

Shotley Bridge Primary School

Remote Learning Policy



September 2025

Approved by:	Governing Body	Date: September 2025
Last reviewed on:	September 2025	
Next review due by:	September 2026	

1. Context

There is an expectation that every school will have a robust home learning offer for all pupils should they need to work at home. There is also an expectation that schools keep a close track of what learning pupils are doing at home and how they are managing with home-learning.

The following is guidance for parents/carers to help their children to “keep up.” There is a strong focus on reading, writing and basic number work as well as suggestions for other curriculum areas.

2. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Ensure a robust curriculum is in place for all pupils in the event of a National Lockdown
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

3. Roles and responsibilities

3.1 Teachers

When providing remote learning, teachers must be available during their normal working hours.

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:
- 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

3.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available for their normal working hours.

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
- Attending virtual meetings with teachers, parents and pupils

3.3 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
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Monitoring the remote work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

3.4 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 – explain how they'll do this, such as through regular meetings with teachers and subject leaders, 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

3.5 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 pupils 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
- Be respectful when making any complaints or concerns known to staff
- Create a positive learning environment

3.6 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

4. Our School Offer

Whilst pupils self-isolate, stay at home or are sent home for other reasons, Shotley Bridge Primary School will endeavour to work with families to deliver a broad and ambitious curriculum and provide all children with:

- immediate remote education

- planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with clarity about what is intended to be taught and practiced in each subject
- curriculum sequence that includes access to high-quality online/ offline resources that are linked to the school's own curriculum expectations
- carefully planned activities, so that pupils have meaningful and ambitious work each day across a range of subjects

5. Preparation by School

The school will ensure that the following actions are taken prior to any pupils needing to work at home.

The following items will be available for collection from the school office:-

- Lined and plain paper
- Other basic stationery items including pens, pencils, rubbers etc
- Login details for all online learning platforms Eg. TTRockstar, Lexia, Spelling Shed, NumBots, Purple Mash
- Guidelines for using Microsoft Teams
- Acceptable use policies for parents and pupils

Staff will ensure that all children understand how to access the school's online learning platform (age appropriate) and support any parents/carers who require support.

6. Preparation at home

Parents should endeavour to support pupils' remote learning by creating a positive environment for their child to learn, by

- providing the correct equipment to enable pupils to complete the work given.
- designating a working space if possible.
- distinguishing between weekdays and weekends, to separate school life and home life
- having a clear cut-off, at the end of the day, to signal school time is over
- creating and adhering to a routine
- making time for exercise and breaks throughout the day to keep children active
- being aware of the work that is set, including sites they will be asked to use
- being aware of the school staff children will interact with
- emphasising the importance of a safe online environment. Setting age-appropriate parental controls on digital devices and using internet filters to block malicious websites. These are usually free, but often need to be turned on.
- reinforcing the importance of children staying safe online
- encouraging children to work to the best of their ability and praise their efforts

7. Online Access

It is expected that children will access most of our remote learning through our online provision. If parents/carers do not have access to an electronic device, we expect them to inform school and we will loan them a device. If families do not have access to the internet (including mobile phone data), school will remind parents/carers that they can continue to liaise with school staff who will provide paper-based activities.

8. Further Support Available

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

- Issues related to the work set – contact the relevant class teacher via email to the school office
- Issues with behaviour – contact the relevant class teacher via email to the school office
- Issues with IT – contact the school office
- Issues with their own workload or wellbeing – contact the Senior Mental Health Lead (Mrs N Dryden) via the school office
- Concerns about data protection – talk to the Data Protection Officer (Mr D Hobson) via the school office
- Concerns about safeguarding – talk to the Designated Safeguarding Leads: Senior Leads - Mrs V Atkinson, Mrs D Dryden (KS2) and Miss A Reid (R/KS1). Deputy Leads – Mrs D Lee (R/KS1/KS2), Miss G Newbould (R/KS1) and Mr L Vaserhelyi (KS2).

Who to contact for staff

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

- Issues in setting work – Miss Reid (R/KS1) and Mrs Dryden (KS2)
- Issues with IT – talk to the school office
- Issues with their own workload or wellbeing – talk to Mrs Dryden (Senior Mental Health Lead), Miss Hunter (R/KS1 Staff Wellbeing Champion) or Miss Blyth (KS2 Staff Wellbeing Champion)
- Concerns about data protection – talk to the data protection officer (Mr D Hobson)
- Concerns about safeguarding – talk to the Designated Safeguarding Leads: Senior Leads - Mrs V Atkinson, Mrs D Dryden (KS2) and Miss A Reid (R/KS1). Deputy Leads – Mrs D Lee (R/KS1/KS2), Miss G Newbould (R/KS1) and Mr L Vaserhelyi (KS2)

9. Data protection

9.1 Accessing personal data

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

- Access the data on the school's secure cloud service (Arbor)
- Access through school supplied equipment

9.2 Processing personal data

Staff members may need to collect and/or share personal data such 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.

9.3 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)
- 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

10. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- Acceptable use policy
- Online safety policy
- Data Protection Policy