



The Constance Bridgeman Centre

# Remote Learning Policy

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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 and Safeguarding.

### 2. Roles and Responsibilities

#### 2.1 Teachers

When providing remote learning, Teachers must be available between 08:30 – 15:00.

If you're unable to work for any reason during this time, for example due to sickness or caring for a dependent, you should report this using the normal absence procedure as stated in the Staff Code of Conduct.

When providing remote learning, Teachers are responsible for:

- Setting work – Teachers are expected to:
  - Set appropriately differentiated work for each of the subject areas that they teach each pupil.
  - Set enough work each week to cover the teaching time period that they would have had allocated over the course of a week with each pupil.
  - Ensure that by the Thursday of each week, the following weeks work is prepared.
  - Ensure work is prepared in such a way that it will be accessible by each pupil. This may involve physically preparing work that is delivered to pupils, preparing work that can be posted or preparing work that can be emailed/shared on the school website.
  - Liaise with other Teachers to ensure consistency across the year/subjects.
  - Considering whether any aspects of the subject curriculum need to change to accommodate remote learning.
- Providing feedback on work – Teachers are expected to:
  - Mark work that pupils have completed.
  - Share feedback with pupils via telephone, email or other means as agreed by Senior Leadership Team (SLT).
- Keeping in touch with pupils who aren't in school and their Parents/Carers – Teachers are expected to:
  - Make regular contact with pupils who are learning remotely via telephone, email or other means as agreed by SLT.

- Respond to emails or messages from pupils and Parents/Carers within 24 hours.
- Pass on any concerns or complaints shared by pupils and Parents/Carers to SLT.
- Ensure Parents/Carers are made aware when pupils have not completed work that has been set from home.
- Attending virtual meetings with staff, Parents/Carers and pupils – Teachers are expected to:
  - Follow the staff dress code as set out in the Staff Code of Conduct.
  - Avoid areas with background noise and inappropriate background activity etc.

It is likely that Teachers could be working in school, delivering normal timetabled lessons, whilst also having to provide remote education for pupils at home. If this is the case it may be that pupils at home are able to remotely access lessons through a streaming platform (however given the nature and needs of pupils this will be assessed on a case-by case-basis). If this is not the case, time will be allocated for Teachers to prepare work that can be set for those pupils who require remote learning.

## 2.2 Learning Support Assistants

When assisting with remote learning, teaching assistants must be available between 08:30 – 14.45.

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 as stated in the Staff Code of Conduct.

When assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely – teaching assistants are expected to:
  - Follow personalised timetables to speak to pupils to offer support with the work Teachers have set.
  - Provide telephone support or virtual support as and when agreed by SLT.
- Attending virtual meetings with Teachers, Parents/Carers and pupils – teaching assistants are expected to:
  - Follow the staff dress code as set out in the Staff Code of Conduct.
  - Avoid areas with background noise and inappropriate background activity etc.

## 2.3 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, through regular meetings with Teachers and teaching assistants, reviewing work set or reaching out for feedback from pupils and Parents/Carers.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

## 2.4 Designated Safeguarding Lead (DSL)

The DSL is responsible for:

- Fulfilling all of the duties as stated in the school's Safeguarding and Child Protection Policy

## 2.5 IT staff

IT staff are responsible for:

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

- Assisting pupils and Parents/Carers with accessing the internet or devices.

## 2.6 Pupils and Parents/Carers

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time.
- Complete work to the deadline set by Teachers.
- Seek help if they need it, from Teachers or Learning Support Assistants.
- Alert Teachers if they're not able to complete work.

Staff can expect Parents/Carers 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 – if you know of any resources staff should point Parents/Carers towards if they're struggling.
- Be respectful when making any complaints or concerns known to staff.

## 2.7 PRU Management Committee

The PRU Management Committee are 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.

## 3. Who to Contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in setting work – talk to the Deputy Headteacher.
- Issues with behaviour – talk to a member of the SLT.
- Issues with IT – talk to the front office staff.
- Issues with their own workload or wellbeing – talk to your Line Manager.
- Concerns about data protection – talk to the Data Protection Officer.
- Concerns about safeguarding – talk to the DSL.

## 4. Data Protection

### 4.1 Accessing Personal Data

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

- Only access data on a secure cloud service or a server in the school's IT network.
- Only use school devices, such as staff laptops, to access data.

### 4.2 Processing Personal Data

Staff members may need to collect and/or share 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 won't need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online.

### **4.3 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 lowercase 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 anti-virus and anti-spyware software.
- Keeping operating systems up to date – always install the latest updates.

### **5. Safeguarding**

The Safeguarding and Child Protection Policy can be found on the school website or in the staff file on the Shared Drive.

### **6. Monitoring Arrangements**

This policy will be reviewed annually by the Headteacher.

### **7. Links With Other Policies**

This policy is linked to our:

- Behaviour Policy.
- Child Protection Policy.
- General Data Protection Policy and Privacy Notices.
- Code of Conduct.
- ICT and Internet Acceptable Use Policy.
- E-Safety Policy.