Applecroft School



Remote Learning Policy

Person(s) Responsible:	Computing Leader
Review Cycle:	Annual
Date of Issue:	September 2026
Review Date:	September 2027

Remote Learning Policy

1) Introduction:

School Vision:
'To be a positive and inspiring community that nurtures each individual and empowers leaders for life'.

School Mission Statement:
'Nurturing Potential, Inspiring Minds, Changing Lives'.

School Values:

- Ambition and Leadership
- Kindness and Supportiveness
- Respect and Honesty
- Determination and Resilience.

2) Aims:

This remote learning policy aims to:

- Set out expectations for all members of the school community with regards to remote learning
- Ensure consistency in the approach to remote learning for pupils
- Provide appropriate guidelines for data protection.

3) Use of Remote Learning:

All pupils should attend school, in line with our Attendance Policy.
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.

4) Roles and Responsibilities:

The Headteacher has overall responsibility for Remote Learning at Applecroft School.

4.1 Teachers

When providing remote learning, teachers must be available to work the usual hours they are employed to work for. For most teachers this will be from 8:30am-3:30pm.
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.
When providing remote learning, teachers should:

- Provide pupils with access to remote education as soon as reasonably practicable, though in proportion to the length of absence and disruption to the learning of all learners
- Make reasonable adjustments for pupils with SEND to access remote education, where required, informed by relevant considerations including the support families will require and the types of services that pupils can access remotely.

They are also responsible for:

- Setting work for pupils for whom they are responsible for and work with
- Setting work for pupils to access remotely from both in school and at home therefore ensuring, as far as possible, equal provision for all pupils
- Setting work for 3 hours a day for pupils in the EYFS (Nursery & Reception) and KS1 (Years 1 & 2) and 4 hours a day for children in KS2 (Years 3-6)
- Ensuring work is set and available to families by 8:30am on any given day
- Setting Remote Learning using Google Classroom
- Liaising with staff in school and working from home to ensure consistency across the week/year/curriculum
- Providing feedback on work according to our Feedback Policy
- Delivering live registration sessions daily that all pupils are expected to attend. Teachers are responsible for following up contact with pupils who have not shown up and for which we don't know why as soon as possible and at the latest by 9:30am. If contact is not possible, teachers must share this information with the school's DSL immediately.

Teachers:

- Are not expected to answer emails outside of working hours
- Should continue to maintain high expectations for behaviour and make contact with pupils parents if they are not completing work to discuss any support necessary
- Are expected to follow the school's dress code when teaching remotely as well as in school
- Must be mindful of the room in which they are in when delivering live lessons or making recordings of lessons to be shared at a later point. Teachers should ensure that there is nothing inappropriate in the background and avoid areas with background noise.

4.2 Learning Support Assistants (LSAs)

When assisting with remote learning, LSAs must be available to work the usual hours they are employed to work for. For most LSAs this will be from 8:30am-3:30pm.

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.
When assisting with remote learning, LSAs are responsible for:

- Liaising with the class teacher (or other relevant staff member) to ensure consistency for the pupils in school
- Providing feedback on work according to our Feedback Policy
- Supporting the teacher and/or pupils during the live registration sessions daily that all pupils are expected to attend.

LSAs:

- Are not expected to answer emails outside of working hours
- Should continue to maintain high expectations for behaviour and inform the class teacher of any pupils not meeting these expectations e.g. not completing their work
- Are expected to follow the school's dress code when teaching remotely as well as in school
- Must be mindful of the room in which they are in when joining in live lessons. LSAs should ensure that there is nothing inappropriate in the background and avoid areas with background noise.

4.3 Curriculum Leaders

Alongside their teaching responsibilities, curriculum leaders are responsible for:

- Considering whether any aspects of the subject curriculum needs to change to accommodate remote learning

- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Monitoring the remote work set by teachers in their subject. This can be done online by looking at planning, assignments set, pupils work and via online meetings with teachers
- Alerting teachers to resources they can use to teach their subject remotely.

4.4 Special Educational Needs Coordinator (SENDCo)

The SENDCo is responsible for the remote learning for children with SEND across the school through liaison with class teachers and other relevant staff.

In addition, they are responsible for:

- Considering whether any aspects of provision need to change to accommodate remote learning
- Working with teachers to make sure all work that is set remotely is appropriate and consistent and that deadlines are manageable
- Monitoring the remote work set by teachers for pupils with SEND. This can be done online by looking at planning, assignments set, pupils work and via online meetings with teachers and pupils
- Alerting teachers to resources they can use to teach pupils with SEND remotely.

4.5 Senior Leaders

The Headteacher has overarching responsibility for the quality and delivery of remote education at Applecroft School.

Alongside any teaching responsibilities, senior leaders should continue to use the school's digital platform for remote education provision and make sure staff continue to be trained and confident in its use.

