

Sandfield Close Primary School



Remote Learning Policy

Policy Date:	June 2026	Version	1	
Policy Review Date:	Sept 2029	Smita Lad	Signed:	Date: 29th June 2026
Ratified by Governing Body:	29 th June 2026	Paresh Ruparel	Signed:	Date: 29th June 2026

Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (inc. SEND) who aren't in school through the use of quality online and offline resources and teaching videos.
- Provide clear expectations to members of the school community with regards to delivery of high quality interactive remote learning.
- Include continuous delivery of the school curriculum, as well as support of motivation, health and well-being and parent support.
- Support effective communication between the school and families and support attendance.

When is this policy applicable?

- On occasions when the headteacher and governors decide that it is not possible for the school to open safely, or that opening would contradict guidance from local or central government.
- On occasions when individual pupils, for a limited duration, are unable to physically attend their school but are able to continue learning, for example pupils with an infectious illness.

Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Use of Recorded video and Live Events for start of day registration, instructional videos and assemblies
- Phone calls home
- Printed learning packs
- Physical materials such as worksheets
- Use of Digital Content including; *BBC Bitesize, Oak Academy, Oxford Owl, TTR, Number bots, Read, Write, Inc.*

Home and School Partnership

- Sandfield Close Primary School is committed to working in close partnership with families and recognises each family is unique and because of this remote learning will look different for different families in order to suit their individual needs.
- Where possible, it is beneficial for young people to maintain a regular and familiar routine. Sandfield Close Primary School would recommend that each 'school day' maintains structure and will provide a clear timetable for children working from home remotely.
- We would encourage parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils with work encouraging them to work with good levels of concentration.
- Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on a case-by-case basis.

Digital Devices

- Where children are unable to access remote learning due to a lack of technology at home, Sandfield Close Primary School will do all it can to aid access via the loan of school laptops/tablets. Where digital devices are made available on a loan basis it is expected that parents will sign and abide by the terms in the school's digital device loan agreement.

All children to sign an 'Acceptable Use Policy' at school which includes e-safety rules and this also applies when children are working on computers at home.

Safeguarding Considerations

- All work for pupils is posted via the online platform to ensure an appropriate level of security (Google Classroom).
- Staff should use school devices and when contacting pupils via online means should only use school email/learning platform forums.
- The SLT will regularly provide information to parents regarding safe online use at home via newsletters and the school website.
- Any staff filming themselves must do so in advance ensuring they are appropriate in dress and appearance, all backgrounds should be plain or blurred with no identifying features and all videos should be checked thoroughly before posting.
- Where Teams Live Events are utilised, staff should take the same precautions noted for making pre-recorded videos. They should also double check that any other tabs they have open in their browser would be appropriate for a child to see, if they're sharing their screen and use professional language at all times. Where events are recorded these should be checked before making available on Google Classroom. Live Events should be deleted after broadcasts have concluded.
- General code of conduct of ICT use should be observed (please refer to the Staff Code of Conduct and Acceptable Use Policy).
- Consideration should be given to data protection issues particularly where videos etc. are being posted.

Teacher Expectations

To note: the suggested expectations below relate to where a whole class is unable to attend school for a week or more and would be reduced when fewer children are absent and the majority of the class are in school, or where the school is closed for a shorter period of time. For detailed information of the school's tiered offer see Appendix 1.

Sandfield Close Primary School will provide a refresher training session and induction for new staff on how to use Google Classroom. Should a staff member require support with the use of technology, it is their responsibility to seek this support in school and Senior Leaders will ensure that support is given promptly.

When providing remote learning, teachers must be available to pupils between 9am - 3pm (except where teachers are undertaking PPA each week). 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 are responsible for the following;

Planning & Setting work:

- Plan lessons that are relevant to the curriculum focus for that year group and endeavor to replicate this through a combination of commercial and school created resources. This should be equivalent to the teaching time in school (up to 3 hours a day for EYFS, 3 hours a day for KS1 and 4 hours a day for KS2).
- The work set should follow the usual timetable for the class had they been in school, wherever possible.
- Provide pupils with a welcome message/video and daily register function which will allow them to register their attendance
- Provide resources and activities to support pupil wellbeing whilst working from home e.g. wellbeing check ins
- Google Classroom will be used to share work for all year groups
- Teachers to set clear deadlines and expectations for work to be completed
- Provide pupils will opportunities to access live phase assemblies

Providing feedback on work:

- Provide daily contact with pupils as and when needed between the hours of 9am and 3pm (except when teachers are undertaking PPA each week).
- Individual submissions of work to be made via Google Classroom.

