Belvedere Infant and Junior Schools Pupil Remote Learning and Remote Education Policy

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To be reviewed: Sep 2026

Statement of intent

At The Pioneer Academy, we understand the need to continually deliver high quality education, including during periods of remote working – whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed and develop as avid, life-long learners.
Through the implementation of this policy, we aim to address the key concerns associated with remote learning and remote education, such as online safety, access to educational resources, data protection, and safeguarding.

Definitions

Remote Learning – resources and links to online materials and appropriate websites are provided by the school to enable parents to support their child's learning
Remote Education – resources and links to online materials and appropriate websites are organised into a scheduled framework by the school which includes live and/or pre-recorded lessons which children access and then complete prescribed tasks. Their teachers review the children's learning outcomes.

This policy aims to:

- Minimise the disruption to pupils' education and the delivery of the curriculum
- Ensure provision is in place so that all pupils have access to high quality learning resources.
- Protect pupils from the risks associated with using devices connected to the internet.
- Ensure staff, parent, and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during the period of remote education.
- Provide teachers with a tried and tested option for promoting effective online learning so that:
  - Home learning and home education are accessible to all pupils,
  - Blended learning resources are available to all pupils,
  - Flipped classroom approaches are enabled, giving pupils easy access to a range of online learning resources
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote education.

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010 Education Act 2004
- The General Data Protection Regulation (GDPR)
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Data Protection Act 2018

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2019) 'Keeping children safe in education'
- DfE (2019) 'School attendance'
- DfE (2017) 'Special educational needs and disability code of practice: 0 to 25 years'
- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2018) 'Health and safety for school children'
- DfE (2016) 'Children missing education'
- DfE (2020) 'Safeguarding and remote education during coronavirus (COVID-19)'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Behaviour Policy
- Accessibility Policy
- Marking and Feedback Policy
- Curriculum Policy
- Assessment Policy
- E-Safety Policy
- Health and Safety Policy
- Attendance Policy
- ICT Acceptable Use Policy
- Staff Code of Conduct
- Data and E-Security Breach Policy
- Supporting Children with Medical Needs Policy

Roles and responsibilities

The School Board is responsible for:

- Ensuring that the school has robust risk management procedures in place.
- Ensuring that the school has a business continuity plan in place, where required.
- Evaluating the effectiveness of the school's remote education arrangements.

The Head Teacher is responsible for:

- Ensuring that staff, parents and pupils adhere to the relevant policies at all times.
- Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning and remote education.
  Ensuring that there are arrangements in place for monitoring incidents associated with remote learning and remote education.
- Overseeing that the school has the resources necessary to action the procedures in this policy.
  Reviewing the effectiveness of this policy every three years communicating any changes to staff, parents, and pupils.

- Arranging any additional training staff may require to support pupils during the period of remote learning and remote education.
- Conducting regular monitoring and reviews of the remote learning and remote education arrangements to ensure pupils' education does not suffer.

The health and safety officer in collaboration with the Designated Safeguarding Lead (DSL) is responsible for:

- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes.
- Putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote education.
- Ensuring that pupils identified as being at risk are provided with necessary information and instruction, as required.
- Managing the effectiveness of health and safety measures through a robust system of reporting, investigating, and recording incidents.

The DPO is responsible for:

- Overseeing that all school-owned electronic devices used for remote education have adequate anti-virus software and malware protection.
- Ensuring all staff, parents, and pupils are aware of the data protection principles outlined in the GDPR.
- Ensuring that all computer programs used for remote education are compliant with the GDPR and the Data Protection Act 2018.
- Overseeing that any ICT equipment used for remote education is resilient and can efficiently recover lost data.

