



# **Lowercroft Primary School**

## **Remote Learning Policy**

<b>Approved by:</b>	Headteacher
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## **Aims**

This policy outlines Lowercroft Primary School's approach to remote learning, ensuring continuity of education for all pupils during periods of school closure, pupil absence, or other circumstances that prevent in-person attendance. It aims to provide a high-quality learning experience that aligns with our school's vision, values (Empathy, Respect, Independence, Courage, Curiosity) and curriculum goals. This policy is designed to meet the needs of all pupils, including those with SEND and those who are disadvantaged.

## **Roles and Responsibilities**

### Class Teachers:

- Planning and delivering engaging and effective remote learning activities that align with the school's curriculum.
- Providing clear instructions and resources for pupils to complete their work.
- Providing regular feedback on pupil work and progress.
- Communicating with parents about pupil progress and any concerns.
- Monitoring pupil engagement and identifying pupils who may need additional support.
- Providing a range of teaching resources from Oak National Academy, White Rose, pre-recorded and live lessons. Consideration will be given to the amount of screen time planned for. It is the responsibility of the teacher to make sure that all the links shared are operational.
- Teachers will be understanding of different family's circumstances and will operate as flexibly as possible to meet the needs of all.
- Teachers will communicate with parents on the Class Dojo and use Microsoft Teams when conducting any live interactions.
- Teachers will make wellbeing phone calls to pupils to check-in with them and provide support for parents working with them at home if required. The frequency of this will depend on the level of engagement of the family and the level of need of the child.
- Teachers will communicate hours of availability during the week and send a 'signing off for the weekend' message on class dojo at the end of the working day on Friday.

### Teaching Assistants

- Supporting teachers in the delivery of remote learning activities.
- Providing targeted support to pupils who may need additional help.
- Assisting with the preparation of remote learning resources.
- Communicating with parents about pupil progress and any concerns, under the direction of the class teacher.
- Teaching assistants will provide live one to one and small group support for children with SEND who do not have an EHCP.
- Teaching assistants will provide live intervention support for children who are struggling with new concepts.
- Teaching assistants will make wellbeing phone calls and offer pastoral support to those children who are identified as needing it.

### Subject Leaders

- Subject Leaders will seek out and share quality assured remote learning resources with teachers.

#### SENCO:

- Ensuring that the needs of pupils with SEND are met during remote learning.
- Working with teachers to adapt remote learning activities to meet the individual needs of pupils with SEND.
- Providing support and guidance to parents of pupils with SEND.
- Monitor the provision of children with EHCP in school.
- Monitor the provision for children with SEND who are learning from home.
- Report to the Headteacher on the above during weekly SEND meetings.

#### IT Lead

- Ensuring that staff and pupils have access to the necessary technology and support for remote learning.
- Providing technical support to staff, pupils, and parents.
- Ensuring the security and safety of online learning platforms and resources.
- Ensure all staff are adequately trained in the use of Microsoft Teams.
- Ensure laptops for pupils to loan are set up securely with the appropriate software available.
- Support parents with technical issues they may be experiencing.
- Arrange for government funded laptops to be set up for school use.
- Monitor the safety of pupils online and protocols for safe teaching online.
- Flag any data protection breaches to the data protection officer.

#### Key Stage Leaders

- Monitor the quality of remote learning being offered across their Key Stage.
- Support teachers and teaching assistants with their delivery of the remote curriculum.
- Support teachers with the management of parental concerns.

#### Headteacher

- Overall responsibility for the implementation and effectiveness of the remote learning policy.
- Ensuring that staff are adequately trained and supported to deliver remote learning.
- Monitoring the quality of remote learning provision and making adjustments as needed.
- Communicating with parents and the wider school community about remote learning arrangements.
- Ensuring the Child Protection and Safeguarding Policy and its addendum are adhered to.
- Monitor the wellbeing of all staff ensuring that workload is manageable and know the systems in place to support them.
- Communication with parents about remote learning reviews and any changes through regular updates.

