



Christ Church C of E Primary Remote Education Policy

Member of staff responsible	Head Teacher
Review frequency	Annually
Date of next review	September 2026

Policy log:

<u>Date</u>	<u>Action</u>	<u>Comments</u>
Aug-23	Change of lunch hours	Point 13 amended
Aug-24	Change to KCSIE 2024 reference	
Aug-25	Reviewed	

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Statement of intent

At Christ Church C of E, we understand the need to continually deliver high-quality education, including during periods of remote education – whether for an individual pupil or for many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring all pupils have access to online lessons where required.

This policy aims to:

- Minimise the disruption to pupils' education and delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high-quality lesson content.
- Protect pupils from the risks associated with using an online lesson platform through the internet.
- Ensure robust safeguarding measures are in place.
- Ensure all pupils have the provisions required to complete their work to the best of their ability, and to remain happy, healthy and supported during periods of remote learning.

Legal framework

This policy has due regard to all relevant legislation and statutory guidance, including, but not limited to, the following:

- Data Protection Act 2018 (as amended by the Data (Use and Access) Act 2025)
- UK General Data Protection Regulation (UK GDPR)
- DfE (2024) *Providing remote education: guidance for schools*
- DfE (2025) *Keeping children safe in education*
- DfE (2024) *Working together to improve school attendance*
- DfE (2025) *Children missing education*
- DfE (2024) *SEND code of practice: 0 to 25 years*
- DfE (2022) *Health and safety: responsibilities and duties for schools*
- DfE (2022) *Safeguarding and remote education*

This policy operates in conjunction with the following school policies:

- Data Protection Policy
- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Behaviour Policy
- Accessibility Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Attendance Policy
- Online Safety Policy
- Staff Code of Conduct
- Pupil Code of Conduct
- Technology Acceptable Use Agreement for Pupils
- Technology Acceptable Use Agreement for Staff
- Marking and Feedback Policy

Roles and responsibilities

The governing board is responsible for:

- Evaluating the effectiveness of the school's remote learning arrangements.
- Reviewing the effectiveness of this policy on an annual basis in conjunction with the headteacher.
- Ensuring that online safety training for staff is integrated, aligned and considered as part of the school's overarching safeguarding approach.

- Deciding whether information regarding the school's remote education offering should be published on the school's website.

The headteacher is responsible for:

- Ensuring that there are arrangements in place for identifying, evaluating and managing the risks associated with remote education.
- Ensuring that the school has the resources necessary to carry out the procedures in this policy.
- Ensuring that pupils have access to remote education as soon as reasonably practicable, where appropriate.
- Reviewing the effectiveness of this policy on an annual basis in conjunction with the governing board and communicating any changes to staff, parents and pupils.
- Arranging any additional training that staff may require to support pupils with online lessons.
- Conducting termly reviews of the provision offered to ensure pupils' education does not suffer.

Staff members are responsible for:

- Adhering to this policy at all times when preparing and delivering remote education.
- Reporting any safeguarding incidents and concerns to the DSL.
- Taking part in training to meet the requirements of this policy.
- Reporting any defects on school-owned equipment used for remote education to the SBM.
- Adhering to the Staff Code of Conduct at all times.

The SENCO is responsible for:

- Liaising with the Computing Lead to ensure that the technology used for remote education is accessible to all pupils and that reasonable adjustments are made where required.
- Ensuring that pupils with EHC plans continue to have their needs met during periods of remote education, and liaising with other organisations to make any alternate arrangements for pupils with EHC plans and IHPs.
- Identifying the level of support that is required while pupils with SEND receive remote education.
- Ensuring that the remote education provision put in place for pupils with SEND is monitored for its effectiveness.

The DSL is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings regarding remote education.
- Identifying vulnerable pupils who may be at risk if they take part in remote education.
- Ensuring that child protection plans are enforced if vulnerable pupils take part in remote education.

The Computing Lead and SBM are responsible for:

- Ensuring all staff, parents, and pupils are aware of the data protection principles outlined in the UK GDPR.

- Ensuring that all computer programs used for remote learning are compliant with the UK GDPR and the Data Protection Act 2018.

The SBM is responsible for:

- Arranging the loaning of any equipment or technology required for staff to teach remotely and for pupils to learn from home.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.

The Computing Lead (working with ICT4) is responsible for:

- Ensuring that any programs or networks used for remote learning can effectively support a large number of users at one time, where required.
- Working with the SENCO to ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff.

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 school work set is completed on time and to the best of their child's ability.
- Communicating any difficulties with class learning to the class teacher, in the first instance.
- Ensuring that their child has access to remote learning material.
- Reporting any absence in line with the school's attendance policy.
- Ensuring their child uses the equipment and technology provided for remote learning as intended.

Pupils are responsible for:

- Ensuring they are available to learn remotely and that their school work is completed on time and to the best of their ability.
- Being ready to learn, i.e. suitable dressed, with resources organised.
- Ensuring they use any equipment and technology for remote learning as intended.
- Following our school rules of "Ready, Respectful and Safe" during any live learning time.

