Remote Learning Policy

'You must love one another as I have loved you.' John 13 v 34.

Working together with love we will provide a happy and nurturing environment where all will, ***'learn to love and love to learn'***, making outstanding progress through an enriched and creative curriculum. Through our strong Christian ethos we will celebrate and embrace the richness of our community.

Learn to Love - Love to Learn
'You must love one another as I have loved you.' John 13 v 34



Article 28 (right to education) Every child has the right to an education. Primary education must be free and different forms of secondary education must be available to every child. Discipline in schools must respect children's dignity and their rights. Richer countries must help poorer countries achieve this.

Article 29 (goals of education) Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

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1. Aims

This Remote Learning Policy outlines the school's approach to providing high-quality education when pupils are unable to attend school in person.

The aims of this policy are to:

- Ensure consistency in the provision of remote learning for pupils who are unable to attend school.
- Maintain continuity of education and minimise disruption to learning.
- Set clear expectations for staff, pupils, parents and governors.
- Support pupils to continue making progress through a broad and balanced curriculum.
- Ensure remote learning is safe, accessible, inclusive and engaging.
- Provide guidance regarding safeguarding, online safety and data protection.
- Promote positive communication between school and home during periods of remote education.

2. Roles and responsibilities

The Computing Lead to ensure all staff are fully trained in the full use of Google Classroom.

The Computing Lead is responsible for:

- Ensuring staff receive appropriate training in the use of Google Classroom and associated platforms.
- Supporting staff with technical aspects of remote learning.
- Monitoring the effectiveness of remote learning systems.
- Liaising with the school's IT support provider when required.

The class teacher is responsible for maintaining their Google Classroom and ensuring pupil login details are accessible through reading journals and other agreed systems.

The class teacher is responsible for the maintenance of their Google Classroom, and has responsibility for ensuring log in details are enclosed in the class Reading Journals.

2.1 Teachers

When providing remote learning during a school closure, teachers must be available during the normal school day between **9:00am and 3:15pm**.

Teaching sessions will be recorded where appropriate to support families who may need flexible access due to shared devices or other circumstances.

Teachers will continue to receive PPA time in accordance with school arrangements.

Live Lesson Structure

The school's teaching model follows:

Assess → Plan → Do → Review

A typical remote lesson will include:

1. Live introduction and teacher input, including modelling and explanation.
2. Opportunities for independent learning with teacher and Teaching Assistant support through live chat and feedback.
3. Plenary session to assess understanding and consolidate learning.

Where individual pupils are absent or required to isolate, class work will be uploaded to Google Classroom.

Live Lesson Structure: Assess, Plan, Do, Review

1) Live introduction to the lesson (including teacher modelling and explanation)
2) Support/feedback through' chat' during learning including 1-1/group support as appropriate to support feedback. Teaching Assistant Support through live discussion and chat.
3) Plenary to check understanding and to conclude learning.

When individual children are isolating, class work to be uploaded for pupils to access.

When providing remote learning, teachers are responsible for:

Teachers will:

- Deliver learning in line with the published timetable.
- Be available online to introduce and conclude lessons.
- Upload learning resources and presentations through Google Classroom.
- Respond to questions through Google Classroom where appropriate.
- Set learning activities using approved platforms such as:
    - Google Classroom
    - Education City
    - Purple Mash
    - MathsWatch
    - Oak National Academy
    - Rising Stars resources

Providing Feedback

Teachers will:

- Review work submitted through Google Classroom.
- Provide timely feedback in line with the school's Feedback and Assessment Policy.
- Use Google Classroom streams and comments to support learning.
- Assess learning and identify next steps for pupils.

Maintaining Communication

Teachers will:

- Maintain regular communication with parents through email and virtual meetings where necessary.
- Conduct virtual parent meetings using SchoolCloud or alternative approved systems.
- Respond to parent communications during working hours only.
- Refer safeguarding concerns immediately to the Designated Safeguarding Lead (DSL).
- Refer concerns regarding engagement or non-completion of work to the Family Support Manager or Behaviour Lead.

Virtual Meetings

When participating in virtual meetings, staff will:

- Wear appropriate professional clothing (smart casual).
- Ensure backgrounds are professional and suitable.
- Minimise background noise and distractions.
- Follow safeguarding and online safety expectations at all times.

2.2 Teaching assistants

Teaching Assistants supporting remote learning will:

- Be available during their normal contracted hours.
- Use school-provided devices where available.
- Support pupils identified by the class teacher.
- Provide feedback through Google Classroom.
- Participate in live support sessions and interventions as directed.

If Teaching Assistants are unable to work due to illness or caring responsibilities, they should follow the normal absence reporting procedures.

