



Full Governors
26.03.25

Signed: *[Signature]*

Remote Learning Policy

Introduction

We understand the need to continually deliver high quality education, including during periods of remote learning – whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all children have access to the learning resources and support that they need to succeed. Through the implementation of this policy, we aim to address the key concerns associated with remote working, such as online safety, access to educational resources, data protection and safeguarding.

This policy aims to:

- Minimise the disruption to children's education and the delivery of the curriculum.
- Ensure provision is in place so that all children have access to high quality learning resources.
- Protect children from the risks associated with using devices connected to the Internet.
- Ensure staff, parent, and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Ensure all children have the provision they need to complete their work to the best of their ability, and to remain happy, healthy and supported during periods of remote learning.

For the avoidance of doubt, this policy will only be implemented in the event of a pandemic e.g., Covid-19 when, in exceptional circumstances such as Government imposed lockdowns (national, local or class/year groups), staff at Portway Infant School will continue to provide education and support to our children using remote learning. All learning will be conducted through, pre-recorded lessons with the class teacher or teacher from their year group, lessons from government endorsed platforms such as Oak Academy and other high quality educational websites. Staff will be available on Class Dojo throughout the day to help and support children and parents/carers. This will allow staff to keep in daily contact in a professional and confidential manner with their class families. Teachers will be able to schedule learning in a way that does not overwhelm our children. Teaching and learning can be tailored, changed and updated as time progresses, allowing for replication of classroom activity to the best of our ability. In all communication, we will prioritise the well-being of the children and consider the resources available to us.

The home learning portal link will be here:

[Remote learning | Portway Infant School](#)

Communication will be sent via: Class Dojo, texts, emails, website and weekly newsletters.

Extra information about the curriculum can be found here:

[Our Curriculum | Portway Infant School](#)

This policy is in conjunction with other school policies which can be found here: [Policies | Portway Infant School](#) but in particular: Child protection and Safeguarding and Online Safety policies.

This policy is subject to change and revision in-line with Government legislation or as other resources become available as well as the availability of staff.

Flexibility of Learning

We realise that the circumstances that cause our school to close will affect families in a number of ways. In our planning and expectations, we are aware of the need for flexibility from all sides:

- parents/carers may be trying to work from home so access to technology as a family may be limited
- parents/carers may not feel confident enough to support their child's learning
- parents/carers may have two or more children trying to access technology
- teachers may be trying to manage their own home situation and the learning of their own children
- systems may not always function as they should
- children with EHCP and/or additional needs will continue to receive the therapies and treatments where possible

An understanding of, and willingness to adapt to these difficulties from all parties is essential for success, partnership and well-being.

Expectation Management

We believe that it is in the best interests of our children that we continue to provide structured support to the best of our ability. Bearing in mind the need for flexibility, deadlines will be flexible and given in advance.

It must be noted that the work children engage in during a period of closure will be part of our current planning and so should not be considered as optional. Children and parents/carers should consider the arrangements set out in this document as highly recommended.

Teaching staff will:

- Share teaching and activities with their class through Class Dojo
- Set work that is a mix of pre-recorded video lessons, setting work online, setting work to be completed individually.
- Continue teaching in-line with current, extensive planning that is already in place throughout the school
- Continue to follow the Code of Conduct and remain professional at all times
- Recognise that learning remotely will be more difficult, so tasks will be set in smaller steps to allow for this
- Keep in contact with children through Class Dojo/Microsoft Teams
- Reply to messages, set work and give feedback on activities during the hours 9.00 a.m. – 3.30 p.m.
- Allow flexibility in the completion of activities, understanding that the circumstances leading to our closure will affect families in a number of ways
- Take regular breaks away from the computer to engage in other professional duties
- Report any concerns about behaviour or safeguarding, following regular school procedures
- If unwell themselves, be covered by another staff member for the sharing of activities. Follow up of messages on Class Dojo during this time may not be

undertaken until the teacher is fit to work, although we will endeavour to cover sick teachers.

