



St. Michael's CE (Controlled) Junior School

Inspired by Him, we serve the community of St Michael's by creating an inclusive learning culture where all differences are respected, where courage is shown to face and overcome adversity, and resilience is embedded in our journey to success so we can be the very best we can be.

Remote Education Policy

Creation Date	October 2020	
Issue Date	October 2025	
Agreed & Authorised (Name & Designation)		
Signature(s)		
Next Review Date		
Remarks		

Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (inc. SEND) who aren't in school through the use of quality online and offline resources and teaching videos.
- Provide clear expectations for members of the school community with regards to the delivery of high quality remote learning.
- Include continuous delivery of all aspects of the school curriculum.
- Support effective communication between the school and families and support attendance.

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.

Content and Tools to deliver this Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools: Google Classroom; TTRockstars; Vimeo
- Use of recorded video for instructional videos and assemblies

- Phone calls home
- Printed learning packs
- Use of BBC Bitesize and Oak Academy

Home and School Partnership

St. Michael's CE Junior School is committed to working in close partnership with families and recognises that each family is unique. This means that remote learning will look different for different families in order to suit their individual needs. Where possible, it is beneficial for young people to maintain a regular and familiar routine and we would recommend that each 'school day' maintains structure.

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 and encourage them with their learning. Some learning may need introducing and supporting, other work will require the children to be able to complete it independently.

Roles and responsibilities

Teachers

When providing remote learning, teachers must be available to carry out their professional duties between 8.30am-3.30pm. 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:

1. Setting work:

- Teachers will be setting work on Google Classroom.
- Organising work to be delivered to those children who need work printed.
- Setting work for the pupils in their classes and/or year group.
- Following the usual timetable for the class had the children been in school, wherever possible.

2. Providing feedback on work:

- Learning tasks that are submitted by 3.30pm each day will be commented on by class teachers within 48 hours and feedback will be provided.

3. 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, parents will be contacted via phone to access whether school intervention can assist engagement.
- All parent/carer emails should come through the school admin account: adminoffice@st-michaels-jun.hants.sch.uk.
- Any concerns shared by parents or pupils should be reported to a member of SLT– for any safeguarding concerns, refer immediately to the DSL and record on CPOMs.

The School Community

Learning Support Assistants

LSAs must be available between their normal working 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, LSAs must complete tasks as directed by a member of the SLT.

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 the learning being set and gathering feedback from parents.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

Designated Safeguarding Leads

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

The Family Support Worker

The Family Support Worker will:

- Provide further support and contact for children identified as vulnerable.
- Deliver Free School Meal packs for those children who are entitled to these.
- Identify children who may be eligible for a device through the government scheme or via local charitable organisations.

The SENDCO

The SENDCO will:

- Ensure that pupils with EHCPs and learning needs continue to have their needs met while learning remotely, and liaise with the Headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and ILPs.
- Identify the levels of support needed and make adjustments as needed.
- Maintain contact with families to support with their home learning.

The School Finance Officer

The School Finance Officer will ensure value for money when arranging the procurement of equipment or technology and ensure that the school has adequate insurance to cover all remote working arrangements.

The EAL Leader

The EAL Lead will liaise with EMTAS and families to provide translations of learning resources where needed.

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 or do not understand what is being asked of them.

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.

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.

Links with other policies

This policy is linked to our:

- Safeguarding Policy
- Behaviour Policy
- Child Protection Policy
- Data Protection Policy and Privacy Notices
- Staff Code of Conduct