

LITTLE KINGSHILL COMBINED SCHOOL

Remote Learning Policy



This policy was adopted in Spring 2026

Next Review Spring 2028

LITTLE KINGSHILL COMBINED SCHOOL

REMOTE LEARNING POLICY – GUIDANCE FOR PARENTS AND CHILDREN

1. Introduction

Following the suggested Government guidelines, we recognise that it is our duty at Little Kingshill Combined School to continue to provide high-quality learning for children who are unable to attend school, but are able to continue learning. For example, if the child is going to be absent for 3 or more days, e.g. child has chickenpox. This is in line with DfE guidance (DfE, Providing Remote Learning, January 2023).

Remote education should only ever be considered as a last resort where a decision has already been made that attendance at school is not possible, (Providing Remote Learning, Jan 2023). If your child would not be at school because they are too ill, (e.g. sickness, diarrhoea, cold etc.) or you have chosen not to send your child to school (e.g. holiday) we will **not** supply remote learning in these circumstances.

This policy will set out the expectations that children and parents should have for remote learning, should the need for it arise.

2. Aims

This remote learning policy aims to:

- Set out expectations for members of the school community with regards to remote learning.
- Ensure consistency in the school's approach to remote learning.
- Provide appropriate guidelines for data protection.

3. Communication and Technology

In line with Government expectation, the 'remote education provided should be equivalent in length to the core teaching pupils would receive in school.' This equates to:

- EYFS: we would expect 2 – 3 hours per day (although there is no set recommended time)
- Key Stage 1: 3 hours a day
- Key Stage 2: 4 hours a day

This time is inclusive of giving pupils time to complete tasks and assignments independently.

3.1.1 Learning Platforms

Children in **Nursery and Reception** will continue to use Tapestry for the viewing, completion and submission of remote learning work.

Years 1 – 6 will use Google Classroom for the viewing, completion and submission of any remote learning and to join Google Meets as needed.

4. Lesson Provision and Curriculum Coverage

- Resources and instructions to be able to complete the work will be provided on the appropriate learning platform.
- Lessons provided will follow our learning in school. Teachers will try to use, where possible, practical, interactive links for the work set, for example, pre-recorded videos from Oak Academy website, Atom Prime etc.

- Learning will be available by 8.30am on the following day to when parent of the child has communicated with school that their child will be unable to attend for the next 3 days, providing a valid reason (see above).
- Zoom/Google meet meetings will only be provided in the event that the whole class/school is unable to attend school. *This does not apply to days of Industrial Strike Action.*

4.1.3 Whole Class/School Closure

In the event of a whole class or whole school closure;

- Work will set on the appropriate platform from 8.30am of the day of the closure.
- Set up a zoom/Google Meet at the following times - this is so work can be explained and children can ask questions about the days learning.

Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
10.30am	10.15am	10.00am	9.45am	9.25am	9.05am	8.45am

- It is expected that teachers will keep their zoom/Google Meet running throughout the school day (apart from during lunchbreak 12-1pm) so children are able to seek clarification for work when needed.

5. Expectations and responsibilities

5.1 Parents and children

Parents are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring their child is available to learn remotely and that the schoolwork set is completed on time (submitted by 3.15pm on the day it is set) and to the best of their child's ability.
- Reporting any technical issues to the school as soon as possible.
- Ensuring that their child always has access to remote learning material.
- If a child is unable to complete online learning provided for the day, the parent must inform the school office as soon as possible, as they would a normal absence.
- Ensuring their child uses the equipment and technology provided for remote learning as intended.
- All children and parents to have read, understood, agreed and signed a copy of the Online Learning Agreement (Appendix 1).

Pupils are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring they are available to learn remotely and that their schoolwork is completed on time and to the best of their ability. Work is to be submitted by 3.15pm on the day it is set.
- Attending zoom/Google meet meetings at the specified times, if applicable.
- Maintaining a good work ethic during the period of remote learning.
- Reporting any technical issues and any safeguarding concerns or incidents to their teachers as soon as possible.
- Ensuring they have access to remote learning material and notifying a responsible adult if they do not have access.
- Notifying a responsible adult if they are feeling unwell or are unable to complete the schoolwork they have been set.
- Ensuring they use any equipment and technology for remote learning as intended.

5.2 Attending virtual meetings with staff, parents and pupils:

- When a teacher, parent or child is required to attend a virtual meeting where they will be seen by others (i.e. zoom meeting) they must ensure they are wearing appropriate clothing.
- When a teacher, parent or child is required to attend a virtual meeting where they will be seen by others (i.e. zoom meeting) they should also consider the background of their camera, with no noise distractions and any items that are deemed inappropriate on view.

5.3 Expectations of Teachers

In the event of whole class or whole school closure, teachers will be available between 8.50am – 3.15pm, unless absent due to sickness or other relevant reason. If this absence is likely to affect your child's remote learning provision for the day, we will contact you via ParentMail by 8.30am.

Teachers are responsible for:

5.3.1 Setting work:

- Remote learning work will be uploaded to the appropriate learning platform. Learning will be available by 8.30am on the following day to when you have communicated with school that your child will be unable to attend for the next 3 days, providing a valid reason.
- When appropriate, supporting materials may be placed on the class pages or in the description of the task.
- Teachers are required to provide remote learners with a daily task for;
 - English (All pupils)
 - Maths (All pupils)
 - 1 topic-based lesson for Key Stage 1 pupils
 - 2 topic-based lessons for Key Stage 2 pupils.

