

CHANCERY EDUCATION TRUST

REMOTE LEARNING POLICY

JULY 2025

Next Review Date: July 2028

Staff should make themselves aware of all policies and amendments or updates to policies and adhere to the same, which will be made available on relevant websites and internal data and computer systems.

Pickhurst Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Chancery Education Trust – Remote Learning Policy – July 2025

Executive Summary for the CET Remote Learning School Policy July 2025:

Aims

- Ensure consistency in remote learning.
- Define roles and expectations for all staff.
- Provide data protection guidance.
- Ensure high-quality, equitable education for all pupils.

1. Remote Learning During School/Class Closure

Teachers must:

- Be available 9am–3pm; report absence if unable to work.
- Set weekly timetables and curriculum-aligned work.
- Use learning platforms for teaching, feedback, and communication.
- Monitor pupil engagement, particularly SEND and vulnerable students.
- Provide printed resources if needed.
- Respond to emails within 48 hours.

Teaching Assistants (TAs):

- Support teachers, pupils, and learning resource preparation.
- Be available during normal working hours.
- Attend virtual meetings if requested.

2. Remote Learning for Self-Isolating Pupils

- Immediate provision of online/home learning.
- Weekly newsletters, resources, and video lessons.
- Provide work packs for those without IT access.
- Monitor engagement and support families.

3. Pupils with Medical/Health Needs

- Work adjusted based on health.
- Teachers provide home learning via platforms and maintain weekly contact with families.

4–5. Subject Leaders & SLT Responsibilities

- Subject Leaders: Ensure progression in curriculum content.
- SLT: Coordinate remote learning, monitor effectiveness, data security, and teacher-parent communications.

6. Safeguarding Responsibilities

- DSL/DDSL maintain contact and respond to safeguarding concerns.
- Safeguarding concerns must be reported and recorded immediately.

7. E-Safety

- Raise awareness of online risks: abuse, cyberbullying, grooming, etc.
- Update parents and pupils via school communications.
- Report non-engagement or concerns to SLT or safeguarding leads.

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8. Governance

- Local Governing Board to monitor quality and security of remote learning provision.

9. Data Protection

- Secure use of platforms (e.g., Arbor, Safeguard).
- Avoid using personal emails.
- Share minimal personal data.
- Maintain device security (passwords, antivirus, updates).

10. Support for Families

- Monitor and support families isolating or lacking access.
- Provide printed learning packs if needed.

Policy Review and Linked Policies

- Reviewed every 3 years or as needed.
- Linked with behaviour, safeguarding, data protection, and E-safety policies.

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Contents	Page No.
Aims	3
Section 1 - Remote Learning in the event of whole school closure or whole class isolation	3
• Roles and Responsibilities	3
○ Teachers	3
○ Para Professionals (TA)	4
Section 2 – Provision of Remote Learning for a small number of children who are self-isolating	4
Section 3 – Remote Learning for children with Medical/Health needs	5
Section 4 – Subject Leaders responsibilities	5
Section 5 – SLT responsibilities	5
Section 6 – Designated Safeguarding Lead and Deputy Safeguarding Leads responsibilities	5
Section 7 – Safeguarding and e-Safety	6
• Reporting concerns	6
Section 8 – Local Governing Board responsibilities	6
Section 9 – Data Protection	7
• Accessing personal data	7
• Sharing personal data	7
• Keeping devices secure	7
Section 10 – Support for families	7

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Aims

This remote learning policy for staff aims to:

- Ensure consistency in the school's approach to remote learning
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection
- To ensure all pupils receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life.

1) Remote Learning in the event of whole school closure or whole class isolation

Roles and responsibilities

Teachers

In the event that the school has to close, the teachers must be available between 9am and 3pm. If they're 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 procedures on the designated absence number. In this event, staff must ensure that arrangements have been made with year group partners or SLT to ensure work is completed.

Teachers are responsible for:

- Setting work for all children in the class/Year group;
- Creating a weekly timetable of work across the curriculum, for their year group in liaison with year group partners;
- Contributing towards the creation of weekly overviews and newsletters;
- Working as a year group team to ensure the above work is planned and ready for distribution;
- Online safety curriculum to be followed;
- Using learning platforms to provide lessons, teaching sessions and feedback for children;
- Developing remote education so that it is integrated into school curriculum planning;
- Plan to ensure any pupils educated at home for some of the time are given the support they need to master the curriculum and so make good progress;
- Planning a curriculum sequence that allows access to high-quality online and offline resources and teaching videos and that is linked to the school's curriculum expectations;
- Give access to high quality remote education resources;
- Select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback and make sure staff are trained in their use provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access;
- Providing feedback on children's work via the learning platform;
- Monitoring any children who are not completing the home learning;
- Ensure SEND or who are vulnerable who may not be able to access remote education without adult support;
- Ensure that alternative provision is made for this group of children, if necessary;
- Respond to any emails from parents/children within 48 hrs.

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Teachers keeping in touch with pupils and parents:

- Weekly awards assemblies to be available on line to celebrate any achievements.
- Emails received in the year group email from parents and pupils are to be checked between 9am and 3pm, Mon- Fri. Emails must be replied to within 48hrs. Only send replies between these times.
- Any issues that are received are to be dealt with professionally by the class teacher and notified to SLT. If necessary, teachers to contact the Year Group Leader or member of SLT for advice.
- Teachers must adhere to the data security policy and not give out any personal details. Any concerns should be forwarded to a member of SLT.
- Safeguarding concerns must be referred to a DSL or DDSL immediately by phone and recorded on Safeguard.

