

<i>SLT</i>	<i>January 2026</i>
<i>Policy to be reviewed</i>	<i>January 2027</i>

BOWER GROVE SCHOOL
REMOTE LEARNING POLICY

Rationale:

At Bower Grove School we are ambitious for all pupils to fulfil their potential whether learning in school or at home. There may be times when pupils need to access learning remotely and our school is committed to providing a high-quality offer underpinned with regular personal support and appropriate technology and devices.

Aims:

We aim to ensure consistency in our school’s approach to remote learning. To share clear expectations for all members of the school community with regard to remote learning and to provide appropriate guidelines for data protection and safeguarding.

Roles and Responsibilities:

Teachers and Learning Support Assistants:

In the event of a part or full school closure our school will revert to remote learning; this may include a mixture of remote learning sessions through Microsoft TEAMS, learning activity packs and on-line learning platforms, such as The Collins Hub, Timetable Rockstars and Purple Mash, which can be found on the school website. The nature of this will be appropriate to the ability and circumstances of the child. Teachers and Learning Support Assistants must be available between 8.50am and 3.10pm. Staff must wear professional dress for remote learning sessions. Please ensure a neutral background is used when you are on Microsoft TEAMS at home.

If staff are unable to work for any reason during this time, for example due to sickness or caring for a dependant, they should report this using the normal absence procedure.

Teachers are responsible for:

- Delivering a remote learning timetable for their class or curriculum area.
- All learning activities for the week ahead should be shared with Assistant Headteachers for the relevant Key Stage at least a week in advance.
- All lessons should be scheduled through Microsoft Teams, including safeguarding the entry to the online room, permitted only by organisers and co-organisers of the session.
- If staff share their screen as part of the learning session, appropriate data protection and safeguarding measures must be put in place to ensure materials are apt and pertinent to the lesson.
- Resources, such as power-point, should only be accessed and controlled by organisers and co-organisers of the session.
- The Leadership Team may also monitor the learning content and “drop-in” to lessons.
- One to one remote sessions must be discussed and approved by the Assistant Headteacher to assess any risks.
- Pupils must follow the Responses and Relationships policy of the school at all times, challenging behaviour and noting outcomes on SLEUTH.
- Two members of staff where possible should be present in Teams lessons which must also be recorded; these recordings are stored for a default time of 120 days. However, in the event of breakout rooms only one adult may be present.

- Feedback must be provided to pupils about their work. This may be via verbal comments on chat or by email when a pupil returns work to school. Additionally, any work sent into school will be marked at that time.
- School email accounts must be used for all correspondence between home and school.
- All emails received from parents should be answered during reasonable work hours. There is no expectation to respond to evening or weekend emails.
- All processes, quality assurance, assessment processes of relevant qualification must be adhered to.
- Any concerns or complaints received from parents will be advised by the Assistant Headteacher for each Key Stage.
- For Safeguarding concerns see the Safeguarding Addendum attached to the Child Protection and Safeguarding Policy.

Assistant Headteacher for each Key Stage will:

- Coordinate the remote learning approach across the school.
- Alert teachers to resources they could use for remote learning and work with teachers to make sure that the work set is appropriate and consistent.

The Leadership Team will:

- Monitor the effectiveness of remote learning – regular contact will take place with teachers through TEAMS, reviewing work set and feedback from pupils and parents.
- Monitor security of remote learning systems, including data protection and safeguarding considerations.
- Will lead remote staff meetings.

Pupils and Parents

Pupils are encouraged to:

- Take part in remote learning sessions provided by the class teacher.
- Complete work within lessons or to the deadline set by teachers.
- Seek help if they need it, from a teacher or Learning Support Assistant.
- Alert staff if they are not able to complete work.

Parents are encouraged to:

- Make the school aware if their child is sick or otherwise cannot complete work.
- Ensure that the pupil is in an appropriate area of the home in order to access the lesson.
- Seek help from the school if they need it.
- Be respectful when making any complaints or concerns known to staff.

Governors will:

- Monitor the school's approach to providing remote learning and ensure education remains as high quality as possible.
- Ensure that school systems are appropriately secure, for both data protection and safeguarding reasons.

Data Protection

Accessing Personal Data:

When accessing personal data, all staff members will work within their allocated parameters. Staff members may need to collect personal data such as email addresses as part of the remote learning system. While this may be necessary, staff are reminded to collect and share as little personal data as possible online. 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 and friends
- Installing antivirus antispyware software.
- Keeping operating systems up to date – always install the latest updates.

Safeguarding

Any safeguarding concerns should be immediately reported to the DSL via MyConcern.

All pupils learning at home will be contacted regularly throughout any period of remote learning. Welfare calls will be twice a week where possible and appropriate. Doorstep visits may be actioned as a result of safeguarding concerns.

Consideration will be taken into account if the pupils are accessing remote learning lessons regularly. The number of calls per week may be reduced if pupils are accessing online learning and staff are able to check on their wellbeing.

All calls must be logged on SLEUTH and will be reviewed during the weekly safeguarding meetings.

Related Policies

- 13. Child Protection and Safeguarding
- 88. Acceptable Use
- 58A. Online Safety
- 24. Data Protection
- 89. Staff Code of Conduct