



# Water Mill Primary School

## Remote learning policy

### Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school for an agreed reason
- Set out expectations for all members of the school community with regards to remote learning particularly in light of a local lockdown
- Provide appropriate guidelines for data protection
- Ensure pupils unable to attend school remain fully included within the school community.
- Continue to ensure that every child receives the best education the school can provide them
- Ensure that remote education is integrated in the curriculum so it is an essential part of the school curriculum, alongside classroom teaching, or in the case of a local lockdown.

### 2. Use of remote learning

All pupils should attend school, in line with our attendance policy.

We will consider providing remote education to pupils in circumstances when in-person attendance is either not possible or contrary to government guidance.

This might include:

Occasions when we decide that opening our school, for example:

- Not possible to do safely
- Contradictory to guidance from local or central government

Or

- Pupils attending school on a part-time timetable who require work to be set for part of each school day
- Occasions when individual pupils, for a limited duration, are unable to physically attend school but are able to continue learning, for example because they have an infectious illness
- When there are reasonable grounds to believe the pupil will have to miss 15 consecutive school days or more for illness

### Roles and Responsibilities

#### Teachers

Teachers are ideally available Monday – Friday during usual working hours but this will be primarily directed by their own personal family circumstances/situation if there is a crisis such as a global pandemic.

Underpinning this approach is an understanding for flexibility as to when teachers can be available. If they

are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

When providing remote learning, teachers should:

- Provide pupils with access to remote education as soon as reasonably practicable, though in proportion to the length of absence and disruption to the learning of all learners
- Make reasonable adjustments for pupils with SEND to access remote education, where required, informed by relevant considerations including the support families will require and the types of services that pupils can access remotely
- Provide paper learning packs if remote technology is not available

They are also responsible for providing work for the children, as a minimum:

- 3 hours a day on average across the cohort for Key Stage (KS) 1, with less for younger children
- 4 hours a day for KS2

Work should be uploaded, where possible, by 9am each morning, with a timetable/outline for the day.

Teachers will keep in touch with pupils who aren't in school and their parents (note that you should consider pupils' age and stage of development or need here, for example children in KS1 or younger may need more parental involvement than older pupils)

If the school is closed over an extended period, staff should make regular contact using a Teams at least once a week, and a Teams or phone call for any vulnerable children in addition (so at least 2x weekly)

Complaints or concerns shared by parents and pupils and any safeguarding concerns will be dealt with following usual school policies and practices

Any behavioural issues, such as failing to complete work, will be dealt with by communication between the class teacher and the parent, involving SLT as appropriate and according to usual school policy and practice.

## **Pupils and Parents**

### **Staff can expect pupils to:**

- Try their best to complete at least some of the activities provided on a daily (weekday) basis
- Do some reading (or listen to some reading) every day
- Seek help if they need it from adult(s) at home
- Adhere to online safety policies and practises at all times
- Have fun.

### **Staff can expect parents to:**

- Support their child(ren) as best they are able given their own home circumstances
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff
- Alert teachers if they're not able to complete work
- Staff can expect parents with children learning remotely to:
  - Make the school aware if their child is sick or otherwise can't complete work
  - Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

## **Data protection**

### **Accessing personal data**

When accessing personal data, all staff members will:

- Only use their official school email account and never use personal messaging systems
- Connect to the school network using only a school remote desktop connection to work with any personal data to ensure that no data actually leaves the school premises.

### **Sharing personal data**

Staff members are unlikely to need to collect and/or share personal data. However, if it does become necessary, staff are reminded to collect and/or share as little personal data as possible online.

### **Keeping devices secure**

All staff members 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
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

### **Safeguarding**

The school's Child Protection Policy will be updated to reflect current situations

### **Monitoring arrangements**

This policy will be reviewed annually by the Senior Leadership Team.

Reviewed Spring 2026