Resources

Learning materials

The school will utilise a range of different teaching methods when delivering remote education. For the purpose of providing remote learning, the school may make use of the following:

- Printed resources, e.g. reading books, workbooks and textbooks
- Microsoft Teams to upload work
- Educational websites
- Reading tasks
- Pre-recorded videos or audio recordings

The school will review the DfE's [guidance](#) on where schools can source educational resources to assist with the delivery of remote education and utilise these as appropriate. 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 pupils have access to the resources needed for effective remote learning.

The arrangements for any live lessons, e.g. using Teams, will be communicated via email and kept to a reasonable length of no more than 30 minutes per session.

Where remote education is needed, the school will ensure that it is equivalent in length to the core teaching pupils would receive in schools and includes a mix of recorded and live direct teaching time, as well as time for pupils to complete work independently.

Remote education will be provided for three hours a day on average across the cohort for KS1, with less for younger children, and four hours for KS2.

When setting remote education work, the school will consider the pupil's age, stage of development and any SEND. The school will also consider where this would likely require significant levels of support from parents, e.g. younger pupils or pupils with SEND, who are likely to need parental involvement to complete tasks.

The school recognises the importance of interaction with peers in aiding pupils' motivation, progress and wellbeing. Therefore, teachers will aim to meet with classes on a daily basis. e.g. for story time, register.

Lesson plans will be adapted to ensure that the curriculum remains fully accessible and inclusive via remote learning. The school will review the resources pupils have access to and adapt learning to account for this.

Work packs will be made available for pupils who are not able to access lessons - these packs can be collected from the school office.

Teaching staff will liaise with the SENCO and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period. The SENCO will arrange additional support for pupils with SEND in line with the individual's needs.

Teaching staff will implement more individualised planning, in liaison with the SENCO, for pupils with SEND where appropriate – where issues occur, the SENCO will contact the pupil's parents to see how the pupil can be supported.

Any issues with remote learning resources should be reported as soon as possible to the relevant class teacher.

Pupils will be required to use family-owned equipment to access remote learning resources, unless the school agrees to provide or loan equipment, e.g. laptops.

For pupils who cannot access digital devices at home, and are in receipt of Pupil Premium funding, the school will aim to provide support.

Teaching staff will oversee academic progression for the duration of the remote learning period and will mark and provide feedback on work in line with 'marking and feedback' section of this policy.

Food provision

The school will signpost parents via email towards additional support for ensuring their children continue to receive the food they need, e.g. food vouchers, food banks.

The school will work with their catering team to ensure good quality lunch parcels are provided to pupils eligible for FSM who are self-isolating at home.

Costs and expenses

If a pupil is provided with school-owned equipment, the pupil and their parent will sign and adhere to the Technology Acceptable Use Agreement prior to commencing remote learning.

Systems and technology

Teachers will review the DfE's list of [online education resources](#) and utilise these resources as necessary to support the Christ Church curriculum.

To ensure the appropriate use of education software, staff will:

- Ensure privacy settings are adjusted appropriately.
- Ensure they test and understand the service before any live online lesson.
- Ensure they understand how to mute the microphone and how to turn off their camera on their device.
- Ensure all pupils due to attend live online lessons have access to equipment that will need.
- Ensure online chat functions are disabled for pupils to allow maximum focus on task.

For aspects of the curriculum which are difficult to deliver through online provision, e.g. science experiments, teachers will consider using video demonstrations accompanied by supporting explanation.

For PE lessons, teachers will consider using online video demonstrations accompanied by supporting explanation. Pupils will be encouraged to take regular physical exercise to maintain fitness.

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 education.

All teaching staff will be made aware that the procedures set out in the school's Staff Code of Conduct apply at all times during the delivery of remote education. Parents will be made aware of what their children are being asked to do, including:

- The sites that they will be accessing.
- The school staff that they will be interacting with.

The DSL will arrange for regular contact to be made with vulnerable pupils during a period of remote education.

Additional contact, including home visits, will be considered where required. Phone calls made to vulnerable pupils will be made using school phones, where possible.

All contact with vulnerable pupils will be recorded on CPOMS.

The DSL will keep in contact with vulnerable pupils' social workers or other care professionals when the pupil is receiving remote education, as required.

Vulnerable pupils will be contacted by a known and trusted member of staff with regular "check ins"—this arrangement will be set up by the DSL prior to the period of remote learning.

The DSL will meet (in person or remotely) with the relevant members of staff termly to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely.

All members of staff will report any safeguarding concerns to the DSL immediately. Pupils and their parents will be encouraged to contact the DSL if they wish to report safeguarding concerns.

Staff will always have due regard for the school's Child Protection and Safeguarding Policy during remote education, e.g. whilst conducting live online lessons.

Staff will uphold their safeguarding obligations and will report any incidents or potential concerns to the DSL in line with the school's Child Protection and Safeguarding Policy.

