



**SS Mary and John's
Catholic Primary Academy**

REMOTE LEARNING POLICY

APPROVED BY CHAIRS ACTION: May 2026

THIS POLICY WILL BE REVIEWED: May 2028

Contents

1. Aims	3
2. Roles and responsibilities	3
3. Who to contact	6
4. Data protection	6
5. Safeguarding	7
6. Monitoring arrangements	7
7. Links with other policies	7

1. Aims

This remote learning policy 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, (governors, staff, pupils, parents), with regards to remote learning.
- Provide appropriate guidelines for data protection.

2. Roles and responsibilities

Online Platform

Google Meet is the only permissible platform for teaching online video-based lessons at **SGtA Catholic MultiAcademy TRUST**. Google Classroom will be used by teaching staff to share teaching resources for lessons, assignments and announcements/communication with their classes.

2.1 Teachers

Teachers must be available to provide remote learning for pupils, during their contracted hours, between 8.30am and 3.30pm, Monday to Friday, term time only.

We are mindful of the challenges of operating in an unfamiliar environment in that: online learning operates on a very different dynamic; some subjects and activities do not lend themselves well to remote learning.

If a teacher is absent due to illness, they must inform the Principal immediately and alternative arrangements for the delivery of remote learning for the pupils will be put in place where necessary.

When providing remote learning teachers will:

- Adhere to the **TRUST** 'E-Learning and Home Learning Safeguarding Expectations Guidance'
- Set and maintain the expected code of conduct for those using Google Classroom, as set out in the guide to pupils.
- Report any staff / pupil difficulties, concerns or complaints to the Principal / Assistant Principal as soon as possible.
- Refer any parental difficulties, concerns / complaints to the Principal / Assistant Principal immediately.
- Monitor pupil engagement with streamed lessons and work set in Google Classroom

and report to Principal / Assistant Principal, any child who is not accessing remote learning.

- Ensure any safeguarding concerns are reported to the DSL / DDSL immediately, using the electronic system to record concerns (CPOMS).
- Upload all of the lessons and resources for every subject area, for the day ahead, onto 'Google Classroom' by 8.30am each morning.
- Plan, teach and review learning, in all subjects.
- Set work, utilising high quality lesson content in order to deliver the full curriculum, following the Academy's long, medium and short term plans. Amendments may be made only after consultation and agreement with subject leaders.
- Be expected to live stream to pupils regularly throughout the teaching day, this may include where a whole cohort is having to self-isolate or where an individual child or groups of children may be accessing learning from home. (Staff will adhere to the staff guidance on how to deliver teaching and remote learning).
- Provide daily feedback on learning for all pupils, this may be using Google Classroom and commenting on the individual pieces of work, gauging how well pupils are progressing through the curriculum, using questions and other suitable tasks or this may need to be amended where children are accessing learning using paper-based material (not on-line).
- Adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding. Ensuring work meets the needs of all pupils.
- Staff will use microphone headsets to improve the quality of audio on the calls. We recommend that all pupils wear headsets during calls to improve their listening experience and also engagement with remote learning sessions.
- Screen sharing will allow teachers to broadcast their screens and open documents during the lessons for discussion and sharing with the class.

2.2 Teaching assistants

Teaching assistants must be available to provide remote learning for pupils, during their contracted hours, in line with usual working patterns, between 8.30am and 3.30pm, Monday to Friday, term time only.

If a teaching assistant is absent due to illness, they must inform the Principal immediately and alternative arrangements, for the support of remote learning for the pupils, will be put in place where necessary.

When assisting with remote learning, teaching assistants will:

- Adhere to the TRUST 'E-Learning and Home Learning Safeguarding Expectations Guidance'
- Set and maintain the expected code of conduct for those using Google Classroom, as set out in the guide to pupils.
- Report any staff / pupil difficulties, concerns or complaints to the Principal / Assistant Principal as soon as possible.
- Refer any parental difficulties, concerns / complaints to the Principal / Assistant Principal immediately.
- Monitor pupil engagement with streamed lessons and work set in google classroom and report to Principal / Assistant Principal, any child who is not accessing remote learning.
- Ensure any safeguarding concerns are reported to the DSL / DDSL immediately, using the electronic system to record concerns (Cpoms).
- Support pupils who are not in school, with home learning.

- Work with the assigned teacher to provide high quality support for and feedback on learning in all curriculum areas.
- Attend virtual meetings with staff and other professionals as required, within their working hours.

2.3 Subject leads

Alongside adhering to all the actions detailed above for teachers, subject leaders and the SENDCo are responsible for:

- Considering whether any aspects of the subject curriculum need 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 that is set remotely across all subjects is appropriate and consistent, and deadlines are appropriate for the completion of and feedback on work.
- Monitoring the remote work set by teachers in their subject through regular meetings with teachers or by reviewing work set.
- Alerting teachers to resources they can use to teach their subject remotely and support the delivery of their curriculum area, in line with the Academy's long and medium term plans.
- Ensure consistency, progression and adherence to expected standards across all year groups.

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning – through regular meetings with teachers and subject leaders, reviewing work set and monitoring any feedback from pupils and parents.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

2.5 Designated safeguarding lead

The DSL is responsible for advising on any safeguarding matters and ensuring the Academy policy is fully implemented.

Reporting and liaising with external agencies where required.

Ensuring all safeguarding concerns are followed up in line with the Academy safeguarding policy.

Reporting any relevant issues to the TRUST safeguarding lead or other professional or external agency where required.

2.6 IT staff

IT staff are responsible for:

- Advising and resolving any technical issues with systems used to set and collect work.
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer.

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Engage with the remote education offered by the Academy.
- Complete work to the deadline set by teachers.
- Seek help if they need it, from teachers or teaching assistants.
- Alert teachers if they're not able to complete work.
- Adhere to the expected code of conduct of safer use of technology and adhere to rules of participating in on-line lessons following TRUST guidance

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.
- Communicate via the school email if they have any difficulties, concerns or complaints.
- NOT comment during a 'live' lesson.
- Allow their child to complete work independently and to give support to their child where required.
- Be respectful when making any complaints or concerns known to staff.

2.8 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.
- Seek assurance from **IT Central team** that the Academy's remote learning systems are appropriately secure, for both data protection and safeguarding reasons.

3. Who to contact

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

- Issues in setting work – Inform the relevant subject lead or SENDCo

- Issues with behaviour – Inform the Principal and Assistant Principal
- Issues with IT – Inform IT **Central team**
- Issues with their own workload or wellbeing – Inform the Principal or Assistant Principal
- Concerns about data protection – **Make contact with the senior Digital Technologies Partner - Matt Jones**
- Concerns about safeguarding – talk to the DSL / DDSL:

4. Data protection

4.1 Accessing personal data

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

- Only use the secure Google Drive to access, store and use data.
- Only use the password protected Academy issued laptop / Chromebook to access personal data and when delivering remote teaching, staff will not use their own personal devices for work purposes.
- All staff will adhere to the **TRUST** data protection policy and have regard to the requirement not to share personal information of all parties and ensure confidentiality is maintained.

4.2 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.

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

4.3 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)
- 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.
- Not leaving a work device or any paper-based items with pupil work or details in an unsecure place including within the Academy premises, in personal vehicles, in personal residences.

5. Safeguarding

All members of the Academy Community will adhere to the Academy Safeguarding Policy

and KCSIE (Latest version). Copies are available on our website. All staff have updated training and will implement all safeguarding protocols whether working on site or off site.

6. Monitoring arrangements

This policy will be reviewed by the Principal and governing body issued national, local or TRUST wide changes in protocols.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding & Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Digital Safeguarding policy
- E-Learning and Home Learning Safeguarding Expectations

8. Continuity of Education in Event of a Closure

The Academy will make provision for remote contact with pupils on a daily basis in two forms:

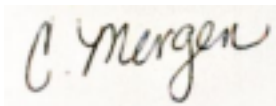
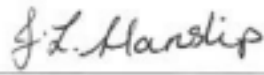
Pupils will have access to work that allows them to continue progress while at home via Google classroom.

Pupils will have the opportunity for face-to-face interaction with their class teacher on a daily basis, as far as is possible using google classroom.

The Academy will attempt to replicate the timetable that pupils follow through the course of a normal school day.

Support for vulnerable pupils will be provided and safeguarding checks will be in place.

Teachers will make themselves available during teaching hours as per their contracted hours.

Version	Date	Action/Notes	Signature of the Chair	Signature of Principal
1	14 September 2020	Approved by Chairs Action, ratified by SS Mary and John's Academy Local Governing Body 9 October 2020		 13.09.2020
2	8th May 2026	Approved by Chairs Action. 8th May 2026	