



## **Policy Document for Remote Learning**

**Safe:** A Supportive school helping children Achieve and Flourish on a Foundation of Excellence

Approved by: Headteacher

Date: Sept 2025

Next review due by: Sept 2026

This policy is reviewed by the full governing body.

We have shared this rationale of our curriculum across the school with parents, children, governors and all staff.

### **Aims**

At South Walney Junior School we have a clear and coherent rationale for our remote learning. Our aims are to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection
- Provide a rich and full learning curriculum

During whole school closure, or partial closure, the school's policy is to revert immediately to on-line learning on Showbie. We feel it is important to ensure that our children's education is continued with no gap in continuity. We believe that our children are entitled to a creative, rigorous curriculum whether on-line, blended (for instance if the child is self-isolated) or in school. As such, we have put into place a system that can quickly switch from one to another as necessary. Pupils can also access on-line learning if they are isolated at home (for varying reasons) and this has been a decision agreed by both the parents and the school.

### **Roles and Responsibilities:**

#### **Teachers**

When providing remote learning, teachers are responsible for:

- Being available during normal working hours to provide online learning
- Setting work. We will provide for all classes a full timetable of learning, following, as near as possible, the school's curriculum. This will be set on Showbie- our learning platform- and will consist of a mixture of 'live' lessons (using zoom or showbie live), recorded lessons, ppts and lesson notes along with worksheets and other materials.
- Ensuring the set work is uploaded prior to the lessons that day
- Providing parents with an overview of learning for that week and the access codes needed for that lesson
- Working together as a year group team to provide these lessons. Subject leaders will provide specialised support in their subject area of expertise, alerting teachers to resources that can be used remotely.
- Supporting parents to access the materials by sharing codes and advice on devices through phone calls or online through the Showbie parent app. Our policy stipulates that teachers are to be available support parents and children during normal working hours and any other hours deemed reasonable. Teachers will not answer emails, Showbie messages or phone calls out of normal working hours unless an emergency.
- Providing feedback on work by marking and giving feedback remotely
- Keeping in touch with children on a weekly basis through phone calls, emails and through the class discussion on Showbie
- Providing notes on children's wellbeing and learning using the weekly comms logs. Keep these up to date.
- Contacting the Designated Safeguarding lead (Ms Z Lines) or Deputy Safeguarding Lead (Mrs M Banks) if there are any safeguarding concerns
- Contacting the Deputy Head of failure to complete work through comms log
- Attending virtual meetings with staff, parents and pupils. Teachers will be dressed appropriately and ensure a neutral background
- Providing blended learning whilst teaching in school if school is only partially open using a shift system or rota to ensure adequate time to plan, prepare and mark work

When providing education for those children not able to be in school (e.g. those children self-isolating) teachers are responsible for:

- contacting parents through email to share codes and ways to access the learning whilst they are not in school. Teachers will alert the school offices to this and will send the stock letter out.
- Ensuring all lessons are available for them to work from home through providing lesson notes, lesson worksheets/ppts

#### **Teaching Assistants**

- Being available during normal working hours to provide online learning
- Providing support for the teachers in creating, setting and marking work for the children they work with whether during whole school remote learning or blended learning for those children absent from school.
- Uploading their work to the showbie platform prior to the lesson
- Supporting parents and children to access this work and reporting any problems to the teacher who will then log on comms and act on the problem. Support to parents will be during normal working hours and any other hours deemed reasonable. Teaching Assistants will not answer Showbie messages out of hours unless an emergency.
- Reporting back to the teacher of any concerns
- Ensuring any of their children who are not attending school due to self-isolation are provided for in Showbie

#### **Senior Leaders**

- Co-ordinating the remote learning approach across the school. This role will be the remit of the SLT
- Ensuring that remote learning is of a high quality and follows our school curriculum
- Monitoring the effectiveness of remote learning through regular meetings, feedback from parents and children and reviewing work
- Monitoring the security of remote learning

#### **Designated Safeguard Lead and Deputy Safeguarding Lead**

- Ensuring the Child protection policy is adhered to

#### **Pupils and Parents**

Staff can expect pupils learning remotely to:

- Work for what is deemed a reasonable time on the work set during the school day
- Complete the work set by the deadline
- Seek help if they need it

Staff can expect pupils learning remotely

- Make the school aware if the child is sick or otherwise cannot complete the work
- Seek help from the school if they need it. Contact school immediately through phone call or email of any change of circumstances that could affect their child's learning.
- Be respectful when making complaints or concerns known to staff
- Use the Showbie Parent's group respectfully and fully for their child's learning
- Contact school (whether by email on Showbie) during normal school working hours or during what may be deemed as reasonable times, unless an emergency.

#### **Governing Body**

The governing body is responsible for:

- Monitoring the school's approach to provide remote learning to ensure education remains as high quality as possible.
- Ensure that staff are certain that remote learning is secure.

#### **Data Protection**

- See data protection policy- remote learning

#### **Links with other policies**

- Behaviour policy
- Child protection policy
- Data protection policy
- Home-school agreement and interim agreement
- IT acceptable use policy
- Online safety policy