



Registered Charity 1171812

Remote Learning Policy

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1. Rationale

In the event of a partial or whole-school closure, the school is committed to providing continuity of education to its students via remote (online) learning.

Remote learning will also be appropriate in situations when students, in agreement with the school, have a period of absence but are able to work from home. This may apply in cases such as authorised long-term illness, fixed-term exclusions, or other circumstances where a student cannot attend the school site but is well enough to learn.

There is no obligation for the school to provide remote learning for students who absent themselves from school with or without parental permission, in contravention of school guidance. This includes situations such as term-time holidays or parents choosing to keep children at home without prior agreement.

This policy will be kept under continual review and may be revised as a result of specific circumstances. The extent to which different methods of instruction are employed will depend on the length and nature of any school closure, and the ability of both students and teachers to engage in remote learning owing to illness or individual circumstances.

2. Remote Learning

2.1 Remote Learning for individual students

When absence has been authorised by the school and the student is able to work from home, the school will provide remote learning.

2.2 Remote learning for groups of students/partial closures

In the event that groups of students are unable to attend school due to circumstances such as extreme weather, transport disruption, medical isolation, or building-related issues, the school will provide remote learning.

2.3 Remote learning for whole-school closure, rotas or large-scale disruption

If the school site becomes unsafe or inaccessible, or if external guidance requires the school to operate remotely or on a rota basis, the school will provide remote learning.

2.4 Live lessons

Teachers may deliver content in a 'live' manner (either by text or audio and/or visual means). There is an expectation that teachers will carry out live sessions where appropriate, subject to individual circumstances.

Microsoft Teams is a platform that the school uses that allows for resources to be shared, teachers to provide opportunities to embed previous learning and offer direct instruction; students are also able to ask questions in 'real time'. Students will be expected to engage with live lessons whenever possible.

2.5 Assessment

Providing timely and impactful feedback is essential in ensuring that all students continue to make at least good progress. Teachers will provide weekly whole-class or cohort feedback to students on

submitted work. Assessed work will be submitted via Teams with clear deadlines to support students in organising their time.

3. Expectations of Students

Students will be expected to participate as fully as possible in the remote learning process, attending relevant live sessions, completing independent work, and submitting assessed tasks promptly and to the best of their ability. Students will also be expected to read and respond to communication from the school on a regular basis.

In the event of an extended school closure, teachers will continue to deliver content in line with existing schemes of learning.

If students or parents have any questions about the nature of specific tasks set, these should be directed towards the relevant subject area. If there are questions about a student's overall workload (e.g. a student feels overwhelmed or is falling behind), these should be directed to the Senior Leadership Team.

Teachers must work on the assumption that students will not necessarily have the full range of books and equipment that they would usually have in school. However, if advance notice is possible, teachers may instruct students to source certain books that can be collected from Connie Rothman Learning Trust. The school does not expect students to have access to specialist equipment normally provided in school (e.g. art materials). Teachers should ensure they are able to scan or upload photos of important resources.

The school expects that parents have internet access at home to access remote learning resources, but teachers will make no presumption of the student's ability to print at home. An audit will be undertaken to ensure that all students have access to a device and the internet.

4. Expectations of Teachers

Teachers should ensure they have effective internet and phone connectivity at home. If there are IT-related issues while remote working, teachers should contact the school.

To ensure a consistent approach, teachers are responsible for quality-assuring the nature and frequency of set tasks and assessments, and the quality and consistency of feedback within their subject areas.

In the event a teacher is unwell during a period of remote learning, they should contact a member of the Senior Leadership Team.

Teachers are expected to:

- Plan and deliver live sessions where appropriate
- Respond to reasonable amounts of communication from students and parents
- Plan and set tasks using the Teams assignment functionality
- Set and mark assessed work promptly, returning it electronically

The school will provide training opportunities to ensure teachers can meet these expectations. Training will cover live and recorded lesson delivery, safeguarding considerations, and managing student behaviour online.

Unless there are extenuating circumstances, teachers will be expected to be contactable remotely by students during usual school hours. Part-time staff are expected to communicate only on their contracted working days.

Communication must always occur through official school channels, and not through personal accounts or other websites. Permitted methods of communication are:

- Email
- Microsoft Teams

When teachers are carrying out lessons they should ensure:

- Dress is appropriately professional
- Backgrounds are blurred where possible, with no background noise or other people visible

5. Support for SEND and Vulnerable Students

Teachers should ensure that work is personalised for all learners when setting online tasks.

6. Safeguarding Students at Home

The school will maintain contact with children who are at home, particularly those with SEND or who are vulnerable. Staff will try to speak directly to children to help identify any concerns. Calls will be made using school phones or devices; if personal phones must be used, staff will withhold their number.

Staff will look out for signs such as:

- Not completing assigned work or logging on
- No contact from children or families
- Appearing withdrawn during class check-ins or video calls

7. Online Safety

7.1 In school

We will continue to have appropriate filtering and monitoring systems in place in school. Our IT Support staff will be available to provide support and advice for staff, students and parents when appropriate.

7.2 Outside school

Where staff are interacting with children online, they will continue to follow existing safeguarding and child protection, behaviour, online safety and IT acceptable use policies. Ongoing training will ensure staff follow appropriate safeguarding practices.

Staff will remain alert to signs that a child may be at risk of harm online and act on concerns immediately, following reporting procedures using My Concern.

We will ensure children know how to report concerns and signpost them to additional sources of support.

8. Working with Parents and Carers

We will make sure parents and carers:

- Are aware of potential online risks and the importance of staying safe
- Know what the school is asking children to do online, including what sites they will be using and who they may interact with
- Are aware that only reputable online companies or tutors should be used if supplementing school provision
- Know where to access further support to keep their children safe online

Parents/carers will receive regular advice, guidance and signposting via email, newsletters, social media and our website.

9. Mental Health

9.1 Children at home

When setting expectations for students learning remotely, teachers will bear in mind the potential impact of the situation on both children's and adults' mental health.

Staff will be alert to mental health concerns in children who are at home and act on these immediately, following our safeguarding and child protection procedures.

Links with other policies

- Safeguarding and Child Protection Policy
- Behaviour Policy
- Online Safety Policy
- Data Protection Policy