Children will:

- Be assured that wellbeing is at the forefront of our thoughts and we will promote the need for children to take regular breaks, get fresh air, exercise and maintain a reasonable balance between online engagement and offline activities
- Only access the material shared by their teacher and ask for parental permission to use technology for anything beyond that
- Read daily, either independently or with an adult
- Practise their spellings and phonics
- Follow the school rules and values of Portway Infants when learning remotely
- Be dressed in appropriate clothes if live online with teachers and classmates (although school uniform is not required)
- Consider using the school closure time to learn a new skill, follow their own interests to discover more about the world around us or simply be creative

Parents/carers will:

- Support their child's learning to the best of their ability – online and offline
- Encourage their child to access and engage with Class Dojo posts from their teacher
- Refrain from screenshotting or copying any information, messages or posts to share on social media or any other platform outside of Class Dojo
- Know they can continue to contact their class teacher via Class Dojo if they require support of any kind or email admin@portwayi.derby.sch.uk with other queries
- Check their child's completed work each day and encourage the progress that is being made
- Be mindful of mental well-being of both themselves and their child and encourage their child to take regular breaks from screens, play games, get fresh air and relax
- Ensure their child is dressed in appropriate clothes when live online with teachers and classmates (although school uniform is not required)
- Ensure that, if they are on screen, they are dressed and behaving appropriately
- Be proactive in online safety and ensure appropriate controls are in place and talk to their child about online safety
- Be mindful that the school cannot match everyone's individual needs at this time but know that the school is endeavouring to support all families best we can
- Not comment on the teacher's teaching outside of Class Dojo – any concerns should be emailed or communicated to the teacher in the first instance.
- Not make any personal comments about a teacher using Class Dojo.

N.B. In compliance with Copyright Law and regulations governing the use of photocopiable materials, parents/carers must note that resources are for viewing online only on Class Dojo. They must not be printed, photocopied or distributed. The school will not take responsibility for any breach of Copyright Law.

Resources

The school will use a range of different teaching methods during remote learning to help explain concepts and address misconceptions. For the purpose of providing remote learning, the school may make use of:

- Current online learning portals

- Educational websites
- Reading tasks
- Live chats via Microsoft Teams
- Pre-recorded video or audio lessons

In addition,

- Teachers will review the DfE's list of [online education resources](#) and utilise these tools as necessary, in addition to existing resources.
- Reasonable adjustments will be made to ensure that all children have access to the resources needed for effective remote learning.
- Lesson plans will be adapted to ensure that the curriculum remains fully accessible and inclusive via remote learning.
- The school will review the resources children have access to and adapt learning to account for all children's needs by using a range of different formats.
- Teaching staff will liaise with the SENDCo and other relevant members of staff to ensure all children remain fully supported for the duration of the remote learning period.
- The SENDCo will arrange additional support for children with SEND, which will be unique to the individual's needs, e.g., via weekly phone calls.
- Any issues with remote learning resources will be reported as soon as possible to the relevant member of staff
- Children will be required to use their own or family-owned equipment to access remote learning resources.
- For children who cannot access digital devices at home, the school will endeavour to help source one or provide paper-based provision.
- Children and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.
- Teaching staff will oversee academic progression for the duration of the remote learning period and will mark and provide feedback on a selection of each child's work.
- The arrangements for any 'live' sessions, e.g., assemblies and class catch ups, will be communicated no later than one day before the allotted time and kept to a reasonable length of no more than half an hour per session.
- The school's IT support are not responsible for providing technical support for equipment that is not owned by the school.

Online safety

This section of the policy will be enacted in conjunction with the school's Online Safety Policy.

Where possible, all interactions will be textual and public. All staff and children using video communication must:

- Communicate in groups – one-to-one sessions are not permitted.
- Wear suitable clothing – this includes others in their household.
- Be situated in a suitable 'public' living area within the home with an appropriate background – 'private' living areas within the home, such as bedrooms, are not permitted during video communication.
- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute video material without permission.
- Try to ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they are visible.

- All children must have an adult in the room with them when on any live sessions

All staff and children using audio communication must:

- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute audio material without permission.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they can be heard.

The school will consider whether one-to-one sessions are appropriate in some circumstances, e.g., to provide support for children with SEND. This will be decided and approved by the SLT, in collaboration with the SENDCo.

The school will ensure that all school-owned equipment and technology used for remote learning has suitable anti-virus software installed, can establish secure connections, can recover lost work and allows for audio and visual material to be recorded or downloaded, where required.