The DSL is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote education period.
- Liaising with the **ICT team** to ensure that all technology used for remote education is suitable for its purpose and will protect pupils online.
- Identifying vulnerable pupils who may be at risk if they are learning remotely.
- Ensuring that child protection plans are enforced while the pupil is learning remotely, and liaising with the **Head Teacher** and other organisations to make alternate arrangements for pupils who are at a high risk, where required.
- Identifying the level of support or intervention required while pupils learn remotely and ensuring appropriate measures are in place.
- Liaising with relevant individuals to ensure vulnerable pupils receive the support required during the period of remote working Ensuring all safeguarding incidents are adequately recorded and reported.

The SENDCO is responsible for:

- Liaising with the **ICT team** to ensure that the technology used for remote education is accessible to all pupils and that reasonable adjustments are made where required.
- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the **Head Teacher** and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs. Identifying the level of support or intervention that is required while pupils with SEND learn remotely.
  Ensuring that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the remote education period.

The School Business Manager (SBM) is responsible for:

- Arranging the procurement of any equipment or technology required for staff to teach remotely and for pupils to learn from home.
- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.

The ICT team is responsible for:

- Ensuring that all school-owned devices used for remote education have suitable anti-virus software installed, have a secure connection, can recover lost work, and allow for audio and visual material to be recorded, where required.
- Ensuring that any programs or networks used for remote education can effectively support a large number of users at one time, where required, e.g. undertaking 'stress' testing.
- Working with the **SENDCO** to ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff.

Staff members are responsible for:

- Adhering to this policy at all times during periods of remote education.
- Reporting any health and safety incidents and asking for guidance as appropriate.
- Reporting any safeguarding incidents to the **DSL** and asking for guidance as appropriate.
- Taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
- Reporting any dangers or potential dangers they identify, as well as any concerns they may have about remote education, to the **Head Teacher**.
- Reporting any defects on school-owned equipment used for remote education to an **ICT team**.
- Adhering to the Staff Code of Conduct at all times.

Parents are responsible for:

- Adhering to this policy at all times during periods of remote education.
- Ensuring their child is available to learn remotely at the times set out in this policy, and that the schoolwork set is completed on time and to the best of their child's ability.
- Reporting any technical issues to the school as soon as possible.
- Ensuring that their child always has access to remote education material during the times set out in this policy.
- Reporting any absence in line with the terms set out in this policy.
- Ensuring their child uses the equipment and technology used for remote education as intended.

Pupils are responsible for:

- Adhering to this policy at all times during periods of remote education.
- Ensuring they are available to learn remotely at the times set out in this policy, and that their schoolwork is completed on time and to the best of their ability.
- Reporting any technical issues to their teacher as soon as possible.
  Ensuring they have access to remote education material and notifying a responsible adult if they do not have access.
  Notifying a responsible adult if they are feeling unwell or are unable to complete the schoolwork they have been set.
- Ensuring they use any equipment and technology for remote education as intended.
- Adhering to the Behaviour Policy at all times.

Resources Learning materials

For the purpose of providing remote education, the school may make use of:

- Work booklets
- Email
- Online learning portals
- Educational websites
- Reading tasks
- Live webinars
- Pre-recorded video or audio lessons

Teachers will review the DfE's list of online education resources and utilise these tools as necessary, in addition to existing resources.

Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote education.
Lesson plans will be adapted to ensure that the curriculum remains fully accessible via remote education, where practical – where this is not practical, the school will ensure pupils can catch up on these areas of the curriculum when they return to school.

Teaching staff will liaise with the SENDCO and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote education period.

Any defects or issues with remote education resources will be reported as soon as possible to the relevant member of staff.

Pupils will be required to use their own or family-owned equipment to access remote education resources, unless the school agrees to provide or loan equipment, e.g. laptops.

Pupils and parents will be required to maintain the upkeep of any equipment they use to access remote education resources.

Teaching staff will oversee academic progression for the duration of the remote education period and will mark and provide feedback on work in line with this policy.

The arrangements for any 'live' classes, via Google Classroom, will be communicated via ClassDojo no later than one day before the allotted time and kept to a reasonable length of no more than one hour per session.

The ICT team is not responsible for providing technical support for equipment that is not owned by the school.

