

THIS POLICY HAS BEEN REVIEWED BUT NOT UPDATED MATERIALLY UNTIL REQUIRED - UPON WHICH IT MUST BE REVIEWED CLOSELY IN LIGHT OF THE CIRCUMSTANCES AT THAT TIME.



Remote Learning Policy

Reviewed: **February 2026**

Reviewed by: **Headteacher / SLT / Governors**

Date to be reviewed: **February 2027**



***East Peckham Primary School, 130, Pound Road, East Peckham, Tonbridge,
TN12 5LH***

Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are not able to attend school.
- Set out expectations for all members of the school community with regards to remote learning.
- Provide appropriate guidelines for data protection and child protection.

Roles and responsibilities

It is vitally important to recognise that the school has outlined 4 levels of remote learning which will require staff, pupils and parents to adopt different approaches for each situation, should they arise. A definition of each level is given below:

Level 1 Self isolating or waiting for test result [up to 14 days]	Level 2 Shielding for a length of time	Level 3 Full class/bubble closure	Level 4 Local lockdown, whole school closed
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The Headteacher and Deputy Headteacher are the Remote Learning Leaders [RLL], and will ensure that this policy is implemented fully and reviewed when necessary. They will be supported by the Senior Leadership Team in monitoring consistency and application throughout the school.

Each of the 4 levels have different requirements of the class teacher and teaching assistant and their interactions and support will vary. In level 1 and 2, class teachers are required to carry out their full time teaching responsibilities, as well as support children with remote learning. As a school we need to be mindful and supportive of their workload, therefore feedback will be given by either the teacher or TA, but will not necessarily be given daily.

All remote learning must take place in line with the requirements set out in our Online Safety, Child Protection, Acceptable Use and Staff Code of Conduct policies.

Teachers will recognise that the needs and circumstances of our families vary, as well as access to online resources. Therefore they will consider:

- Making it manageable (such as not overwhelming parents with lots of tasks to print) and just asking them to do what they can.
- Remembering that parents are not teachers.
- Adapting the usual timetable but keeping some routines to help structure the day at home.
- Setting work that pupils can do independently, with resources that they are likely to have at home.
- Keeping it flexible, and being clear to parents that work and timetables are suggested.

Level 1 - Self isolating or waiting for test result - up to 14 days

Parents are asked to:

- Contact the school office and request work to be assigned to their child on Google Classroom. Parents will also be asked to understand that the work will be available as soon as is practicable.
- Continue reading daily with their child.
- Continue to practise times tables daily with their child.
- Continue to SpellingShed to support spellings.

Level 2 - Shielding for a length of time

Parents are asked to:

- Contact the school office and request work to be assigned to their child on Google Classroom. Parents will also be asked to understand that the work will be available as soon as is practicable.
- Continue reading daily with their child.
- Continue to practise times tables daily with their child.
- Continue to use SpellingShed to support spellings.

Level 3 - Full class/bubble closure

In the event of a whole class self isolation [including staff], the following will be provided either by the class teacher, teaching assistant or SLT:

- An outline of the day with tasks focussed on reading, phonics, writing, maths and additional subjects.
- An introduction to the day's tasks via Google Meet; this session will be no shorter than 15 minutes and no longer than one hour.
- At least 3 daily tasks (to include one English and one Maths task)
- Feedback will be provided to all work submitted by the following day.
- The register will be taken of all those attending the Google Meet. Where considered appropriate, welfare calls will be made to the families not attending.

Level 4 - Local lockdown - whole school closed

The following will be provided either by the class teacher, teaching assistant or SLT:

- An outline of the day with tasks focused on reading, phonics, writing, maths and additional subjects.
- An introduction to the day's tasks via video recording.
- Lessons will include maths, reading, writing, phonics/spelling plus a foundation subject and most lessons will be accompanied by a screen recording of teacher input, where appropriate
- Feedback will be provided to all work submitted by the following day.
- Monitoring of those who are accessing Google Classroom. Where considered appropriate, welfare calls will be made to the families not attending.
- Regular phone call check-ins will take place for some families

Teachers

When providing remote learning in levels 3 and 4, teachers must be available between 9 a.m. and 3:30 p.m on Monday to Thursday and between 9 a.m and 2pm on Friday. If they are unable to work for any reason during this time (e.g. due to sickness or caring for a sick dependent), they should report this using the normal absence procedure and provide any relevant planning/links for virtual learning to SLT. Paid or unpaid leave will be authorised in line with our staff absence procedure.