During the period of remote learning, the school will maintain regular contact with parents:

- To reinforce the importance of children staying safe online.
- To ensure parents are aware of what their children are being asked to do, e.g., sites they have been asked to use and staff they will interact with.
- To encourage them to set age-appropriate parental controls on devices and Internet filters to block malicious websites.
- To direct parents to useful resources to help them keep their children safe online.

The school will not be responsible for providing access to the Internet off the school premises and will not be responsible for providing online safety software, e.g., anti-virus software, on devices not owned by the school

Safeguarding

This section of the policy will be enacted in conjunction with the school's Child Protection and Safeguarding Policy, which has been updated to include safeguarding procedures in relation to remote working.

The Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Leads (DDSL) will identify 'vulnerable' children (children who are deemed to be vulnerable or are at risk of harm) via risk assessment prior to the period of remote learning.

The DSL and DDSLs will arrange for regular contact to be made with vulnerable children, prior to the period of remote learning.

Phone calls made to vulnerable/all children will be made using school phones where possible. If not possible then teachers will make sure they put 141 in front of a parent's number when calling.

The DSL and DDSLs will arrange for regular contact with vulnerable children once per week at minimum, with additional contact arranged where required.

Data protection

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

Staff members will be responsible for adhering to the GDPR when teaching remotely and will ensure the confidentiality and integrity of their devices at all times.

Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.

Any data that is transferred between devices will be suitably encrypted or have other data protection measures in place so that if the data is lost, stolen, or subject to unauthorised access, it remains safe until recovered.

Parent's up-to-date contact details will be collected prior to the period of remote learning.

All contact details will be stored in-line with the Data Protection Policy.

Children are not permitted to let their family members or friends use any school-owned equipment, which contains personal data.

Any breach of confidentiality will be dealt with in accordance with the school's GDPR policy.

Marking and feedback

All learning completed through remote learning, when appropriate, must be:

- Finished when returned to the relevant member of the teaching staff.
- Returned on or before the deadline set by the relevant member of the teaching staff.
- Completed to the best of the pupil's ability.
- The pupil's own work.

Please note, not all work will be able to be marked.

The school expects children and staff to maintain a good work ethic during the period of remote learning. Children are accountable for the completion of their own learning where relevant, our younger pupils may need more support – teaching staff will contact parents via Class Dojo, email or a telephone call if their child is not completing their learning or the standard of work has noticeably decreased.

Teaching staff will monitor the academic progress of children with and without access to the online learning resources and discuss additional support or provision with the headteacher as soon as possible.

Teaching staff will monitor the academic progress of children with SEND and discuss additional support or provision with the SENDCo as soon as possible.

Health and safety

This section of the policy will be enacted in conjunction with the school's Health and Safety Policy.

Teaching staff will ensure children are shown how to use the necessary websites and technology safely and correctly prior to the period of remote learning.

If using electronic devices during remote learning, children will be encouraged to take a five minute screen break every hour as a minimum.

Screen break frequency should be adjusted for younger children or children with medical conditions, who require more frequent screen breaks.

School day and absence

Teachers will be present for remote learning between 9 a.m. and 3 p.m. from Monday to Friday, with the exception of breaks and lunchtimes if they are well enough themselves to do this.

Children, who are unwell, are not expected to be present for remote learning until they are well enough to do so.

Parents will inform their child's teacher via phone call or e mail to the office if their child is unwell.

The school will monitor absence in line with the school Attendance Policy.

Communication

The school will ensure adequate channels of communication are arranged in the event of an emergency.

The school will communicate with parents via letter, email or the school website about remote learning arrangements as soon as possible.

The Senior Leadership Team will communicate with staff as soon as possible via email about any remote learning arrangements.

Members of staff involved in remote teaching will ensure they have a working mobile device that is available to take phone calls during their agreed working hours.

The school understands that children learning remotely have the right to privacy out-of-hours and should be able to separate their school and home lives – communication is only permitted during school hours.

Members of staff will have spoken contact with their line manager at least once per week. As much as possible, all communication with children and their parents will take place within school hours.

Parents and children will inform the relevant member of staff as soon as possible if learning cannot be completed.

Issues with remote learning or data protection will be communicated to the class teacher as soon as possible so they can investigate and resolve the issue.

The class teacher will keep parents and children informed of any changes to the remote learning arrangements or the learning set.

Lisa McSherry

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