They will continue to overcome barriers to digital access where possible for pupils by, for example:

- Distributing school-owned devices accompanied by a user agreement
- Securing appropriate internet connectivity solutions where possible
- Providing printed resources, such as textbooks and workbooks, to structure learning, supplemented with other forms of communication to keep pupils on track or answer questions about work
- Monitor whether pupils learning remotely are engaging in its use, and work with families to rapidly identify effective solutions where engagement is a concern.

They are also responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning and liaise with staff through regular meetings, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

4.6 Designated Safeguarding Leads (DSLs)

In addition to the DSLs usual responsibilities, during periods of remote learning, the DSLs are also responsible for:

- Monitoring pupils' attendance and engagement in remote learning and following up any concerns swiftly with parents/carers.

4.7 I.T. Admin Assistant

Our IT Admin Assistant is responsible for:

- Fixing basic issues with systems used to set and collect work
- Helping staff and parents/carers with any simple technical issues they're experiencing

- Reviewing the security of remote learning systems in partnership with the school's technical support company (Interm) & flagging any data protection breaches to the data protection officer
- Assisting pupils and parents/carers with accessing the internet or devices
- Liaising with the school's technical support company (Interm) to ensure the school's IT and computing systems are operating efficiently.

4.8 Pupils
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 (for younger children this will be via their parents)
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or LSAs
- Alert teachers if they're not able to complete work
- Act in accordance with the school's usual behavioural expectations.

4.9 Parents/Carers
Staff can expect parents with children learning remotely to:

- Engage with the school and support their children's learning and to establish a routine that reflects the normal school day as far reasonably possible
- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff.

4.10 The Board of Trustees
The Board is responsible for:

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

5) Resources and Access:

Families and staff may use their personal devices to access G-Suite for Education. They will be reminded to log out of their accounts at the end of each session in accordance with our GDPR policy.

Access to Gmail is disabled for children and staff, however they will have access to a range of apps, including Google Docs, Google Sheets, Google Forms and Google Slides. As these are all cloud based there will be no need to store any data on personal devices for either children or staff.

Google's Privacy Policy for G-Suite: https://policies.google.com/privacy/update.
G-Suite for Education Privacy Notice: https://gsuite.google.com/terms/education_privacy.html.
The Core G-Suite for Education services are provided to us under Google's Apps for Education agreement.

6) Who To Contact:

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

- Issues in setting work – talk to the relevant Curriculum Leader/SENDCo

- Issues with behaviour – talk to their Line Manager
- Issues with IT – talk to IT Support or Interm
- Issues with their own workload or wellbeing – talk to their Line Manager
- Concerns about data protection – talk to the Finance and Business Manager
- Concerns about safeguarding – talk to the Lead DSL.

Pupils, Parents and Carers:
If pupils, parents or carers have any questions or concerns about remote learning, they should, in the first instance, contact the child's class teacher.

7) Data Protection:

7.1 Accessing Personal Data
When accessing personal data for remote learning purposes, all staff members will:
- Access data via the school's secure online services e.g. Arbor, G-Suite for Education
- As far as possible, only use school devices. When this is not possible, personal devices may be used providing no data of any kind is downloaded and stored on the machine and that all virus protection remains up to date.

7.2 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. If this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen. The school will follow its data protection policy / privacy notices in terms of handling data, which can be found on the school website.
However, staff are reminded to collect and/or share as little personal data as possible online, and to remind themselves of their duties in terms of data protection in accordance with the school's policies and procedures.

7.3 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 lower-case letters, numbers and special characters (e.g. asterisk or currency symbol) and use a combination of individual words
- Ensuring that files are only stored/downloaded onto an encrypted device – 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 antivirus and anti-spyware software (updates should be run at least weekly)
- Keeping operating systems up to date – always install the latest updates
- Bringing any school owned device into school weekly to re-connect to the network therefore ensuring all software remains updated.

8) Safeguarding:
During remote learning, all staff should continue to follow the school's safeguarding policies (which are available on the school website) including the Child Protection policy.

All pupils and parents/carers sign an updated AUA annually to cover remote learning, containing 'Will' and 'Will not' statements with relation to the safe and responsible use of G-Suite for Education.

The school's Behaviour & Discipline Policy and Online Safety Policy extend to lessons conducted remotely, and the same high standards still apply. These will be revisited with the pupils throughout the sessions and will ask anyone who is not behaving appropriately to leave lessons. Teachers will ask children to mute for the majority of the lessons, unmute when called upon, and video may be requested to be turned off, too, depending on the number of children in a session.

Pupils, parents/carers and staff are expected to dress appropriately for the meeting (see staff AUA and pupil AUA).

