



THE WILLOWS
PRIMARY SCHOOL AND NURSERY

Remote Learning Policy

September 2026

Created	September 2026
Review	September 2027

Headteacher	Mr. T. Robinson
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Remote Education Policy

1. Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (Inc. SEND) who are not in school through use of quality online and offline resources and teaching videos
- Provide clear expectations to members of the school community with regards to delivering a remote learning programme
- Include continuous delivery of the school curriculum, as well as support of motivation, health and well-being and parent support
- Support effective communication between the school and families and support attendance.

2. Who is this policy applicable to?

A child (*and their siblings if they are also attending The Willows Primary School and Nursery*) is absent for an extended period, often due to medical related issues but not for holidays. This policy also applies to school closures.

3. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan may include:

- Online tools for EYFS, KS1, KS2 (*e.g. Times Tables Rockstars, White Rose Maths, BBC schools, other online platforms*),
- Use of recorded video for teaching input (*e.g. Loom, PowerPoint etc*)
- Recorded stories and assemblies,
- Phone calls/video calls home,
- Printed learning packs (where technology is not available at home) ○ Physical materials, where needed, such as story books and writing tools ○ Use of BBC Bitesize and other online resources

4. Remote learning planning and resources to deliver this policy:

Teachers can adapt elements of classroom planning to take account of potential remote learning needs and share aims and objectives, teaching activities and suitable resources via our school website year group pages.

Teachers are also able to maintain regular contact with pupils and/or families via telephone calls if this is felt necessary or helpful.

5. Home and School Partnership

The Willows Primary School and Nursery is committed to working in partnership with families and recognises each family is unique. Remote learning is likely to look different for different families to suit their individual needs.

Any family requiring support in how best to use the remote learning materials is welcome to contact the school by telephone and ask for this.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. The Willows Primary School and Nursery would recommend that each 'school day' maintains a degree of structure but we accept and understand that family arrangements within the home will guide how this looks for each family.

We would encourage families to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils with work encouraging them to work with good levels of concentration.

Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on a case-to-case basis.

6. Roles and responsibilities

Teachers

When providing remote learning, teachers should consider the level of support available at home

When providing remote learning, teachers are responsible for:

Setting work:

- Teachers will set work for a pupil in their class
- The work set will, as far as possible, follow the usual timetable for the class had they been in school.
- Weekly/daily work will be shared
- Work will be uploaded to the year group page of the school website or may be emailed directly to a family.

Providing feedback on work:

- Teachers will mark work, where submitted, using the school's marking policy and in line with their class marking routine.

Keeping in touch with pupils who are not in school and their families:

- If there is a concern around the level of engagement of a pupil/s families may be contacted via phone to assess whether school intervention can assist engagement.
 - All family messages should come through Classcharts or via the Willows Parent App.
- Any complaints or concerns shared by families or pupils should be reported to the school SLT via the admin email. For any safeguarding concerns, refer immediately to the Designated Safeguarding Leader.

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school including regular monitoring of engagement.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations in line with school policies.

Designated safeguarding leader

The Designated Safeguarding Leader, or deputy DSLs, are responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policies.

IT Technicians (part-time)

IT technician is responsible for:

- Fixing issues with systems used to set and collect work (where applicable)
- Helping staff with any technical issues they may be experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

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Liaising with families to ensure, as far as is reasonably possible, that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.

- Ensuring that pupils with Education Health and Care plans (EHCP) continue to have their needs met, as far as is reasonably possible, while learning remotely, and

liaising with the headteacher and other organisations and specialist services to make any alternate arrangements for pupils with EHCPs and Individual Health Plans.

- Identifying the level of support which may be needed and can be given. This may require partnership working with other organisations and/or specialist services.

Pupils and parents

Staff expect pupils learning remotely to:

- Complete work set by the teachers
- Seek help if they need it, from teachers
- Alert teachers if they are not able to complete work
- Return any completed work to school via email or paper copy.

Staff can expect families with children learning remotely to:

- Make the school aware if their child is sick or otherwise cannot complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff.

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.

7. Links with other policies and development plans:

- Safeguarding policy
- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Online safety: acceptable use policy
- Code of Conduct for phone calls, video conferencing and recorded video