Remote Learning Policy

This policy was adopted by the Full Governing Body.		
Issued:	Spring 2026	
Next review:	Spring 2027	
Signed:		Signed:
Chair of Governors Date		Headteacher Date

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1. 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

2. Use of remote learning

All pupils should attend school, in line with our attendance policy. Remote education is not viewed as an equal alternative to attendance in school. Pupils receiving remote education will be marked absent in line with the Pupil Registration Regulations.We will consider providing remote education to pupils in circumstances when in-person attendance is either not possible or contrary to government guidance.

This might include:

- Occasions when we decide that opening our school is either:
  - Not possible to do safely
  - Contradictory to guidance from local or central government

- Occasions when individual pupils, for a limited duration, are unable to physically attend school but are able to continue learning, for example because:
  - They have an infectious illness
  - They are preparing for or recovering from some types of operation
  - They are recovering from injury and attendance in school may inhibit such recovery
  - Their attendance has been affected by a special educational need or disability (SEND) or a mental health issue

The school will consider providing pupils with remote education on a case-by-case basis.

In the limited circumstances when remote learning is used, we will:

- Gain mutual agreement of remote education by the school, parents/carers, pupils, and if appropriate, a relevant medical professional. If the pupil has an education, health and care (EHC) plan or social worker, the local authority (LA) will also be involved in the decision
- Put formal arrangements in place to regularly review it and identify how to reintegrate the pupil back into school
- Identify what other support and flexibilities can be put in place to help reintegrate the pupil back into school at the earliest opportunity
- Set a time limit with an aim that the pupil returns to in-person education with appropriate support

Remote education will not be used as a justification for sending pupils home due to misbehaviour. This would count as a suspension, even if the pupil is asked to access online education while suspended.

3. Roles and responsibilities

Teachers

When providing remote learning, teachers must be available to work weekdays between 8.30am and 3.30pm.

If a teacher is unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this to the Head teacher, Deputy Head teacher or member of the admin team via phone call, text or email.

Where the school remains open for vulnerable and critical worker children during lockdown or period of

closure, teachers will be required to supervise pupils in school as directed by the Senior Leadership Team (SLT).

When providing remote learning, teachers are responsible for:
Setting work:

- Class teachers are responsible for setting work online for the pupils in their class.
- Learning should be set using **Google Classroom**.
- Class teachers should set an English activity, spellings, guided reading, Mathematics and an additional learning activity e.g. wider curriculum each day.
- Children must be able to access their work from 9.00am each day. Teachers should schedule the work to stream from 8.30am each day to allow time for it to upload.
- Teachers should indicate clearly to pupils when the work should be completed and submitted.

Providing feedback on work:

- Completed work should be uploaded onto Google classroom by the pupil or parent. This can be in the form of a document or a photograph of work completed in the pupils home learning exercise book.
- Teachers should acknowledge any work uploaded and give feedback as appropriate.

Keeping in touch with pupils and their parents:

- Teachers should respond to emails from pupils and parents during school working hours.

Any safeguarding issues should be referred to the Designated Safeguarding Lead (Elaine Close) via CPOMMS in line with the Child Protection Policy.

Learning Support Assistants (LSA's)

When assisting with remote learning, LSA's must be available to work during their contracted working hours.
If an LSA is unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this to the Head teacher, Deputy Head teacher or member of the admin team via phone call, text or email.
Where the school remains open for vulnerable and critical worker children, LSA's will be required to supervise pupils in school as directed by the SLT.

During a lockdown, teaching assistants are responsible for:

- undertaking online training as directed by SLT.
- supporting the learning of vulnerable/critical worker children in school where required.
- creating online resources as directed by the class teacher.
- completing any relevant paperwork and reports relating to pupils they work with.

Subject leaders

Alongside their teaching responsibilities, subject leaders will:

- Support teachers where necessary to ensure all work set on the learning platform is appropriate and consistent.
- Alert teachers to resources they can use to teach their subject remotely.

Senior leaders

Alongside any teaching responsibilities, senior leaders will:

- Co-ordinate the remote learning approach across the school.
- Monitor the effectiveness of remote learning.
- Monitor the security of remote learning systems, including data protection and safeguarding considerations.
- Monitor coverage of the curriculum.