#### Pupils:

- Engaging actively in remote learning activities.
- Completing assigned work to the best of their ability.
- Seeking help from teachers or parents when needed.
- Following the school's code of conduct during remote learning activities.
- Pupils will try their hardest to complete work set and ask for help if they get stuck.

#### Parents/Carers:

- Supporting their child's participation in remote learning.
- Providing a suitable learning environment for their child at home.

- Communicating with the school about any concerns or issues related to remote learning.
- Ensuring their child completes assigned work to the best of their ability.
- Parents will understand that younger children will probably not be able to complete the work independently.
- Parents will seek help from school if they need it.
- Parents will be respectful when expressing concerns.

#### Governing Board

- The governing body is responsible for monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible.
- The governing body will ensure that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.
- The governing body will monitor the wellbeing of the Headteacher and staff.

### **Implementation Strategies:**

#### Curriculum and Learning Activities:

- Remote learning activities will be aligned with the school's curriculum and learning objectives.
- Teachers will provide a variety of learning activities to cater to different learning styles and needs, keeping in mind Ofsted's 'What's working well in remote education' document.
- Activities may include:
  - Online lessons (live or pre-recorded)
  - Interactive activities and games
  - Worksheets and written assignments
  - Reading and research tasks
  - Creative projects
- Teachers will plan for 2-4 hours of learning activities per day depending on the age of the children (EYFS – 2 hours, KS1 – 3 hours, KS2 – 4 hours)
- Remote learning packs will be uploaded to class pages on the website or via Seesaw each week. These will include the weekly timetable, links to online learning and worksheets to complete. A paper copy will be printed off for collection from the school office if needed.
- The number of children accessing live lessons will be dependent upon the age of the children.
- Reading books will be exchanged via our online 'Oxford Reading Buddy'.
- Teachers will communicate which pieces of work to prioritise.
- Teachers will provide feedback on identified pieces of work.

### **Access to Technology and Resources:**

- The school will provide access to devices and internet connectivity for pupils who do not have them at home, prioritising disadvantaged pupils and those with SEND.
- The school will provide training and support to pupils and parents on how to use online learning platforms and resources.
- The school will ensure that all online learning platforms and resources are accessible to pupils with SEND.

### **Communication and Feedback:**

- The school will use a variety of communication channels to keep in touch with pupils and parents, including:
  - School website
  - Email
  - Seesaw
  - Microsoft Teams
  - Phone calls
  - Weekly Newsletters
  
- Teachers will provide regular feedback on pupil work and progress, using a variety of methods, such as:
  - Written comments
  - Verbal feedback during online lessons
  - Online quizzes and assessments

### **Data Protection:**

#### Accessing personal data

When accessing personal data for remote learning purpose, all staff will:

- Access emails of parents using a secure platform - Integris or Seesaw.
- Use a secure device – school laptop, school ipad, school phone.

#### Processing personal data

- Staff may need to collect and/or share personal data such as an email addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, individual 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.

#### Keeping devices secure:

All staff 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 (eg 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 – always install the latest updates.

### **Safeguarding and Wellbeing**

- The school's Child Protection and Safeguarding Policy will apply to all remote learning activities.

- Staff will be vigilant in identifying and responding to any safeguarding concerns.
- The school will provide resources and support to promote the mental health and wellbeing of pupils, staff, and families.

#### Monitoring and Evaluation

- The school will regularly monitor the effectiveness of its remote learning provision through:
  - Pupil engagement data
  - Pupil progress data
  - Feedback from pupils, parents, and staff
  - Lesson observations

The school will use this information to make adjustments to its remote learning policy and practises as needed.

#### **Links with other policies:**

- Positive Behaviour Policy
- Child Protection and Safeguarding Policy including the addendum
- Data Protection Policy and Privacy Notices
- Home-School Agreement
- IT and Internet Acceptable Use Policy
- Online Safety Policies
- Wellbeing Policy

#### **Review and Revision:**

This policy will be reviewed annually, or more frequently as needed, to ensure that it remains relevant and effective. The review will involve consultation with staff, parents, and pupils.