



Remote Learning Policy

St Michael's Easthampstead CE Primary School

At St Michael's we are a community of active learners who **go above and beyond** in everything we do, equipping ourselves to make a difference in our own lives and in the lives of others.

Policy Name	Remote Learning Policy
Brief Description:	Outlines the school's support for pupils in the event of remote learning being implemented
Status: Statutory/non-statutory	Non-Statutory
Other related policies and procedures:	
Approval level: HT/Governors/FGB	FGB
Approved by the Governing Board on:	
Frequency to be reviewed	Every 2 years
Latest Date for Next Review:	June 2026
Version + Schedule of Amendments:	
Signed:	
Position:	
Date of Signature:	

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Introduction:

St Michael's Easthampstead CE Primary School is committed to providing high quality learning for all. Where this is not possible in school, due to the implementation of isolation or lockdown, provision will be made for pupils to access learning remotely using electronic and online media.

School attendance is an expectation for all children. Remote learning will only be provided in the situations above.

Software and Online Platforms

Online lessons and registration will be delivered through Microsoft Teams.

Through Microsoft Teams, children will be able to join live lessons, video demonstrations and slideshows to be able to complete work set. Exact timetables and work set will vary according to each year group.

If the whole class is isolating, pupils should join a MSTEAMS meeting at 9:15 each morning so that the teacher can take a register and prepare children for the learning that day.

If there is a partial closure of a year group, the children at home should be available for an MSTEAMS meeting or a phone call with a member of staff at 9:00am. They should remain available until the school has made contact.

Equity of access

We recognise that some pupils may not have suitable online access at home. Parents are asked to contact the school if a pupil would not have access to a laptop/electronic device. The school may be able to provide laptops (on a temporary basis) in these circumstances.

A user agreement including the serial number of the device would need to be completed prior to it being taken out of school.

The level of support at home will be considered in the activities/work set for pupils.

Inclusion:

We recognise that some pupils, for example with special educational needs and disabilities (SEND) may not be able to access remote education without support from adults at home. We acknowledge the difficulties this may place on families, and we will work with parents and carers on an individual basis to support those pupils.

Expectations and Content:

Teachers have prepared a guide for learning to be completed within the first 24 hours of self-isolation, whilst pupils wait for the relevant planning and activities to be available.

After the first 24 hours, pupils should expect at least 3 activities/task per day: 1 English, 1 Maths, and 1 other. Topic work may be set over a longer period and therefore not set every day.

Tasks will include the use of online learning platforms such as White Rose, Oak academy, Ed Shed etc.

The level of feedback provided will address misconceptions held by pupils in work submitted and acknowledge work completed. Pupils should be made aware that their work has been seen.

Pupils will be expected to complete work on the day on which it was set. This is to ensure teachers are not overloaded with the return of more than 3 pieces of work per pupil per day.

Teacher workload must be manageable. Pupils submitting work after the school day will mean that marking of that work will be delayed.

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Feedback can be provided in a variety of ways. For example, a TEAMS response, a piece of work returned with comments and actions, verbal feedback at the start of the next lesson or a score from an online task.

The level of work set will be a consolidation of learning they will have already experienced OR with clear support and scaffolding, new concepts or extensions.

Teachers will expect work to be completed to the same standard as if the child was in school – the level of presentation and the quantity should replicate that which would be completed within a school-based lesson.

Children who are unwell are not required to complete the learning set.

Live Video Meetings and Safeguarding

In the event that a teacher wishes to conduct a live meeting or teaching event with pupils, they will use Microsoft Teams.

These meetings will be recorded, and all pupils will be made aware that the meeting is being recorded. Parents may choose to be present in these meetings in order to support their child. However, they should remain out of camera shot and remain silent so as not to disturb other pupils.

If a teacher has a concern regarding anything seen or heard on a live video session, they will follow the school's safeguarding policy and report the incident to the Designated Safeguarding Lead.

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