Para Professionals (TA)

Para Professionals (TA) must be available during their normal working hours, between 9am – 3pm, Mon to Fri. During this time, they are expected to check work emails and be available when called upon to attend school. If they're 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.

Para Professionals (TA) are responsible for:

- Reporting to their Line Manager for allocation of work;
- Supporting pupils with remote learning;
- Supporting teachers with the preparation of learning resources and online content;
- When requested by the SLT, attending virtual meetings with teachers, parents and pupils;
- Planning and preparing learning resources for individuals

2) Provision of Remote Learning for a small number of children who are self-isolating

Where a group or small number of pupils need to self-isolate, requiring pupils to remain at home, we will offer immediate remote education. Remote education will be an essential component in the delivery of the school curriculum for some pupils, alongside classroom teaching.

In developing these plans, we will:

- Provide weekly newsletters with dedicated activities, resources and links for home learning which are integrated into the school curriculum;
- Provide work packs for pupils who do not have access to IT provision;
- Provide links to video lesson content delivered by subject experts;
- Provide support with learning strategies and queries, via email, for parents and pupils;
- Monitor engagement with activities

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3) Remote Learning for children with Medical/Health needs

There will be times when children are unable to be in school if they are undergoing specific medical treatment, are isolating from possible infection or are long term sick. On these occasions the school will liaise with the family to assess how much schoolwork the child can reasonably undertake, in accordance with their health needs. There may be some children who are too unwell to do anything.

However, there may be some cases where children are well enough to undertake home learning. On these occasions the class teacher will provide home learning, from the weekly plans, via the learning platforms relevant for the school.

The class teacher will make weekly contact with the child's family to review and assess their learning and health. Regular reviews will ascertain how much/little home learning the child is able to undertake.

4) Subject Leaders responsibilities

Alongside their teaching responsibilities, as outlined above, subject leaders are responsible for:

- Monitoring the work set in their subject to ensure it is progressive and appropriate;
- Review weekly work set in their subject in each year group.

5) SLT responsibilities

Senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school;
- Monitoring the effectiveness of remote learning – reviewing work set by teachers and work submitted by children;
- Monitoring email correspondence between parents and teachers;
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations;
- Monitoring learning platform uploads and teachers' feedback.

6) Designated Safeguarding Lead and Deputy Safeguarding Leads' responsibilities

The DSL/DDSL is responsible for:

- Maintaining contact, collating, passing on information and responding to any concerns.

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7) Safeguarding and e-Safety

During school closure for whatever the reason, e.g. reasons of a pandemic or severe weather conditions, schools are relying even more on online technology to support their pupils' learning.

Many children are spending more time online – and expanding the ways they use the internet. However, children can be exposed to risk online.

Risks

When children spend time online they may be exposed to:

- Online abuse
- Cyberbullying
- Sexual exploitation
- Sexting
- Grooming
- Radicalisation

We will support parents and children in staying safe online with relevant information both on the school website and via updates on relevant E-safety issues.

Reporting Concerns

Communicating online may allow a view into a young person's world that you would not have seen before. This may also generate some safeguarding concerns for that young person. It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police. Any concerns must be recorded and monitored on Safeguard and a Designated Safeguarding Lead (DSL)/Deputy Designated Safeguarding Lead (DDSL) must be informed immediately.

A staff member may also notice if a child is not engaging in learning as required. Where this is the case, this must be reported to a member of the Senior Leadership Team so that contact can be made with the child and parent/carer. Any continued concerns must be referred to the relevant organisations to ensure the safeguarding of the child.

8) Local Governing Board responsibilities

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible;
- Ensuring that staff are confident that systems are appropriately secure, for both data protection and safeguarding reasons

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9) Data Protection

Accessing personal data

When accessing personal data, the following must be adhered to:

- Access to Safeguard to record any parent contact or concerns about children is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party;
- Teachers are able to access parent contact details via Arbor using a secure password. Do not share any details with third parties and ensure Arbor is logged off after use;
- School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils;
- Do not use personal email accounts to communicate with parents/carers.

Sharing personal data

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions. While this may be 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 (e.g. asterisk or currency symbol);
- 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

10) Support for families

Consideration must be made towards families who are isolating due to illness and symptoms. These families may not be able to access home learning or work with their children to support them. It is important that teachers are aware of these families so that they can offer additional support, if required.

Review of families' access to the internet and devices must be monitored to ensure that children are able to access the remote learning. For those children who are unable to do so, they will be provided with a hard copy of a learning pack which is relevant to their year group curriculum and outcomes.

Links with other policies

This policy is linked to our:

Behaviour policy

Child protection and safeguarding policy

Data protection policy and privacy notices

Data Security, E-Safety Policy & Acceptable Use Agreement

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Monitoring and Implementation Policy

The policy is reviewed every 3 years, although the Trust may vary or amend it periodically to ensure that we fulfil our obligation around the Remote Learning Policy. All proposed changes to this policy would be made following the approval from the Committee.

	Name	Date
Policy written by	Principal	July 2025
Review by Committee	Local Governing Board	July 2025
Approved by Committee	Local Governing Board	December 2025
Adopted by Governing Board	Local Governing Board	February 2026
To be reviewed annually		
Review by	July 2028	

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