

SAPIENTIA EDUCATION TRUST



**Great Hockham Primary School and
Nursery Remote Learning Policy**

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1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

2. 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.

3. Roles and responsibilities

The named person with overarching responsibility for the quality and delivery of remote education, including that provision meeting expectations for remote education is the Headteacher, Mrs Lisa Hazard.

3.1 Teachers

When providing remote learning, teachers will be available Monday to Friday between 8.40 and 16.00.

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

- Teachers will provide work for their own class for a number of curriculum areas including English and Maths and a range of foundation subjects. Plans should follow the long term curriculum overview where possible.
- The following amount should be provided:
 - 3 hours a day on average for Key Stage 1
 - 1.5 hours a day for EYFS – split into 3 chunks
 - 4 hours a day for KS2
- This work should be set in as timely a manner as possible, while acknowledging that reactive planning may mean that this is on the morning that the work is assigned. Where appropriate work will be scheduled the previous evening, or up to a week in advance.
- Work should be uploaded as assignments using the class Microsoft Teams. Where this is not available work should be uploaded to class page on the school website. We will provide 'hard copies' for parents who have genuine difficulties with online learning. It will be the parent's responsibility to collect this from the egg-hut. Staff should expect to prepare and print work for the duration of an isolation (if known), or for a week at a time. In the case of full school closure we will provide this service where needed.
- Pupils individual needs should be considered , such as those with SEND or other additional needs, and the level of independent study skills.
- This also includes considering the needs of pupils' families or carers, including how much adult involvement is needed in each activity and whether pupils have a suitable place to study

- Providing feedback on work – cover details such as:
 - It is anticipated that most pupils will use Microsoft Teams to share work online. In the event that this is not possible due to technical issues parents will be asked to share using the office@hockham.set.education email – putting the class name as the subject.
 - Feedback to pupils will mirror this - Via Microsoft Teams or via email.
 - Teachers are expected to have systems for checking, daily, whether pupils are engaging with their work, and work with families to rapidly identify effective solutions where engagement is a concern. Should this concern remain, report to Lisa Hazard (Headteacher) so that we can identify the best support for the pupil and their family.

- Keeping in touch with pupils who aren't in school and their parents
 - Vulnerable pupils will be assigned keyworkers and will be called twice weekly when isolating and weekly if the whole school is closed. Other pupils will be contacted through their school email, or parents' email where technical issues arise. Teachers will check in with their class teams daily.
 - Teachers will not be expected to reply to emails outside of the hours directed above. They will be expected to check emails at regular intervals through the day, and at the beginning and end of their regular working hours.
 - Safeguarding concerns should always be reported via MyConcern. Urgent concerns should be reported to DSLs but a concern regarding a child deemed to be in immediate danger should be reported to the police. Parental complaints should first be dealt with by the teacher and then referred to the headteacher if no satisfactory outcome is achieved. If the complaint is deemed to be significant, the teacher should always make the headteacher aware of the complaint, even if they are currently attempting to resolve it themselves.
 - Pupils who are not returning work to school will receive a telephone call within 48 hours (2 days) to discuss expectations and to provide support if needed. Our approach will be a solution focused one, attempting to support parents in order that work may be completed, this may be done via a telephone conversation, email or Microsoft Teams. If no work is returned for a further 48 hours, the Headteacher should be informed. Parents will be invited to a meeting with the Headteacher.

- Attending virtual meetings with staff, parents/carers and pupils
 - Staff should adhere to our school dress code for any parental meetings (this is outlined in the staff handbook)
 - School staff must ensure that where virtual meetings need to take place outside of school, that their background is appropriate
 - Where virtual meeting take place within school, staff must ensure that background noise level is appropriate, and that no school pupils could enter the background unexpectedly

Where teachers are also working in school, teaching assistants or an agreed member of staff may be asked to cover class responsibilities during this time. Priorities and precise arrangements will be agreed with the headteacher.

3.2 Teaching assistants

- When assisting with remote learning, teaching assistants must be available between 8.40 and 15.15 (or their usual working hours) on their normal working days.
- 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. This is a telephone call to the Headteacher the evening before, or from 7.00am.

When assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely
 - As requested and directed by the class teacher
 - Pupils to be supported will depend on need
 - Through welfare check phone calls; preparation of learning materials; cover supervision of pupils in school
- Attending virtual meetings with teachers, parents and pupils
 - Normal dress code for any parental meetings
 - School staff must ensure that where virtual meetings need to take place outside of school, that their background is appropriate
 - Where virtual meeting take place within school, staff must ensure that background noise level is appropriate, and that no school pupils could enter the background unexpectedly

3.3 Senior leaders

Lisa Hazard, headteacher, has overarching responsibility for the quality and delivery of remote education. She is responsible for ensuring staff continue to be trained and confident in the use of Microsoft Teams.