Google Meets are recorded and all parents/carers and pupils will need to give permission for this to happen before they can participate. For children in Nursery – Year 3 we would strongly encourage parental presence alongside their child where possible for live Google Meets, but appreciate that this will not always be possible, especially when considering timings, work schedules etc. For children in Years 4–6 parental presence is optional. Online safety guidelines are set out in the Online Safety Policy and in the Acceptable Use Agreement (AUA).

Further information and support can be found on the Online Safety section of the School Website.

9) Equal Opportunities and Pupils with Special Educational Needs and Disabilities (SEND):

A minority of children will have particular teaching and learning requirements which go beyond the provision for that age range, as such teachers assign differentiated work to these pupils where required. Google classroom provides a range of provisions which teachers can share with parents/carers to aid access, such as voice-to-text typing, enlargement of font and visiting materials in advance.

10) Health and Safety:

Both staff and pupils are encouraged to sit at a desk of appropriate height, ensuring eye level with the screen, on a chair with a high back. Regular screen breaks and stretches are important, and teachers will plan, as much as possible, work which does not require continual use of a device. As staff will not be used to the increased amount of screen time, they are further encouraged to consider the use of 'Standing desks' and regular movement breaks to alleviate strain on the back and eyes.

11) Monitoring Arrangements:

This policy will be reviewed annually by the Policy Review Committee.

12) Links with Other Policies:

This policy is linked to our:

- Behaviour and Discipline policy
- Child Protection policy
- Data Protection policy and privacy notices
- Home-School Agreement
- Online Safety policy
- Staff Code of Conduct
- Special Education Needs and Disabilities (SEND) policy.

Applecroft School

Acceptable Use Agreement (AUA) for Pupils - Remote Learning Provision

When accessing the school's remote learning provision (Google Classroom), I agree to:

- Use it for educational purposes only
- Use it with an adult present and/or with adult permission
- Access **only** the material to which I am directed and authorised
- Edit **only** the material as instructed and return when required
- I will not tell anyone (other than my parents/carers) my passwords
- I will not use other people's usernames or passwords to pretend to be them online
- Keep my class code and login details private and not share them with anyone
- Only log in with my own details
- Make sure that all my online comments are responsible, polite and sensible
- Be kind and respectful at all times when online
- Follow the teacher's instructions during online Google Meets, and our Behaviour & Discipline Policy as I would in school, for example showing good listening and respect at all times
- Dress appropriately for online Google Meets (if accessing from home) as you would for school e.g. no pyjamas (school uniform is not expected to be worn)
- Use all provision responsibly and respectfully at all times.

When accessing the school's remote learning provision (Google Classroom):

- I will **not** give out my log in details
- I will **not** share any personal information online
- I will **not** upload any photos or videos with my face visible
- I will **not** make any comments, verbal or written, which could be seen as upsetting, offensive or deemed as bullying
- I understand that the school's Behaviour & Discipline policy still applies and I **will** follow the school's 'Expectations of Behaviour' online like I would in school
- I **will** log out of all online sessions when finished
- I understand that the school's Online Safety Policy still applies and I **will** follow this online as I would in school.

I understand that all my activity on Google Classroom is recorded and monitored, and that using this software is an extension of the school network, therefore I am still adhering to the School Behaviour and Discipline Policy, School Online Safety Policy and this policy.

Name of child: _____

Signed by parent/carer: _____

Date: _____

Applecroft School



Acceptable Use Agreement (AUA) for Parents/Carers - Remote Learning Provision

- I/we give permission for my child to use Google Classroom at home and/or school
- I/we give permission for my child to participate in 'Google Meets' and understand that these will be recorded
- I/we have discussed and signed the Pupil Acceptable Use Agreement (AUA) for remote learning provision with my child, and I/we agree to support them in adhering to the terms of this agreement
- I/we also agree not to share school related information or images online or post material that may bring the school or any individual within it into disrepute
- I/we agree to support our child in learning to use Google Classroom at home
- I/we agree to support our child to access Google Classroom daily (Monday-Friday) when applicable, and to check for any announcements and/or notifications
- To be able to tailor the organisation of the learning to our pupils, it is important to know how each child will be accessing Google Classroom from home.
- My child (identified above) has access to the following device(s) at home to access Google Classroom **for their sole use** (highlight all that apply):

- PC
- Laptop
- Ipad
- Tablet
- Chromebook
- Mobile Phone
- Other (please specify) ……..

- Where there are live lessons across the school, it is important to know if siblings will share a device at home. My child (identified above) has access to the following device(s) at home to access Google Classroom that they **have to share with other siblings** (tick all that apply):

- PC
- Laptop
- Ipad
- Tablet
- Chromebook
- Mobile Phone
- Other (please specify) ……..

Name of child: _____

Signed by parent/carer: _____

Date: _____