- Focus individual feedback on where there are clear misconceptions that need to be addressed via school email or individual google classroom message.
- At least one piece of work to be provided with individual feedback.
- One live lesson to be delivered per day.
- Provide end of the week feedback for the class/year group.

Keeping in touch with pupils & parents who aren't in school:

- If there is a concern around the level of engagement of a pupil/s parents should be contacted via phone to access whether school intervention can assist engagement.
- To respond, within reason, promptly to requests for support from families at home. This should be done via email or by adding further video guidance for families. Staff and parents should communicate via the class teacher's email address.
- Any complaints or concerns shared by parents or pupils should be reported to a member of SLT– for any safeguarding concerns, refer immediately to the DSL

Pupil & Parent Expectations

Staff can expect pupils learning remotely to:

- Register daily on Google Classroom
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers via forums or emails
- Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

- Contact the school 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

Links with other policies and development plans

This policy is linked to our:

- Safeguarding and Child Protection Policy
- Behaviour and Anti-Bullying Policy
- Data Protection Policy and Privacy Notices
- Acceptable use policy
- E-Safety Policy
- Staff Code of Conduct
- Digital Device Loan Agreements

Monitoring and review

This policy is monitored by the governing body, and will be reviewed every three years, or as and when needed, should government guidance relating to remote learning change.

Review: June 2026

Next Policy Review Date: Autumn 2029

Appendix 1: Remote Learning Plan – School Offer

The plan below makes clear the school's tiered offer for Remote Learning.

Offer	What it means for our school	Expectations
A	The school is closed for one or two days	- Email sent to parents signposting children to core learning on Google Classroom. - Content is relevant to the curriculum focus for that year group. - Content will be delivered through a combination of commercial and school created resources.
B	The school is closed for more than two days <i>To be implemented should the school be closed for more than a week</i>	- Lessons are relevant to the curriculum focus for that year group. - Lesson content will be delivered through a combination of commercial and school created resources. - The work set should follow the usual timetable for the class had they been in school, wherever possible, (up to 3 hours a day for EYFS, 3 hours a day for KS1 and 4 hours a day for KS2). - Provide pupils with a welcome message and daily register function which will allow them to register their attendance - Provide resources and activities to support pupil wellbeing whilst working from home e.g. wellbeing check ins - Google Classroom will be used to share work for all year groups. - Provide daily contact (phone call) with pupils as and when needed between the hours of 9am and 3pm (except where teachers are undertaking PPA each week). - Individual submissions of work to be made via Google Classroom. - If there is concern around the level of engagement of a pupil/s, parents should be contacted via phone to access whether school intervention can assist engagement.
C	An individual child or small number of individuals who are unable to physically attend school but are able to continue learning e.g. infectious illnesses	This will be a reduced offer due to the fact that the teacher will need to fulfil their full-time duties providing within class teaching. Individual feedback will be provided but will be proportionate to the time teachers have during the week for normal marking/feedback - Lessons are relevant to the curriculum focus for that year group. - Lesson content will be delivered through a combination of commercial and school created resources. - The work set should follow the usual timetable for the class had they been in school, wherever possible, (up to 3 hours a day for EYFS, 3 hours a day for KS1 and 4 hours a day for KS2). - Individual submissions of work to be made via Google Classroom. - Teachers to reply to work submitted online prioritising areas of misconception and providing individual feedback - Provide pupils with periodical well-being check ins as and when necessary (dependent on length of absence) - Teachers to set clear deadlines and expectations for work to be completed - If there is a concern around the level of engagement of a pupil/s parents should be contacted via phone to access whether school intervention can assist engagement.