2.3 Subject leads

Alongside their teaching responsibilities, subject leaders will:

- Review curriculum delivery to ensure subjects remain accessible through remote learning.
- Ensure consistency and quality across year groups.
- Monitor remote learning provision within their subject area.
- Support staff in sourcing and developing appropriate online resources.
- Work with senior leaders to ensure workload is manageable and deadlines are appropriate.

2.4 Senior leaders

Senior leaders are responsible for:

- Coordinating the school's remote learning provision.
- Monitoring the quality and effectiveness of remote education.
- Gathering feedback from staff, pupils and parents.
- Supporting staff wellbeing.
- Monitoring safeguarding and data protection compliance.
- Ensuring statutory requirements are met during periods of remote learning.

2.5 Designated safeguarding lead

The DSL is responsible for:

- Ensuring safeguarding procedures remain effective during remote learning.
- Managing and responding to safeguarding concerns.
- Supporting staff with safeguarding guidance.
- Liaising with external agencies where required.
- Monitoring pupil welfare and engagement.

2.6 IT staff

The school's IT Support Provider is:

Services4Schools
Email: **joe.gibbons@services4schools.org.uk**

Responsibilities include:

- Maintaining remote learning systems.
- Resolving technical issues.
- Supporting staff and families with access difficulties.
- Monitoring system security.
- Reporting data protection concerns.
- Assisting with internet connectivity and device access where possible.

Pupils

Pupils are expected to:

- Engage positively with remote learning.
- Follow online safety expectations.
- Complete work by the deadlines set.
- Seek support when required.
- Communicate respectfully online.
- Inform teachers if they experience difficulties accessing learning.

Parents and Carers

Parents and carers are expected to:

- Inform school if their child is unable to access learning.
- Encourage regular participation in learning activities.
- Support younger children with accessing online learning.
- Ensure appropriate supervision where necessary.
- Communicate respectfully with staff.
- Follow the school's Online Safety and Acceptable Use expectations.

Governing board

The Governing Board is responsible for:

- Monitoring the effectiveness of remote learning.
- Ensuring educational standards remain high.
- Reviewing safeguarding and online safety arrangements.
- Monitoring data protection compliance.

- Supporting school leaders in developing and reviewing remote learning provision.

3. Who to contact

Staff should contact the following individuals regarding remote learning issues:

Issue	Contact
Setting work	Relevant Subject Leader
Behaviour concerns	Behaviour Lead / DSL
Safeguarding concerns	DSL
Technical issues	Computing Lead / IT Support
Workload or wellbeing	Business Manager
Data Protection	Data Protection Officer

Designated Safeguarding Lead
Mr Les Dow
ldow@st-giles.walsall.sch.uk

Computing Lead
Mr D. Hatfield
dhatfield@st-giles.walsall.sch.uk

IT Support (Services4Schools)
joe.gibbons@services4schools.org.uk

Parents should contact class teachers directly via the agreed communication channels. Staff will respond during normal working hours wherever possible.

4. Data protection

Refer to GDPR Policy.

4.1 Accessing personal data

Staff will:

- Use approved school systems, including Google Workspace for Education.
- Access pupil information securely.
- Use school-issued devices wherever possible.
- Follow school procedures regarding data handling and storage.

4.2 Processing personal data

Staff may need to process personal information as part of delivering remote learning.

This may include:

- Names
- Email addresses
- Learning records
- Submitted work

Staff must:

- Minimise the amount of personal data used.
- Only access information necessary for their role.
- Follow all school GDPR procedures.

4.3 Keeping devices secure

All staff members must:

- Use strong passwords.
- Enable screen locking.
- Keep devices updated.
- Use antivirus protection.
- Store devices securely.
- Not share devices with family members.
- Immediately report any loss, theft or suspected breach.

5. Safeguarding

Safeguarding remains the school's highest priority during periods of remote education.

Staff must:

- Follow the school's safeguarding procedures at all times.
- Maintain professional boundaries online.
- Use approved communication platforms only.
- Report concerns immediately to the DSL.

- Follow safer working practice guidance.

Reference should be made to:

- Safeguarding and Child Protection Policy
- Online Safety Policy
- Staff Code of Conduct
- Acceptable Use Policy
- Keeping Children Safe in Education (Current Version)

6. Monitoring arrangements

This policy will be reviewed annually by the Senior Leadership Team and approved by the Governing Board.

Monitoring activities may include:

- Learning walks of Google Classrooms.
- Review of pupil engagement.
- Feedback from pupils, staff and parents.
- Review of safeguarding records.
- Monitoring of online platforms and usage.

7. Links with other policies

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Behaviour Policy
- Attendance Policy
- Online Safety Policy
- Computing Policy
- Data Protection Policy
- Privacy Notices
- Home-School Agreement
- ICT Acceptable Use Policy
- Staff Code of Conduct
- Educational Visits Policy
- Accessibility Plan

Reviewed: 12.11.26

To be reviewed 30.11.28