5.3.2 Feedback

Teachers are expected to feedback to pupils about work that is sent to them via the learning platform in the following manner;

- Teachers will give written/verbal feedback on **one** piece of work per day.
- Feedback will be given within 24hours of the work being submitted.

The feedback will consist of a general comment and next steps in their learning.

5.3.3 Accessibility and inclusivity

Teachers will ensure that barriers to digital access for pupils are overcome by, for example:

- Distributing school-owned laptops accompanied by a user agreement or contract (with permission of the Headteacher). *This is dependent on the availability of such equipment.*
- Offering to provide printed resources, such as textbooks, workbooks, photocopied sheets etc. to structure learning.

5.3.3 How school will keep in touch with pupils and parents

- Nursery/Reception – parents can use Tapestry as a means of communication with teachers, if needed.
- Year 1 – 6 – Teachers and children can use Google Classroom to communicate about the work provided.
- If parents wish to communicate with the teacher, please send an email to the office. The teacher will reply within 24hours.

5.4 Teaching assistants

In the event of whole class or whole school closure, teaching assistants will be available dependent on their contracted hours, unless absent due to sickness or other relevant reason. If this absence is likely to affect your child's remote learning provision for the day, we will contact you via ParentMail by 8.30am. *This does not apply to days of Industrial Strike Action.*

Teaching assistants are responsible for:

- Supporting pupils with learning remotely
- Supporting SEN/Vulnerable pupils with interventions
- This will be carried out at an agreed time with parents also attending through virtual meeting or telephone communication.

5.5 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach across the school.
- Working with teachers to make sure that the work set is appropriate and consistent.
- Monitoring the effectiveness of remote learning – through reviewing what is being placed on the learning platforms and feeding back to teachers.
- Alerting teachers to resources they could use for remote learning.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Overcoming barriers to digital access for pupils by, as outlined in 5.3.3
- Resolving issues raised, if not resolved through correct following of communication policy.

5.6 Designated safeguarding lead

The DSL is responsible for:

Please see addendum in Child Protection Policy.

5.7 Governing board

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible.
- Ensuring that all staff members are certain that systems are appropriately secure, for both data protection and safeguarding reasons.

6. Data protection

6.1 Sharing personal data

Staff may need to collect and/or share personal data such as email addresses as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions.

7. Safeguarding and Staying Safe Online

Please refer to our separate Safeguarding and Online Safety policies

8. Monitoring arrangements

This policy will be reviewed when implementing changes due to Government policy, or at least annually, by the digital lead. At every review, it will be approved by the full governing body.

9. Links with other policies

This policy is linked to our:

- Child protection policy and coronavirus addendum to our child protection policy
- Safeguarding policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy

Online Home Learning Agreement for Parents and Carers

- Make sure you and your child are fully familiar with and understand the information set out in this agreement.
- By allowing your child to attend during a Zoom/Google Meet session you are agreeing to abide by the information set out in this document.
- Answer the phone to school staff, messages or emails whenever possible. Staff may call from a withheld number. If you do not answer then staff will, if possible, leave a message. Staff will try to call you again when they are free.
- Supervise your child's internet use and online learning – make sure you are aware of what they have been asked to do and the websites they need to access. This will be in accordance with their age and level of independence.
- Make sure you know who your child is talking to or messaging.
- If a member of staff calls to speak to your children – check that you know who they are, speak to the member of staff yourself before your child talks to them, and stay in the room while your child is on the phone.

Guidelines for All Video Calls and Video lessons

- The parent or carer must make sure their child and other members of the household are aware the video call is happening.
- Staff, children and other members of the household must wear suitable clothing.
- Devices used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.
- Language must be professional and appropriate, including any family members in the background.
- The same expectations, as of normal school conduct, apply for remote teaching and conversations.
- Staff will only ever video call a pupil/group/class with prior agreement with parents and the teacher/SLT. This will always be at a pre-arranged time. The times of all video calls and lessons will be placed on class pages/Google Classroom or email if it is at an individual level.
- Parents and pupils are not allowed to share any part of a live video or recorded video online on any form of social media platform, within an email or text message.

Group/Whole Class Video Lessons

- These will take place over the Zoom/Google Meet platform.
- If your child takes part in a group video conversation, they can be seen by the teacher and other pupils (and members of their household) that are part of the conversation. As previously stated, wherever possible the session will be recorded and stored on the school server so that if any issues were to arise, the video can be reviewed.
- Parents will need to make sure that their child is able to operate the mute/unmute function on the Zoom/Google Meet platform.
- If the teacher has any concerns about children (or other members of the household) using unsuitable language, dress, location, they have the right to mute/turn off the camera of the household they are concerned about. The concerns will then be passed on to the Headteacher or Deputy Headteacher who will follow up with the family.
- Live sessions should be kept to a reasonable length of time and should take place during normal lesson times.

1:1 Video Conversations

- Staff will only ever video call a pupil with prior agreement with parents and the teacher/SLT.
- This will be at a pre-arranged time and day.
- The staff member will speak first with the parent or carer to check they are aware of the call.
The parent or carer must stay in the room.

By signing this, I confirm that I have read and will agree to the Home Learning Agreement.

Name of pupil

Date:

Name of Parent/Carer

Date:

Signature of Parent/Carer

Date: