

Highfield CE Primary School

Remote Learning Policy 2025



Approved by: The Governing Body **Date:** May 2025

Last reviewed on: May 2025

Next review due by: September 2026

Aims

This policy outlines how Highfield CE Primary School maintains its capacity to provide high-quality remote education when pupils are unable to attend in person due to illness, closure, or emergency. It aims to:

- Ensure consistency in the approach to remote learning.
- Set out clear expectations for all members of the school community.
- Provide appropriate guidelines for safeguarding and data protection.
- Uphold the school's **Christian values** by fostering a supportive, compassionate, and respectful remote learning environment.

Roles and Responsibilities

Teachers

When providing remote learning due to partial/full lockdown or individual pupil absence, teachers will:

- Set work for their classes and groups, ensuring lessons are sequenced to maintain continuity of learning.
- Deliver daily literacy and numeracy lessons through pre-recorded video content, accompanied by resources shared with families each morning.
- Provide foundation subject content in the afternoons (also via video and resources).
- Set expectations for task completion within school hours; pupils should submit work within 24 hours.
- Provide feedback to individuals or groups as appropriate, either through the remote platform or during live Q&A sessions.
- Host subject-specific Q&A sessions via Google Meet, with clearly defined daily times.
- Set weekly additional home learning in line with our Homework Policy.
- Upload work to Google Classroom and Showbie (for junior pupils), with instructions shared with parents at the start of the year.
- Share curriculum plans with year group colleagues to ensure consistency, with team members designated to upload specific subject videos (e.g., one uploads Literacy videos, another Maths).
- Respond to parental questions via info@highfieldschool.co.uk during the working week (not weekends); queries will be forwarded to teachers via ParentMail.

Where families do not have digital access and a loan device is unavailable, printed resource packs will be provided for collection.

For individual or small group absences, remote learning will be adapted and sent home (electronically or in paper form as appropriate).

If teachers are concerned about engagement:

- Contact the family directly.
- Inform the senior leadership team if concerns persist so further support can be offered.

Designated Safeguarding Lead (DSL)

The DSL is responsible for:

- Ensuring staff maintain awareness of safeguarding duties during remote learning.

- Making sure staff understand expectations outlined in Annex C of Keeping Children Safe in Education.
- Promoting understanding of online risks, including:
 - **Content** (e.g., exposure to harmful or illegal material),
 - **Contact** (e.g., harmful interactions with others),
 - **Conduct** (e.g., unsafe or inappropriate online behaviours).
- Useful safeguarding and e-safety resources are signposted by the DfE and shared with families when appropriate.

Pupils

Pupils are expected to:

- Be contactable during school hours (though not necessarily online the entire time).
- Complete work by the deadlines set.
- Ask for help when needed and communicate with their teachers during the set Q&A sessions or via email if they encounter difficulties.
- Inform teachers if they are unable to complete tasks, so appropriate support can be arranged.

Parents and Carers

Parents are expected to:

- Inform the school if their child is unwell or unable to complete work.
- Support children in maintaining a productive learning environment at home, ensuring they have a quiet and distraction-free space for learning.
- Seek support through the Q&A sessions or via email if needed.
- Be respectful when raising concerns and support the school's Christian ethos by fostering a caring and positive learning environment at home.
- Support safe online practices by following e-safety guidance provided by the school.

Governing Board

The governing board will:

- Monitor the school's approach to remote learning to ensure the quality of education is maintained.
- Ensure that systems in place for remote learning meet standards for data protection and safeguarding.

Safeguarding and E-Safety

The school's Child Protection Policy and safeguarding procedures remain in effect during remote learning.

- All safeguarding concerns should be reported immediately to the DSL team.
- The school will emphasise the importance of a safe online environment through PSHE lessons and parent communication, ensuring all pupils are aware of online risks.
- Parents are encouraged to install parental controls and filters on home devices to safeguard their children's online activity.

Pastoral Care:

We understand that remote learning can be challenging for some children, particularly those who are vulnerable. We will continue to offer pastoral support and ensure that pupils feel connected to their

peers and teachers. We will host **virtual pastoral check-ins** and encourage regular communication between staff and families, in keeping with our Christian values of support, care, and compassion.

Data Protection

All staff will adhere to GDPR and school data protection policies when handling personal data and communicating with pupils and families remotely. This includes using secure platforms for communication and storing data securely.

Equality and Access

The school is committed to ensuring remote education is accessible for all pupils:

- Support will be provided for families without access to technology, including device loans or printed work packs.
- Reasonable adjustments will be made for pupils with SEND in line with their support plans, ensuring that remote learning is inclusive and meets their individual needs.
- **SEND Support:** Teachers will liaise closely with SENDCo and parents to ensure that remote learning is tailored to pupils' specific needs, offering personalized resources and additional support as required.