Staff can expect pupils engaging in home learning to:

Adhere to this policy at all times during periods of home learning

Report any technical issues with home learning equipment to the school as quickly as possible with the help of your parent or carer

Adhere to the school's behaviour policy and online safety policy at all times

Be contactable during the school day – although consider they may not always be in front of a device the entire time

Complete work and return it for feedback to the class teachers by the deadline set

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 and carers with children engaging in home learning to:

Adhere to this policy at all times during periods of home learning

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

Report any technical issues with home learning equipment to the school as quickly as possible

Ensure that their child uses any home learning equipment appropriately

Adhere to the Home/School learning agreement signed when your child started Carr Hill at all times

**We know that it will be vital that we ensure children engage with home learning so that they do not fall behind with their learning. We understand that every pupil has their own unique circumstances and that there will be many factors that can affect the effectiveness of home learning. If there are individual conditions that mean pupils can't engage with home learning, parents/carers need to communicate this with teachers to reach a positive solution.*

Who to contact

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

Issues in setting work – liaise with the relevant subject lead or SENDCO

Issues with behaviour – liaise with the headteacher or member of the school's leadership team

Issues with IT – speak to IT lead or raise the problem with IT services in Gateshead

Issues with their own workload or wellbeing – talk to member of senior leadership team or the headteacher

Concerns about data protection – talk to the headteacher or SBM

Concerns about safeguarding – talk to the DSL, Deputy DSL or FSW

Data protection

This section of the policy will be enacted with the school's Data Protection Policy.

Staff members will be responsible for adhering to GDPR when providing home learning and will always ensure the confidentiality and integrity of their devices.

Any contact with pupils, parents/carers should be through the school's email address carrhillprimary.gov.uk or through the individual class group email addresses to keep individual staff emails private. This also ensures that there will be moderation from the headteacher and senior leaders if necessary.

Sensitive data will only be transferred if absolutely necessary for the purpose of teaching and learning. Any data transferred between devices will be encrypted or have other data protection measure in place so that if data is lost, stolen or subject to unauthorised access, it remains safe until recovered.

Parents/carers and pupils up-to-date contact information will be collected prior to a period of home learning

All contact details will be stored and retained in line with the school's data protection policy

The school will not permit paper copies of contact details to be taken from the school's premises

Any breach of data protection or confidentiality will be dealt with in accordance with the school's Data Management Plan

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

Staff are reminded to collect and/or share as little personal data as possible online.

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 – 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)

Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device

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

Safeguarding

Where pupils are absent from school for an extended period, safeguarding procedures remain fully in place. Staff will follow the school's Child Protection and Safeguarding Policy, record concerns on CPOMS and report concerns immediately to the DSL or Deputy DSL. Vulnerable pupils will receive appropriate support and monitoring in line with individual needs and statutory guidance.

All members of staff will report any safeguarding concerns to the school's DSL in line with the school's Child Protection and Safeguarding Policy and Keeping Children Safe in Education (KCSIE) 2026

Monitoring arrangements

This policy will be reviewed annually by the Headteacher and approved by the Governing Body.

Links with other policies

This policy is linked to our:

Behaviour policy

Child protection and Safeguarding Policy

Data protection policy and privacy notices

Home-school agreement

ICT and internet acceptable use policy

Online-safety policy