



Believe, Achieve, Succeed

# Remote Learning Policy

Responsibility for this policy lies with (Headteacher, Full Governing Body or Finance & Premises Committee)	Headteacher
Policy approved date	February 2025
Policy due for review on	As required



## **Aims**

- This policy ensures a consistent approach to remote learning, sets expectations for staff, students, and parents, and provides data protection guidelines.

## **Use of Remote Learning**

- Remote education is not an alternative to in-school attendance. It may be used when in-person attendance is impossible due to safety concerns, government guidance, or medical reasons (e.g., illness, surgery recovery, SEND, or mental health issues).
- Local authorities must provide education if a child is absent for 15+ school days in a year.

## **Remote learning may include:**

- Using Google Classroom to set work
- Mathletics
- Word Shark
- Sending home resources or workbooks
- Providing links to external high-quality lessons
- When remote learning is required, we will:
  - Agree on arrangements with parents/carers and relevant professionals
  - Regularly review and plan reintegration into school
  - Provide appropriate support to return to in-person learning
  - Remote learning will not be used as a disciplinary measure.

## **Roles and Responsibilities**

### **Teachers**

- Available during normal working hours
- Conduct live lessons via Google Meet (English & Maths)
- Upload lessons and resources to Google Classroom
- Provide feedback on assigned work weekly
- Adjust materials for SEND students where needed
- Maintain communication with students and parents
- Report concerns to relevant staff (e.g., safeguarding, IT, or behaviour issues)

### **Learning Support Assistants (LSAs)**

- Available during working hours
- Conduct daily intervention sessions via Google Meet
- Provide real-time support during lessons
- Upload resources and recordings

- Attend staff meetings and liaise with teachers

### **Subject Leads**

- Coordinate online lesson schedules
- Ensure resources are uploaded to Google Classroom
- Support staff in delivering quality remote education

### **Senior Leaders**

- Oversee the remote learning process
- Monitor effectiveness and security of remote learning
- Conduct safeguarding checks during online sessions

### **IT Staff**

- Troubleshoot technical issues
- Support staff and parents with access problems
- Maintain system security and data protection compliance

### **Pupils**

- Engage in lessons and complete work on time
- Seek help when needed
- Follow online learning expectations

### **Parents/Carers**

- Notify the school if their child is sick or unable to participate
- Support children in accessing and completing remote learning -

### **Governing Board**

- Monitor remote learning quality and security

### **Communication & Support**

- For concerns or queries, contact [admin@vicars-green.ealing.sch.uk](mailto:admin@vicars-green.ealing.sch.uk).
- Allow two working days for a response.
- If you are having difficulties accessing the remote learning, please contact the admin team so that printed packs can be made accessible.

### **Data Protection & Safeguarding**

- Staff must use school-provided or secure personal devices
- Follow school policies for handling personal data

- Maintain online safety practices

### **Monitoring & Review**

This policy will be reviewed in line with government updates.

### **Related Policies**

- Behaviour and Learning Policy
- Child Protection Policy
- Data Protection Policy
- Home-School Agreement
- Anti bullying policy, including Cyber bullying
- Online Safety Policy