Costs and expenses

The school will not contribute to any household expenses incurred while pupils learn remotely, e.g. heating, lighting, or council tax.

The school will not reimburse any costs for travel between pupils' homes and the school premises.

The school will not reimburse any costs for childcare.

If a pupil is provided with school-owned equipment, the pupil and their parent will sign and adhere to the Technology Acceptable Use Agreement prior to commencing remote education. The equipment will have fire walls applied as it would do if it was on school premises.

Online safety

This section of the policy will be enacted in conjunction with the school's E-Safety Policy.

Where possible, all interactions will be textual and public.

All staff and pupils using video communication must:

- Communicate in groups – one-to-one sessions are not permitted.
- Wear suitable clothing – this includes others in their household.
- Be situated in a suitable 'public' living area within the home with an appropriate background – 'private' living areas within the home, such as bedrooms, are not permitted during video communication.
- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute video material without permission.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they are visible.

All staff and pupils using audio communication must:

- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute audio material without permission.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they can be heard.

The school will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide support for pupils with SEND. This will be decided and approved by the SLT, in collaboration with the SENDCO.

Pupils not using devices or software as intended will be disciplined in line with the Behaviour Policy.

The school will risk assess the technology used for remote education prior to use and ensure that there are no privacy issues or scope for inappropriate use.

Where feasible, the school will consult with parents prior to the period of remote education about what methods of delivering remote teaching are most suitable – alternate arrangements will be made where necessary.

The school will ensure that all school-owned equipment and technology used for remote education has suitable anti-virus software installed, can establish secure connections, can recover lost work, and allows for audio and visual material to be recorded or downloaded, where required.

The school will communicate to parents regarding any precautionary measures that need to be put in place if their child is learning remotely using their own/family-owned equipment and technology, e.g. ensuring that their internet connection is secure.

During the period of remote education, the school will maintain regular contact with parents to:

- Reinforce the importance of children staying safe online.
- Ensure parents are aware of what their children are being asked to do, e.g. sites they have been asked to use and staff they will interact with.
- Encourage them to set age-appropriate parental controls on devices and internet filters to block malicious websites.
- Direct parents to useful resources to help them keep their children safe online.

The school will not be responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the school.

Safeguarding

This section of the policy will be enacted in conjunction with the school's Child Protection and Safeguarding Policy, which has been updated to include safeguarding procedures in relation to remote working.

The DSL and Head Teacher will identify 'vulnerable' pupils (pupils who are deemed to be vulnerable or are at risk of harm) via risk assessment prior to the period of remote education.

The DSL will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote education.

Phone calls made to vulnerable pupils will be made using school phones where possible.

The DSL will arrange for regular contact with vulnerable pupils once per week at minimum, with additional contact, including home visits, arranged where required.

All contact with vulnerable pupils will be recorded on CPOMS and suitably stored in line with the Records Management Policy.

The DSL will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.

All home visits must:

- Have at least **one** suitably trained individual present.
- Be undertaken by no fewer than **two** members of staff.
- Be suitably recorded on CPOMS so that the **DSL** has access to them.
- Actively involve the pupil.

Vulnerable pupils will be provided with a means of contacting the DSL, their deputy, or any other relevant member of staff – this arrangement will be set up by the DSL prior to the period of remote education.

The DSL will meet (in person or remotely) with the relevant members of staff once per week to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely.

All members of staff will report any safeguarding concerns to the DSL immediately.

Pupils and their parents will be encouraged to contact the DSL if they wish to report safeguarding concerns, e.g. regarding harmful or upsetting content or incidents of online bullying. The school will also signpost families to the practical support that is available for reporting these concerns. Parents will be encouraged to report via the dedicated Safeguarding email address which is monitored daily.

Data protection

This section of the policy will be enacted in conjunction with the school's Data Protection Policy.

Staff members will be responsible for adhering to the GDPR when teaching remotely and will ensure the confidentiality and integrity of their devices at all times.

Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote education and teaching.

Any data that is transferred between devices will be suitably encrypted or have other data protection measures in place so that if the data is lost, stolen, or subject to unauthorised access, it remains safe until recovered.

Parents' and pupils' up-to-date contact details will be collected prior to the period of remote education.

All contact details will be stored in line with the Data Protection Policy and retained in line with the Records Management Policy.

The school will not permit paper copies of contact details to be taken off the school premises.

Pupils are not permitted to let their family members or friends use any school-owned equipment which contains personal data.

Any breach of confidentiality will be dealt with in accordance with the school's Data and E-Security Breach Policy.

Any intentional breach of confidentiality will be dealt with in accordance with the school's Behaviour Policy or the Disciplinary Policy and Procedure.

Marking and feedback

All schoolwork set through remote education must be:

- Complete when returned to the relevant member of teaching staff.
- Returned before the deadline set by the relevant member of teaching staff.
- Completed to the best of the pupil's ability.
- The pupil's own work.
- Marked as appropriate and returned to the pupil, if marked, by an agreed date.

The school expects pupils and staff to maintain a good work ethic and a high quality of work during the period of remote education.

Pupils are accountable for the completion of their own schoolwork – teaching staff will contact parents via email if their child is not completing their schoolwork or their standard of work has noticeably decreased.

Work that cannot be completed for genuine reasons will be completed when the pupil returns to school.

Teaching staff will monitor the academic progress of pupils with and without access to the online learning resources and discuss additional support or provision with a senior leader as soon as possible.

Teaching staff will monitor the academic progress of pupils with SEND and discuss additional support or provision with the SENDCO as soon as possible.

Health and safety

This section of the policy will be enacted in conjunction with the school's Health and Safety Policy.

Teaching staff and ICT team will ensure pupils are shown how to use the necessary equipment and technology safely and correctly prior to the period of remote education.

If using electronic devices during remote education, pupils will be encouraged to take a five minute screen break every two hours. Screen break frequency will be adjusted to five minutes every hour for younger pupils or pupils with medical conditions who require more frequent screen breaks.

If any incidents or near-misses occur in a pupil's home, they or their parents are required to report these to the relevant member of staff immediately so that appropriate action can be taken.

In the case of school closure:

School day and absence

Parents will be informed of the expectations for completion of work via ClassDojo on a weekly basis including the daily timetable of teaching and learning which will be a blend of live lessons via Google Classrooms, accredited website links, pre-recorded lesson starters by the appropriate members of staff, scaffolded working frames and worksheets. If a child is unwell and is unable to participate, then the parent must notify the class teacher via ClassDojo at the beginning of the school day. Attendance/participation will be closely monitored as it would be if children were physically in school and this will be discussed with DSL/SENDCO/SLT and followed up with parents.

Communication

The school will ensure adequate channels of communication are arranged in the event of an emergency closure or planned closure, during which time remote education will replace classroom education.

The school will communicate with parents about remote education arrangements as soon as possible.

The Head Teacher will communicate with staff as soon as possible about any remote education arrangements.

Members of staff involved in remote teaching will ensure they have a working mobile device that is available to take phone calls during their agreed working hours.

The school understands that pupils learning remotely have the right to privacy out-of-hours and should be able to separate their school and home lives – communication is only permitted during school hours.

Members of staff will have contact with their line manager via phone or email.

As much as possible, all communication with pupils and their parents will take place within the school hours outlined above.

Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.

Issues with remote education or data protection will be communicated to the pupils' teacher as soon as possible so they can investigate and resolve the issue.

The pupils' teacher will keep parents and pupils informed of any changes to the remote education arrangements or the schoolwork set.

The Head Teacher will review the effectiveness of communication and ensure measures are put in place to address gaps or weaknesses in communication.

Monitoring and review

This policy will be reviewed every three years.

Any changes to this policy will be communicated to all members of staff and other stakeholders.

The next scheduled review date for this policy is Sept 2026.