



Remote Teaching and Learning Policy 2026-2029

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Remote teaching and learning policy

Aims

This remote teaching and learning policy aims to:

- Ensure consistency in the approach to remote learning for pupils who are unable to be in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for safeguarding, child protection and data protection
- Establish how the school is able to ensure regular contact with all children and families at times of enforced absence from school.

How remote education is used at Hatch Warren Junior School

How remote education is delivered

Remote education is a broad term encompassing any learning that happens outside of the classroom, with the teacher not present in the same location as the pupils. At Hatch Warren Junior School, remote learning is delivered primarily through Purple Mash, although other online platforms may be used if remote education is needed for a longer period of time (for example, a national lockdown). Purple Mash is used throughout the year when staff set homework for children to complete and it acts as an accessible location where homework can be easily located.

Children will be issued with a user name and a password which will enable them to access Purple Mash (and any other online learning platform that the school uses). The school will ensure that any online learning platforms used by the school are accessible via a variety of devices including laptops, PCs, mobile phones and tablets.

When is remote education used

As well as homework, Purple Mash (and any other online platform that the school decides to provide access to) is used at times when the school is inaccessible to children for other reasons, including as a result of a national or local emergency or a school closure. At this time, remote learning provides a secure process for setting and collecting work without the need to be accessing the school building. The work that is provided is designed to continue, as much as possible, the learning that would be happening in school.

Remote education is not used when a child is off school due to illness, unless this was to be for an extended time (for example a hospital stay for a length of time or recovery that requires the child to remain at home). In this case, a decision would be made with parents as to whether the child is well enough to access learning. If a child is absent from school due to illness, it is assumed that they are not well enough to be in school or learn. Remote learning would therefore not be offered.

Remote education is also not used to address attendance issues. We believe that children should be in school to learn and that offering remote education would be detrimental to encouraging children to return to school if they are experiencing attendance issues.

Remote education may be used to support a package of reduced hours provision or alternative provision if that is deemed the right course of action by the senior leadership team (in conjunction with the SENCo, Home School Link Worker and parents). This would be reviewed every 6 weeks in line with reduced hours/alternative provision reviews and in consultation with parents/carers and relevant professionals. The purpose of these reviews is to discuss the support available with an aim to children returning to full-time education.

Teaching responsibilities

Setting work (during whole class closure or national lockdowns):

When providing remote teaching and learning for a whole class, teachers are responsible for:

- Setting work on a daily basis for their own class or year group which meets the children's needs - work may be set by the child's class teacher or another teacher from the same year team.
- Ensuring that the needs of children are met through the work that is being set.
- Posting work on-line each day at the start of the school day so that it is clear what is expected of the children in terms of tasks that are set.
- Showing due consideration when considering aspects of the subject curriculum that might need to change to accommodate remote learning - for example in art, music, design technology and PE, activities might need to be adapted as certain resources may not be available at home.
- Alerting other teachers to resources that can be used effectively to assist the delivery of on-line learning.
- Ensuring that children understand how they can access on-line work and how they can submit the work to be marked.
- Providing 4 hours a day of learning experiences each day (this includes independent working time) in line with government guidelines.

Setting work for an individual pupil:

When providing remote teaching and learning for an individual child, teachers are responsible for:

- Setting work on a regular basis which meets the child's needs – the amount of work that is set will be determined following conversations between the parents of the child and the class teacher.
- Ensuring that the needs of the child are met through the work that is being set.
- Showing due consideration when considering aspects of the subject curriculum that might need to change to accommodate remote learning - for example in art, music, design technology and PE, activities might need to be adapted as certain resources may not be available at home or wherever the child is learning.
- Ensuring that the child understands how they can access on-line work and how they can submit the work to be marked.

Providing feedback for all children learning remotely:

- Completed work is submitted by pupils once completed.
- Comments and feedback that are provided by the teacher should be positive, supportive and in-line with what would be expected in school.
- Answers to parent/carer email enquiries need to be made within a reasonable time. Answers to questions may be made by the class teacher, another teacher from the year team, the class learning support assistant, the home school link worker or a member of the admin team.
- Response to completed work will be given within 48 hours, excluding weekends. Work submitted after the end of the school day may not be responded to until the following day.
- Staff are not expected to be accessing online learning platforms after the end of the school day on weekdays, although they may choose to provide feedback and mark work after this time. Feedback at the weekend is not required.

Keeping in touch with children learning remotely:

- Email communication can be made between parents/carers and the school using the normal email address found on the school website. Emails that relate to online learning will be passed on to class teachers or year leaders. Staff will always respond as soon as possible.
- If interactive online learning platforms are used for video calling, school staff can keep in touch with pupils online.
- Safeguarding concerns will be managed in accordance with the safeguarding policies.
- If pupils are struggling or failing to complete work, then parents will be contacted by the class teacher/year leader initially by phone to offer support and guidance. Our desire is to support families and children in order that home learning is as successful as possible and ensures a continuity of education.