Designated safeguarding lead (DSL)

The DSL (Elaine Close) will continue to be responsible for:

- managing Child Protection Contact Referrals and cases.

- contacting the Child Protection Consultation Hub when advice is needed regarding child protection concerns which possibly meet the threshold for statutory intervention.

- completing Child Protection Contact Referrals for all cases of suspected abuse or neglect where there is a risk of significant harm to the child/young person, Police where a crime may have been committed and to the Channel programme where there is a radicalisation concern.

- acting as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a Child Protection Contact Referral by liaising with relevant agencies

IT staff

Interm IT is responsible for:
- Supporting staff with issues with systems used to set and collect work.
- Supporting staff with any technical issues.
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer.

Pupils and parents

Pupils are expected to:
- be contactable during the school day.
- complete and submit work to the deadlines set by teachers.
- seek help from their teacher if required.
- alert teachers if they are not able to complete work.

Parents are expected to:
- inform the school if their child is sick or cannot complete work.
- seek help from the class teacher via email if required.
- be respectful when raising complaints or concerns with staff.
- understand that teachers will only respond to emails during school hours.

Governing body

The governing body is responsible for:
- Monitoring the school's approach to providing remote learning to ensure education remains of as high quality as possible.
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.

4. Contact details

If members of staff have any questions or concerns about remote learning, they should contact the relevant member of staff below.

Setting work
Lower School Leader: Nick Phillips nickphillips@stonehill.herts.sch.uk Upper School Leader: Livi Freeston oliviafreeston@stonehill.herts.sch.uk DHT: Jenna Hearson jennahearson@stonehill.herts.sch.uk
HT: Elaine Close head@stonehill.herts.sch.uk

Behaviour
Lower School Leader: Nick Phillips nickphillips@stonehill.herts.sch.uk Upper School Leader: Livi Freeston oliviafreeston@stonehill.herts.sch.uk DHT: Jenna Hearson jennahearson@stonehill.herts.sch.uk
HT: Elaine Close head@stonehill.herts.sch.uk
SENCO: Georgina Allen georginaallen@stonehill.herts.sch.uk

IT problems
Interm IT : Chanelle Davis: chanelle.davis@intermit.co.uk.

Wellbeing
HT: Elaine Close head@stonehill.herts.sch.uk
DHT: Jenna Hearson jennahearson@stonehill.herts.sch.uk SENCO: Georgina Allen georginaallen@stonehill.herts.sch.uk

Data protection:
HT: Elaine Close head@stonehill.herts.sch.uk
DHT: Jenna Hearson jennahearson@stonehill.herts.sch.uk DPO: Carole Connelly carole@schoolDPOservice.com

Safeguarding
DSL: Elaine Close 07879642763 head@stonehill.hets.sch.uk

5. Data protection

Accessing personal data

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

- Use the schools secure remote learning server.
- Use the schools secure login for Google Classroom.
- Use schools provided staff laptop.

Processing personal data

Staff members may need to use personal data such as email addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals will not need to give permission for this to happen. The school will follow its data protection policy and privacy notice in terms of handling data, which can be found on the staff server.

When contacting groups of parents, Marvellous Me or School Comms must be used to avoid the possibility of sharing personal data.

However, staff are reminded to collect and/or share as little personal data as possible online, and to remind themselves of their duties in terms of data protection in accordance with the school's policies and procedures.

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

6. Safeguarding

All members of staff are responsible for the safety and well being of their pupils. Vulnerable pupils and pupils with special educational needs in particular should be closely monitored to ensure they have appropriate access to resources and that their needs are met. Any concerns regarding the safety and well-being of pupils, including breaches of the online safety policy should be raised immediately with the DSL or Deputy DSL via telephone or email and reported via CPOMs.

7. Monitoring arrangements

This policy will be reviewed annually or before if needed. At every review, it will be approved by the full governing body.

8. Links with other policies

This policy is linked to the following policies:

- Child protection
- Data protection and privacy notices
- Home-school agreement
- ICT and internet acceptable use
- Online safety
- Code of Conduct for Live lessons