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Distributing school-owned laptops accompanied by a user agreement or contract
- Providing printed resources to structure learning, supplemented with other forms of communication to keep pupils on track or answer questions about work
- Having systems for checking whether pupils learning remotely are engaging in its use and work with families to rapidly identify effective solutions where engagement is a concern
- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set and seeking out feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Providing information to parents/carers and pupils about remote education through the school website and through emails on MCAS (My Child At School App)
- Working with Aspen's catering team to ensure pupils eligible for benefits-related free school meals (FSM) are provided with good quality lunch parcels or food vouchers

3.4 Designated safeguarding lead

The DSL is responsible for:

- Assigning a key worker for any vulnerable child and be monitoring support in DSL case review meetings. The DSL will continue to provide advice and support to other staff on child welfare and child protection matters. Any concern for a child's safety or welfare will be recorded using MyConcern.
- During periods when a pupil is working remotely a DSL and/or an ADSL will always be available (during school hours) for staff in the school to discuss any safeguarding concerns. If a DSL is not available on the school site in person, we will ensure that they are available via telephone and/or any other relevant media. Alternatively contact can be made with the SET Safeguarding Lead Michelle Atkinson – 01953 609000
- The DSL will regularly provide parents and carers with signposting information for reporting safeguarding concerns out of school hours and during holidays and during periods of remote learning
- The DSL or ADSL at Great Hockham Primary School and Nursery will continue to represent our school at child protection conferences and core group meetings remotely during any period of

remote learning.

- Through appropriate training, knowledge and experience our DSL or ADSL will liaise with Children's Services and other agencies where necessary, and make referrals of suspected abuse to Children's Services, take part in strategy discussions and other interagency meetings and contribute to the assessment of children.
- Throughout any period of remote learning the DSL and ADSL will maintain records and child protection files ensuring that they are kept confidential and stored securely using MyConcern.
- The DSL is responsible for ensuring that all staff members, supply staff and volunteers are aware of our policy and the procedure they need to follow. They will ensure that all staff, supply staff, volunteers and regular visitors have received appropriate child protection information during induction and have been trained within the school to the agreed standard of Children's Services.

3.5 Central SET IT Team

The IT team are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents/carers with any technical issues they are experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer (DPO)

3.6 Pupils and Parents/Carers

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although this may need to be by telephone as pupils may not always have access to an online device.
- Complete work to the deadline set by teachers and to ensure this work is made available to their teacher, either remotely using the office email, Microsoft pupil accounts, or as a physical copy delivered to the egg box.
- Seek help if they need it, from teachers or teaching assistants.
- Alert teachers if they're not able to complete work.
- Act in accordance with the normal behaviour school rules for Great Hockham Primary School

Staff can expect parents with children learning remotely to:

- Engage with the school and support their child's learning, and to establish a routine that reflects the normal school day as far as 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.

3.7 SET Board of Trustees

The board of Trustees are 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 procedures

4. Who to contact

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

- Issues in setting work – talk to the relevant subject lead or SENCO- senco@hockham.set.education
- Issues with behaviour – talk to Lisa Hazard – head@hockham.set.education
- Issues with IT – talk to Neil Hastings – n.hastings@setrust.co.uk
- Issues you own workload or wellbeing – Please talk to your line manager.
- For Teaching Assistants – this is Claire Fowler - c.fowler@hockham.set.education
- For all other staff, please talk to Lisa Hazard- head@hockham.set.education
- Concerns about data protection – talk to the head -Lisa Hazard– head@hockham.set.education
- Concerns about safeguarding – talk to the DSL –Lisa Hazard– head@hockham.set.education

5. Data protection

5.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

Explain:

- How they can access the data, such as on a secure cloud service or a server in your IT network
- Which devices they should use to access the data – if you've provided devices, such as laptops, make staff use these rather than their own personal devices

5.2 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. As long as 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 Privacy Policy in terms of handling data, which can be found [Privacy-Policy.pdf](#)

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.

5.3 Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure, supported by the Central SET IT Team. 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 or friends
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

6. Safeguarding

Great Hockham Primary School and Nursery will follow our school's Safeguarding and Child Protection Policy to ensure that all pupils remain safe when engaging in remote learning. This includes maintaining appropriate professional boundaries, ensuring secure online platforms are used, monitoring pupil wellbeing, and taking swift action where any concerns arise. All staff must follow the established

procedures for reporting and responding to safeguarding concerns, whether learning takes place on-site or remotely. Here is a link to our policy: [GHPS-Safeguarding-and-Child-Protection-Policy.pdf](#)

7. Monitoring arrangements

This policy will be reviewed every 2 years or sooner if required. It will be approved by the Headteacher.

8. Links with other policies

This policy is linked to our:

Behaviour policy

Safeguarding and Child Protection policy

Privacy Policy

ICT and internet acceptable use policy

Safer Use of Technology Policy

Acceptable use agreement

Data protection

Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

- Be able to use pupil asset, and pupil emails.
- All staff who have been issued with a school laptop, should use these rather than their own personal devices.

4.1 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses or telephone numbers as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online.

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- Making sure the device locks if left inactive for a period time
- Not sharing the device among family or friends
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

5. Safeguarding

Our safeguarding policy has been circulated to all staff, a copy is available via the school website and a hard copy is on display in the staff room. Covid-19 amendments to the policy have also been shared.

6. Monitoring arrangements

This policy will be reviewed as necessary but not less frequently than annually by the SLT in consultation with teachers. At every review, it will be approved by the head teacher, and shared with the full governing body.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy