



Inspiring Learners, Growing Together

Castlethorpe First School • North Crawley CE School • Sherington CE School • Stoke Goldington CE School
St Andrews CE Infant School • Newton Blossomville CE School

The Village Schools Federation aspires to nurture and inspire every child to experience life in all its fullness. Our schools are rooted in inclusive Christian values to enable all to flourish by building knowledge, confidence and resilience for the future. We strive to be the best we can be.

“Whatever we do, we work at it with all our heart”

Colossians 3:23

Remote Learning Policy

Aims

This remote learning policy for staff aims 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

Roles and responsibilities

All users

- Speak respectfully at all times
- Wait until someone has finished speaking before unmuting
- Have your microphone on mute to avoid feedback noise
- Raise your hand and wave if you need to speak

All staff

- When providing remote learning, staff must be available for their contracted hours.
- 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.
- When providing remote learning, staff are responsible for.
- Creating resource packs for each child with resources for home learning i.e. pencils, glue stick, paper, workbook, power maths resources, book, reading books.
- Review and replace resource packs as needed.
- Provide specialist resources for pupils with additional needs.
- Plan work to include 2-4 live (or recorded lessons) and additional content to be completed at home – this can include links to TV programmes, YouTube channels, recorded lessons by other teachers (such as music/PE/RE/dance), collective worship Teams links, story Teams links.

- Work should be planned for approx. 2 hours a day and focus on core skills in phonics, reading, writing and maths with opportunities for activity, reflection, investigation and creativity.
- Work for the week should be uploaded by Sunday night (once weekly ideally/ twice if necessary).
- Class Dojo can be used to supplement upload of recorded lessons/ activities
- Adapting work according to specific need and provide 1:1 support via Teams sessions.
- Provide feedback on work so pupils can improve – this can be done on a 1:1 Teams call, or an email home – do not do this where other parents have access to individual pupil feedback.
- Keep in touch with pupils and parents - at least daily Teams session for visual contact, arrange 1:1 Teams calls with pupils and parents, arrange parent support/check in sessions.
- Parents may send you emails to your work email address ONLY during lockdown – you should not respond to these out of hours unless you choose to do so.
- Safeguarding protocols are the same as when not remote learning – the channels of responding and reporting are the same.
- Dress appropriately as if at school (if conducting Teams calls from home) parents have been reminded of appropriate dress code at home – if any not complying, let the EHT know, and they will contact the parent.
- Teams etiquette adhered to – pupils on mute unless asked to unmute, host always sets Teams link with a passcode, pupils reminded that they are ‘in school’ and same behaviour rules apply, Teams calls conducted by staff in a classroom (if at home, in a sensible place (not bedroom) and preferably without other members of the family visible against a blank wall (avoid photos in the background)). If a 1:1 ensure there is another adult in the room – preferably the child’s parent.

Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning – monitor the website and Facebook pages, gather feedback from parents, monitor the quality of activities offered, watch a sample of recorded and live lessons.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

Designated safeguarding lead

The DSL is responsible for:

- Safeguarding pupils and reporting to external agencies as usual.

Pupils and parents

Staff can expect pupils learning remotely to:

- Complete work to the deadline set by teachers.
- Behave as if they were in school lessons as much as possible.
- Seek help if they need it, from teachers or teaching assistants.
- Make the school aware 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 and follow the complaints policy.

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.

Data protection

- GDPR principles apply – see GDPR policy.
- Encourage Teams users to use a first name only.
- If a parent online, encourage to use Surname only.
- Collect and share as little information as possible.
- Private Facebook pages – if possible use an avatar for your profile picture and use your school name i.e. Mrs Jones.

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).
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device.
- 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.

Safeguarding

- Safeguarding measures are as in the Safeguarding policy – be extra vigilant as some forms of abuse will not be evident with pupils at home.
- If a disclosure is made – note who else may have heard the information in your recording, there may be several others on a Teams call who heard the disclosure.

Monitoring arrangements

- This policy will be reviewed as necessary
- At every review, it will be approved by SLT and shared with the GB

Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy and safeguarding procedures

- GDPR policy and privacy notices
- Home-school agreement
- Internet acceptable use policy
- Online safety policy

Reviewed: September 2025
Approved by Governors: October 2025
Next Review: September 2027