Staples Road Primary School

REMOTE LEARNING POLICY

STRIVE, RESPECT, SUCCEED



Approved by:	Local Governing Body
Last reviewed on:	October 2026
Next review due by:	October 2028

Introduction

Our home learning provision has been well-received by parents with subsequent parent surveys being overwhelmingly positive regarding school responsiveness, quality of home learning resources, effective communication, and online safety guidance.

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

In the event of full or partial closure of the school, a year group or a class.

Roles and Responsibilities

Teachers

When providing remote learning, teachers must be available between 8.50am – 3.15pm. If unable to work for any reason during this time, for example due to sickness or caring for a dependent, teachers should report this using the normal absence procedure.
When providing remote learning, teachers' key responsibilities are:

- Setting work as detailed in the overview
- Providing feedback on work
- Keeping in touch with pupils who aren't in school and their parents
- Attending virtual meetings with staff, parents and pupils

Teaching Assistants

When assisting with remote learning, teaching assistants must be available between 8.50am – 3.15pm (dependent on working hours). If unable to work for any reason during this time, teaching assistants 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, under the direction of the class teacher
- Attending virtual meetings with teachers, parents and pupils

Subject Leaders

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
- Working with teachers, other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent
- Alerting teachers to resources they can use to teach their subject remotely

Inclusion Lead

Alongside any teaching responsibilities, the SENDCo is responsible for:

- Ensuring all children with an EHCP or identified additional needs has appropriate provision for remote learning
- Liaising with parents of SEND children to ensure they are supported in remote learning
- Supporting teachers to ensure SEND children have appropriate learning opportunities during remote learning

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning e.g. reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Designated Safeguarding Leads

In line with normal school policy, for any safeguarding issues please refer concerns to the Lead DSL or Deputy DSLs via standard CPOMS / school channels.

Governing Body

The governing board is responsible for:

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

Remote Learning Overview

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1. We will continue to use Seesaw as our learning platform for remote learning, with children logging on with home learning codes, and a book being sent home for children to do written work in.
2. We will use Zoom for a weekly well-being/social check in session with each class.

1. Seesaw

Each year group will post the activities for the week on Seesaw in two tranches: Monday morning by 9am and Thursday morning by 9am. (Apart from in the first week of a closure period when they must be posted daily by 9am). Each week at least 1 teacher video message to the class (posted as an announcement).
All lesson activities to include an embedded video of the teacher input – this could just be giving the instructions but will often include some teacher modelling/demonstrating. Any written instructions should be voice recorded.
English:

- **EYFS & KS1:** Daily reading activity (phonics, word awareness/spelling or early VIPERS work) and daily writing activity (handwriting, sentence work or longer independent writing).
- **KS2:** Daily reading response work (VIPERS) and daily writing activity following clear sequences (IPEELL or Talk 4 Writing).

Maths:

- Daily maths activity following White Rose Maths schemes.
- Daily number fluency task (Numbots in Reception/KS1 and Times Tables Rockstars in KS2).

Topic & Foundation Subjects:

- One activity per day following the medium-term plan, including regular Science lessons.
- Physical activity options posted weekly to encourage 60 active minutes daily.

Feedback: Short individual written or verbal feedback for one piece of work a day to value

home effort, supplemented by Dojo points and tailored comments.
SEND Provision: Differentiated resources provided in line with Learner Profiles and EHCP EHCP expectations. SENCO coordinates support and statutory review obligations.

Keeping Devices Secure

All staff members will take appropriate steps to ensure their devices remain secure, including strong password protection, hard drive encryption, auto-locking, and updated antivirus software.

Who to contact

- **Issues in setting work:** Subject lead or SENCO
- **Issues with behaviour:** Head of Phase or SLT
- **Issues with IT:** Computing lead or School Bursar
- **Workload / Wellbeing:** Headteacher
- **Data protection / Safeguarding:** DPO / Lead DSL

Monitoring arrangements

This policy will be reviewed every two years by the senior leadership team and approved by the Governing Body.

Links with other policies

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy