Remote Learning Policy

St Michael's CE Primary School

Issued: October 2026
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School Vision

As a school community, we aspire to develop life-long learners who have the confidence to explore the world around them and grow as unique individuals. We provide a safe family environment, inspired by Christian values, in which the flourishing of each enables the flourishing of all.

'This little light of mine, I'm going to let it shine!'

'Let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven.' Matthew 5:15

1. Statement of School Philosophy

St Michael's CE Primary School has always strived to be creative (in line with our school values) and support our parents and children in the best way possible to make learning purposeful and holistic – *'the flourishing of each enables the flourishing of all.'*

2. Aims

This Remote Learning Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (Inc. SEND) who aren't in school through use of quality online and offline resources and teaching videos.
- Provide clear expectations to members of the school community with regards to the delivery high quality interactive remote learning.
- Include continuous delivery of the school curriculum, as well as support of Motivation, Health and Well-Being and Parent support.
- Support effective communication between the school and families.

3. Who is this policy applicable to?

- A child is absent because they are awaiting test results and the household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal. In these instances parents will be directed to Government recommended remote learning resources.
- A child's whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19. In this instance, the class will be taught remotely by the class teacher using Microsoft Teams.
- All children during a school closure related to Covid-19 reasons (lockdown, outbreak). In this instance, the whole school will be taught remotely by their class teacher using Microsoft Teams.

4. Content and Tools to Deliver This Remote Learning

Resources to deliver this Remote Education Plan include:

- Use of Microsoft Teams as the school's online learning platform.
- Use of recorded instructional videos and weekly live assembly (recorded to the team).
- Daily lesson resources saved in Class Team file section.
- Work set in a variety of formats so that it can be completed and submitted online or offline.
- Conversation chat facility can be accessed in the Class Team to ask the class teacher questions during the school day (9am-3pm).
- Printed learning packs for any pupils who do not have access to the internet.
- Use of additional Government recommended resources - BBC Bitesize, Oak Academy and White Rose Maths.
- The detailed remote learning planning and resources to deliver this policy can be found on our school website - St Michael's Church of England Primary School - Remote Learning
- Downloadable Printable Documents.
- Curriculum resources.

5. Home and School Partnership

St Michael's Ce Primary School is committed to working in close partnership with families and recognises each family is unique and because of this remote learning will look different for different families in order to suit their individual needs.

St Michael's CE Primary School will provide 'How to guides' and links to explanation videos on the school website to support families with assisting their children with accessing and using Microsoft Teams.

We would encourage parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils with work encouraging them to work with good levels of concentration.

Every effort will be made by staff to ensure that work is set promptly by 9am each day with the relevant documents available in the files folder. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on case-to-case basis.

6. Roles and responsibilities

Teachers

St Michael's CE Primary School will provide a refresher training session and induction for new staff on how to use Microsoft Teams for remote learning.

When providing remote learning, teachers must be available between 9am-3pm to respond to questions via the Team conversation facility.

If they are 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, teachers are responsible for:

Setting work

- Teachers will set work daily for the pupils in their classes.
- The work set should follow the usual timetable for the class had they been in school – with Maths, English, Reading and Topic tasks set each day (some tasks may be set over the week).
- Teachers will explain the tasks in a daily explanation video and PowerPoints will also include voiceovers.
- Teachers will save any additional resources will be saved in the Files section on the Class Team page.
- Work may be set as an assignment, quiz or an open ended task.

Providing feedback on work

- Whole class feedback will be given during explanation videos.
- All assignments set and submitted will receive teacher feedback (level dependent on the task).
- Self-marking can also be a used as per marking policy.

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

- If there is a concern around the level of engagement of a pupil/s, parents should be contacted via phone to assess whether school intervention can assist engagement.
- All parent/carer emails should come through the school office.
- Any complaints or concerns shared by parents or pupils should be reported to a member of SLT– for any safeguarding concerns, refer immediately to the DSL.

Teaching Assistants

Teaching assistants must be available between contracted hours.

If they are 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.

During the school day, teaching assistant must complete tasks as directed by a member of the SLT or the class teacher.

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school including daily monitoring of engagement.
- Monitoring the effectiveness of remote learning –through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

Designated safeguarding lead

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

Watermans

Watermans are responsible for:

- Fixing issues with systems used to set and collect work.
- Helping staff 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.

The SENCO

Liaising with the IT support and SLT to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.

- Ensuring that pupils with EHCP's continue to have their needs met while learning remotely, and liaising with the Headteacher and other organisations to make any alternate arrangements for pupils with EHCPs and IPPs.
- Identifying the level of support.

Pupils and parents

Staff can expect pupils learning remotely to:

- Complete work to the deadline set by teachers.
- Seek help if they need it, from teachers.
- Alert teachers if they're not able to complete work.

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.
- 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.

7. Links with other policies and development plans

This policy is linked to our:

- Behaviour policy.
- Safeguarding & child protection policy.
- Data protection policy and privacy notices.
- Online safety and acceptable use policy.