Virtual lessons:

- Whether at home or school, staff will be expected to adhere to the school 'Dress Code'.
- When attending virtual meetings, pupils would be expected to be dressed in appropriate clothing for a school lesson and should ensure that they are in a room in the house where an adult is present. If virtual meetings are used, this information would be sent to parents to remind them of expectations for online learning.
- Staff will make sure that the background of the meeting is appropriate and does not distract the children from their learning.
- Staff will report any safeguarding concerns to a DSL as soon as possible.

Creating videos for the children to support with learning:

- Staff should adhere to the school 'dress code'.
- Staff should make sure they are in a space that is private and there are no background images visible.
- Where possible, staff should model to the children the process that they want them to work through in the video so the children can see what is expected of them.

Using videos and live teaching:

- To support learning, teachers may provide videos or 'live teaching' to support the learning for the children.
- Live streaming of lessons has many benefits and teachers may choose to use this instead of using videos.
- An online learning platform may be used for live lessons.
- Children who are in school should not appear in 'live' lessons.
- Videos may be shared on the online platform. These will always be age-appropriate and in line with the school curriculum. However, they should not be downloaded or shared outside of the online platform.
- Staff should alert a DSL should they be concerned about an incident or conduct issue.

Senior leaders

Alongside any teaching responsibilities, senior leaders will:

- Co-ordinate the remote learning approach across the school.
- Monitor the effectiveness of remote learning – through regular meetings with teachers and subject leaders, reviewing work set and any feedback received from pupils and parents/carers.
- Monitor the security of remote learning systems, including data protection and safeguarding considerations by occasionally joining on-line meetings unannounced.

Safeguarding

All staff will follow the school's Safeguarding and Child Protection policies when engaging in online learning processes.

Limitations on provision of remote learning

The ability of the school to provide remote learning during the course of a normal school day will depend on the circumstances that exist in school. If teachers are required to teach children in the school building (including, for example, the large majority of a class), then the time needed to cater for children who are in school will decrease the time that can be offered to those working at home. Parents need to be aware of the increased workload on staff that catering for children both in and outside school creates and appreciate that it is unfeasible and unrealistic to ask class teachers to complete a full day of teaching in school followed by providing a full day of learning for those working at home. We are committed to staff wellbeing. The SLT will regularly review workload and provide opportunities for staff to raise concerns.

Pupils and parents

Expectations of pupils learning remotely. Pupils should:

- Be contactable during the school day as far as possible.
- Attend any virtual lessons as requested.
- Complete work to the deadlines set.
- Seek help if needed.
- Alert teachers if they are not able to complete work.
- Behave online in a sensible manner which does not distract the learning of others. The same expectations of behaviour apply online as they do at school.

Staff can expect parents/carers with pupils learning remotely to:

- Make the school aware if their child is sick or otherwise cannot complete work/attend virtual lessons.
- Seek help from the school if they need it.
- Be respectful when raising any concerns with staff.

The Governing Body

The governing body is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible.
- Ensuring that staff understand the importance of remote learning systems being appropriately secure, for both data protection and safeguarding reasons.

Data protection

Keeping devices secure

All staff members will take appropriate steps to ensure their device from which they deliver on-line learning remains secure. This includes, but is not limited to:

- Keeping the device password-protected with a strong password.
- Making sure the device on which remote learning is being delivered/ uploaded is locked if left inactive for a period of time.
- Not sharing the device among family or friends.
- Keeping operating systems up to date – always installing the latest updates.

Linked Policies

- Positive Relationships and Behaviour for Learning Policy
- Attendance Policy
- Data Protection Policy
- Child Protection and Safeguarding Policies
- Staff Acceptable Use of ICT Policy

Monitoring and Review

This policy will be reviewed by the Headteacher and governors every three years or earlier if required.

Appendix 1 - Safeguarding Protocols for Virtual Teaching (for parents and children)

At Hatch Warren Junior School, we are committed to the safety of our children at all times including when learning online. Parents are therefore asked to read and confirm their acceptance of this protocol via a FORMS if remote learning is to be used (unless this is being agreed as part of a reduced hours or alternative provision package – parent agreement will be sought via a parent meeting).

- The online learning platform should only be accessed by parents and children in the specific class.
- Only staff and children / parents sent the meeting ID / password for online lessons are allowed to join the session. Children/ parents should not share login details with others.
- Staff will not pass on the meeting ID or password to anyone else unless agreed with the Headteacher beforehand.
- Pupils and parents must behave in a respectful, considerate and kind manner when they are in online sessions. They must listen to and take direction from their teacher/LSA.
- Pupils and parents must use suitable language during the duration of the online lessons.
- Pupils and parents will be suitably dressed to attend online lessons. Children do not need to be in school uniform but should not be dressed in sleep wear.
- Pupils are expected to participate actively in lessons and complete tasks to the best of their ability.
- Teachers/LSAs will provide encouragement and pupils are expected to try their very best.
- Usual safeguarding protocols will be followed if a teacher/LSAs notices anything inappropriate during the online lesson.
- It is the responsibility of the parents and carers to ensure that a suitable device is used to access online lessons. It needs to be charged and have a good internet connection.
- Pupils must be in an appropriate location and should avoid adding inappropriate background features.
- Pupils must the use online resources and videos for the purposes of learning and not share them outside of the learning platform.