The school will communicate the importance of online safety to parents, and encourage parents to set age-appropriate parental controls on digital devices and use internet filters to block malicious websites.

Data protection

Staff will have due regard for the school's Data Protection Policy at all times.

Pupil conduct

The school will provide pupils with a copy of the Pupil Code of Conduct to ensure they understand their responsibilities when online.

Pupils will be reminded that they should take part in any live online lessons in an appropriate setting, e.g. a quiet space with a neutral background.

Pupils will engage appropriately in online lessons and use features such as "hands up" emoji to join in.

Pupils will adhere to the school's Behaviour Policy at all times during live online lessons, as they would during a normal school day.

Staff conduct

Staff will follow the requirements set out in the Staff Code of Conduct and will ensure they understand their responsibilities with regard to conduct during live online lessons.

The school will ensure that staff read, sign and return the Staff Code of Conduct Policy prior to commencing live online lessons.

Staff will only use school-provided email addresses and phone numbers to communicate with pupils.

Staff will only use school-owned devices for delivering lessons, where possible.

Staff will ensure they conduct their live online lesson from an appropriate location – either the classroom or, if this is not possible, from a quiet area in their home which has a neutral background.

Staff will communicate with pupils and parents within school hours as far as possible (or within hours agreed with the school to suit the needs of staff).

Pupils with SEND

The school will ensure pupils with SEND receive any additional support where needed.

Staff will be sensitive to the needs of any pupils who may be sensitive to certain topics or issues that may arise during live online lessons.

The SLT, SENCO and relevant teacher will consider whether one-to-one lessons are appropriate in some circumstances for pupils with SEND.

Online safety

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

All staff and pupils will:

- Wear suitable clothing – this includes others in their household.
- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in school and be “Ready, Respectful and Safe”.

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

The school will ensure that all school-owned equipment and technology used for remote learning can establish secure connections and allows for audio and visual material to be recorded or downloaded, where required. The school will risk assess the technology used for remote learning prior to use and ensure that there are no privacy issues or scope for inappropriate use.

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

- Reinforce the importance of children staying safe online.
- Ensure parents are aware of what their children are being asked to do, e.g. activities that they have been asked to complete
- Encourage them to set age-appropriate parental controls on devices.
- Direct parents to useful resources to help them keep their children safe online, via newsletter updates.

Marking and feedback

All schoolwork completed through remote learning will be:

- Returned on or before the deadline set.
- Completed to the best of the pupil's ability.
- The pupil's own work.
- Marked in line with the Marking and Feedback Policy.
- Returned to the pupil.

Pupils will have regular contact during the period of remote learning with their class teacher, through daily story time sessions and registrations.

If there are problems submitting work on the school's remote platform Microsoft Teams or the work is not able to be submitted on the platform, parents will use email to send work to teachers. Screenshots can be taken and emailed as attachments, where appropriate. The school will also consider alternative options where appropriate, e.g. drop-off via the school office.

Teaching staff will contact parents via Microsoft Teams or email if their child is not completing their schoolwork or their standard of work has noticeably decreased. This is to ensure the child "keeps up" with peers and feels part of the whole class ethos.

Teaching staff will monitor the academic progress of all pupils with and without access to the online learning resources and discuss additional support or provision with key stage leaders on a weekly basis.

Class teachers will keep a record of participation and pupil engagement with remote education, as well as motivation levels and progress. If there is a concern, parents will be contacted individually via telephone.

The school will consider ways to use feedback to secure consistent engagement with remote material, e.g. introducing a newsletter sent to parents and pupils which displays exemplary work or engagement.

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 pupils are shown how to use the necessary equipment and technology safely and correctly prior to the period of remote learning.

Screen break frequency will be adjusted for younger pupils or pupils with medical conditions who require more frequent screen breaks.

School day and absence

Pupils should be available for remote learning from 9:00am and 3:15pm with the exception of breaks and lunchtimes.

Breaks and lunchtimes will take place at the following times each day:

- Morning break will take place at 10:30am until 10:45am.
- Lunchtime will take place between 12:00pm and 1.00pm (infants) and 12.30pm and 1.30pm (juniors)

Pupils 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 no later than 8:30am if their child is unwell.

The school will monitor absence and lateness in line with the Attendance and Absence 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 email and the school website about remote learning arrangements as soon as possible.

All communication that takes place via email between staff and parents will be done via email addresses given to the school.

The headteacher 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 pupils 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.

As much as possible, all communication with pupils and their parents will take place within the school hours outlined in the [‘school day and absence’](#) section.

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

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

The pupils' teacher will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.

The headteacher will review the effectiveness of communication on a termly basis and ensure measures are put in place to address gaps or weaknesses in communication.

Monitoring and review

The headteacher, SENCO and DSL will review the measures outlined in this policy termly to ensure it reflects the most up-to-date circumstances of the school's online learning provision.

The headteacher and governing board will schedule a review of the effectiveness of this policy annually.

Any changes to this policy will be communicated to relevant stakeholders, including parents and teachers.

