



Millfields First School

Remote learning policy

Date reviewed: November 2025

Date of next review: November 2026

Chair of Governors (signature)

Head Teacher (signature)

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1. Introduction

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,
 - are preparing for or recovering from some types of operation,
 - are recovering from injury and attendance in school may inhibit such recovery,
 - 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.

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available for their normal working hours. If they're unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure. When this is the case, a member of the SLT should arrange with the teacher's year partner to post the pre-prepared work for their class.

Teachers are responsible for providing remote learning for their class:

Setting work:

- The work should follow, as far as possible, the day's timetable and meet the needs of the individuals within the class.
- The work should be set at the start of the day, or no later than the official start time of each lesson. The work should be available to the children and parents for the entire school week, plus the weekend.
- The work should be set through Purple Mash or Timetable Rockstars, or emailed directly to parents through the class email address. It should consist of a variety of sources, eg Purple Mash, voiced over power points, Teams recordings and where appropriate, Teams live lessons.

Providing feedback on work:

- For children who can access remote learning, feedback should be done through Purple Mash/ Teams or class email.
- Hardcopy work can be sent to school with siblings to be marked, or children will return it at the end of their absence. This should then be marked and returned to the children.

Keeping in touch with pupils who aren't in school and their parents:

- For children who are accessing the remote learning regularly, contact is through the feedback provided. If children are not accessing the remote work, a phone call/ email should be made once a week to check up on the children. If the phone call/ email is not answered after a second attempt on consecutive days, the DSL should be informed. Teachers should only answer emails during the working day.
- Any complaints or concerns shared by parents should be dealt with in a timely manner, and where appropriate, escalated to a member of SLT. Any safeguarding concerns should be immediately discussed with the DSL
- Children who fail to complete work should have their parents contacted and the importance of the work re-iterated to them

2.2 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 discussions with the teachers

If senior leaders work from home, they will undertake their normal duties as far as reasonably possible using Teams for any meeting they may have planned and liaising with the school office and each other.

2.3 Designated safeguarding lead

The DSL is responsible for actioning any concerns raised by teachers.

2.4 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day
- Complete work to the deadline set by teachers
- Seek help if they need it, from the teachers
- Alert teachers if they're not able to complete work

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
- Request hard copies if they cannot access the work remotely
- Be respectful when making any complaints or concerns known to staff

2.5 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

3. Who to contact

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

- Issues in setting work – liaise with year group partner, phase leader or the SENDCO.
- Issues with behaviour – follow the behaviour policy and where relevant raise the behaviour to SLT.
- Issues with IT –contact IBS and inform the IT co-ordinator
- Issues with their own workload or wellbeing –talk to phase leader or head teacher
- Concerns about data protection – talk to the Head Teacher who will liaise with the data protection officer
- Concerns about safeguarding – talk to the DSL

4. Data protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will keep the data secure in line with our staff acceptable use policy and our GDPR policy.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses and phone numbers 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. 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:

- Making sure the device locks if left inactive for a period of time.
- Having a separate login if the personal device is shared among family or friends.
- Not downloading sensitive information onto the hard drive of personal devices, but working on line.

- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates.

5. Safeguarding

Always report any concerns to the DSL

6. Monitoring arrangements

This policy will be reviewed as situations change. At every review, it will be approved by Curriculum committee.

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
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy