

Olton Primary School Remote Education Policy

October 2025



Policy Aims

This remote learning policy aims to:

- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection
- Ensure consistency in provision for pupils who aren't in school
- Meet the academic and pastoral needs of pupils who are not in school

Roles and responsibilities during school closure or pupil absence

Teachers

The school may close due to a National or Local Lockdown, or there may be a prolonged period of absence due to medical reasons and in these circumstances Olton Primary School will provide remote education from home.

When providing remote learning to pupils at home during a school closure, teachers are responsible for:

Providing access to live sessions:

- The teacher will issue Teams links via the pupils' school email address, for live sessions during the day. Staff will only use the approved video-conferencing system, Microsoft Teams for communicating with their pupils on video. Meetings should be scheduled so parents know when their child is expected to be using TEAMS and always within the normal school day hours.
- The live sessions may include the main teaching input, time for discussion and questions, to set the task and to provide opportunities to check on children's well being.
- The live sessions will follow the planned curriculum which would have covered should the pupils have been in school.
- Senior staff will issue parents with a Code of Conduct for virtual learning.

This guidance from **Solihull's Remote Learning Team** should be followed:

- Staff should check their camera angle before any broadcast. They must consider carefully what can be seen in the camera background especially if working from home or within a classroom. Aim to sit against a neutral background or blur the background.
- If staff are working remotely from home and broadcasting, staff should warn other members of their household that they are broadcasting.
- Staff should dress professionally for any live meeting.
- Pupils should dress suitably for learning.
- Staff should ask parents who may also be there to be mindful that other children might see or hear them in the background.

Setting work:

- EYFS staff will share a weekly overview either via email or Class Dojo, this may include padlet resources.

- Teachers in Year 1 – 6 will set work through email or Class Dojo.
- Teachers will collate the resources which match their lessons into a work pack each week. If parents do not have access to technology for remote learning, then a printed pack will be available from the office for parents to collect every Friday ready for the following week of lessons.

Providing feedback on work:

- Teachers will monitor their emails and Class Dojo accounts for work which has been submitted by children/parents. This may be photographs of children's work/activities alongside comments from them. Staff are to acknowledge all pieces of work submitted and provide appropriate feedback either in person to the child or with a written comment.
- Feedback to children will be given within one school day of the work being submitted by the pupil or parent.
- Teachers are expected to adapt subsequent live sessions as necessary as a result of formative assessment when marking children's work.
- Teachers will continue to use school reward systems, such as Dojo points and weekly celebration certificates, to praise pupils for the work, effort and/or engagement.

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

- Senior Leaders will make a weekly phone call to any child(ren) who are not engaging with the remote learning provided.
- Senior staff will collate register information weekly in order to monitor engagement. They may also make calls to families to support and/or engage pupils where necessary.
- Any complaints or concerns shared by parents and/or pupils should be passed on to a member of SLT within school.
- Any safeguarding concerns should be passed to the DSL immediately, as per the Safeguarding policy.

Supporting children with special educational needs and disabilities (SEND)

For many pupils with SEND, the remote education provided for the majority may need to be adapted. SEND pupils have a wide range of specific needs. Where necessary, just like in school, individualised planning may happen in order to engage these children and support them in being successful. For example, smaller steps of progress could be expected and their day could be structure with brain breaks and timed learning activities. Individual, reasonable adjustments can be discussed, and children and families supported by school staff including the SENDCo, class teachers and staff. Importantly a child's wellbeing will be prioritised, and a focus placed on managing emotional regulation and anxieties through sharing of individual strategies and resources and check-ins with children.

Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school (Fiona Jordan and Philippa Morgan will lead on this)
- Keep up to date with guidance from the Government and Local Authority and adapt remote learning procedure and policy as required in order to be fully compliant.
- Monitoring the effectiveness of remote learning – this will be done through daily checks and learning walks with teachers delivering live sessions from within school and giving feedback and training to staff as required.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Monitoring the engagement levels of pupils across the school. Registers will be collated weekly and data will be produced to analyse pupil engagement with remote learning. Pupils who do not engage or

have sporadic engagement can be identified and contacted by senior staff to attempt to overcome any barriers to learning and ensure the pupils access education.

Designated safeguarding lead

The DSLs are Leon Chamberlain, Emma Gray, Ange Pimm, Fiona Jordan, Philippa Morgan, Kim Williams

During remote learning, any safeguarding concerns should be passed to the DSL immediately, as per the Safeguarding policy.

The Safeguarding policy can be found in the policies folder on the work drive or on the school website.

IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices
- Uploading key documents to the school website

Pupils and parents

- Be contactable during the school day – although consider they may not always be in front of a device the entire time
- Access the live lessons at the times set out
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work
- Adhere to the virtual learning code of conduct

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it
- Adhere to the virtual learning code of conduct
- Be respectful when making any complaints or concerns known to staff

Governing board

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 certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

Accessing personal data

When accessing personal data for remote education purposes, all staff members will

- access the data on the secure cloud service Microsoft365, server connected to the school network or a school approved learning platform or system
- access the data with school provided devices, where possible, such as laptops, rather than their own personal devices

Processing personal data

Staff members may need to collect and/or share personal data such as email addresses as part of the remote education system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online.

Keeping devices secure

All families that have been loaned a device will sign a home school agreement setting out acceptable use.

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to

- keeping devices 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
- if working on a personal device, because no school device is available, logging out completely before sharing the device among family or friends
- installing antivirus and anti-spyware software
- keeping operating systems up to date – always install the latest updates

Key roles – Who to Contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

Issues in setting work – Fiona Jordan and Philippa Morgan

Issues with behaviour – Zoe Carter

Issues with IT – Charlotte Thorne

Issues with their own workload or wellbeing – Leon Chamberlain, Emma Gray

Concerns about data protection – Sian Fennelly

Concerns about safeguarding – talk to the DSL, Leon Chamberlain, Emma Gray, Ange Pimm, Fiona Jordan, Philippa Morgan, Kim Williams

Monitoring arrangements

This policy will be reviewed biannually. At every review, it will be approved by the Governing Body.

Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Safeguarding policy
- Attendance policy
- Data protection policy
- Home-school agreement
- Online safety policy and acceptable use agreements