Teachers are expected to:

- Ensure that all school policies are followed throughout all interactions with pupils.
- Remain vigilant to the safety and welfare of pupils and record any concerns immediately on CPOMs.
- Set work in line with this policy.
- Coordinate with other teachers to ensure consistency and progression across the school.
- Provide feedback on all work submitted.
- Keep in touch with pupils and parents who are not in school, through phone calls, Google Classroom and the parent email address. Inform pastoral support staff of children not accessing learning for a welfare call to be made.
- When attending virtual meetings with staff, parents and/or pupils, remember:
 - dress code - should be professional and in line with staff code of conduct
 - location - neutral back drop with no family photos etc in view
 - household (if a meeting is held at home) - no other members of your family or household should be present.
- Supervise pupils accessing the school on a rota basis as required.

Teaching Assistants

When providing remote learning in levels 3 and 4, teaching assistants must be available between 9 a.m. and 3:30 p.m on Monday to Thursday and between 9 a.m and 2pm on Fridays . If they are unable to work for any reason during this time [e.g. due to sickness or caring for a sick dependent], they should report this using the normal absence procedure and provide any relevant planning/links for virtual learning to SLT. Paid or unpaid leave will be authorised in line with our staff absence procedure.

When assisting with remote learning in a level 3 or 4 situation, teaching assistants are responsible for:

- Attending all Google Classroom meetings with pupils when appropriate
- Attending virtual meetings with teachers, parents and pupils in line with the requirements above.
- Assist in producing and distributing hard copies and resources to support families with limited or no access to online learning.
- Support the class teacher in any way possible.
- Supervise children accessing school provision

Subject Leaders

During level 3 or 4 situations, subject leaders will be expected to:

- Monitor remote learning of their subject across the school.
- Advise and support teachers with planning remote learning.

Senior Leaders

During level 3 or 4 situations, senior leaders will:

- Monitor remote learning across the school.
- Lead and support communication with parents and staff.

DSLs

The DSLs are responsible for all elements outlined in the Child Protection policy to ensure that the welfare of all pupils is paramount at all times. This will include:

- Ensuring staff remain up to date with any relevant updates / training.
- Ensuring staff are utilising CPOMS and responding to concerns regarding children's safety and welfare.
- Following up and analysing attendance of pupils [either in school or accessing remote learning].
- Liaising with Social Services and Early Help.
- Meeting virtually with all DSLs to discuss concerns and cases open to external services.

Pupils and parents

Staff can expect pupils learning remotely to:

- Complete work to the deadline set by teachers.
- Seek help if they need it from teachers and TAs.
- Alert teachers if they are not able to complete work.

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or cannot complete their work.
- Seek help from the school if they need it.
- Support their child with their learning.
- Submit children's work within the time slot that has been given.

Governors

The Governing Body 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.

Hard copies

Parents will be able to request hard copies of remote learning in the event that they are unable to access school online remote learning. The school office must receive the request and hard copies can be collected once collection arrangements are made.

Who to contact

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

- Questions about setting work - talk to the subject lead.
- Concerns about behaviour - talk to SLT.
- Issues with IT - talk to the ICT lead.
- Issues with their own workload or wellbeing - talk to the Headteacher or Deputy Headteacher.
- Concerns about safeguarding - talk to a DSL.

Safeguarding

Staff should adhere to the full requirements of all school policies including Child Protection, Acceptable Use, Code of Conduct.

Staff should remain vigilant during periods of remote learning in the following ways:

- Children in level 1 - office will phone to see how children and family are on a daily basis.
- Children in level 2 - teacher will liaise with parent and child on a weekly basis.
- Children in level 3 - TA will maintain a register of all those attending daily Google meetings. Those absent will receive a check-in call.

- Children in level 4 - teacher or pastoral support will undertake a regular check in to talk to all members of the class. SENCO/SLT will carry out additional check in calls with vulnerable families where appropriate.

Data Protection

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

- Liaise with the school office to send appropriate messages to parents regarding remote learning via Arbor.
- Use School supplied devices at all times.
- Use Google Classroom for learning.

All staff 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.
- Making sure the device locks if left inactive for a period of time.
- Not sharing the device with family or friends.