

Abbot Beyne School

Policy:	Remote Learning Policy (The Key)
Person Responsible:	Mr J P Tickle / Mr G Holden
Revised Date:	Spring 2026
Next Review Date:	Spring 2028

Remote Learning Policy

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. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 8.30am and 3.10pm

If you are unable to work for any reason during this time, for example due to sickness or caring for a dependent, you should **report this using the normal absence procedure**. This means you must inform HMH and your line manager.

When providing remote learning, teachers are responsible for:

Setting work:

- Work should be set on Showbie as an assignment clearly labelled as 'classwork'
- The teacher's school email should be included within the Showbie assignment in case students need to contact them for help
- Teachers should make a screen recording using their iPad to explain and demonstrate what the students should do in order to complete the work.
- The assignment should clearly indicate the tasks to be completed and should contain the appropriate resources to facilitate completion of those tasks
- The work set should be comparable to the work covered in a regular 75 minute lesson; however, please consider that a student may be able to complete more work when in school when they have access to teacher support
- Work should be uploaded and accessible by students from the start of the school day
- A date should be set for completion of the work (usually the same day although the assignment should be left open to allow late submissions)
- Homework should continue to be set where appropriate as an assignment in Showbie clearly labelled as 'homework' with the completion date set accurately
- Work set should continue to follow the scheme of work as closely as is possible to ensure that students do not fall behind.

In the event of a whole year group working remotely in Years 7-11, teachers should not undertake remote face to face learning using video calling technology. However, it is expected that teachers are available online through email and the Showbie chat (class discussion) during the lesson.

Providing feedback

- Students should upload images of their completed work using the Showbie 'scan document' feature at the end of every lesson along with any digital content they have created
- Teachers can review and provide feedback on this work as appropriate in line with the school assessment and feedback policies
- Teachers are expected to make use of the Showbie assessment feature (or alternatives) to check understanding remotely
- Feedback can be shared as whole class feedback (through screen and voice recordings for example), individual feedback through comments, annotations or voice feedback recordings
- Keeping in touch with pupils who aren't in school and their parents

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Attending virtual meetings with staff, parents and students

- If attending a virtual meeting from home, staff dress should be smart/ casual
- Avoid areas with background noise, nothing inappropriate in the background

2.2 Curriculum Area learning Supervisors (CALS) / Learning Support Assistants (LSA)

When assisting with remote learning, CALS/LSAs must be available between 8.30am and 3.10pm.

If you 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 means you must inform HMH and EAB.

When assisting with remote learning, CALS/LSAs are responsible for:

Supporting students who aren't in school with learning remotely

- Monitor the key students designated to you
- Be in regular email contact with these students
- Set work as detailed in a rota that SEND students can access. This needs to be uploaded to the SEND showbie folder.

Attending virtual meetings with teachers/ line managers, SEND team :

- If attending a virtual meeting from home, staff dress should be smart/ casual
- Avoid areas with background noise, nothing inappropriate in the background

Some CALS may be working in school. Responsibilities for these duties will be given on or before day one of attendance.

2.3 Subject leads

Alongside their teaching responsibilities, subject leads 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 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 – sampling work set by teachers in Showbie
- Alerting teachers to resources they can use to teach their subject remotely

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school (GJH)
- Monitoring the effectiveness of remote learning –through Senior Line Management meetings and through SLT work scrutiny of Showbie (SLT)
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations (JAC)

2.5 Designated safeguarding lead

The DSL/DDSLs are responsible for:

See Safeguarding Policy

2.6 IT staff

Network support staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices
- Providing technical support for student and staff iPads
- Undertaking the repair and maintenance of (or facilitation of) iPads

2.7 Pupils and parents

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
- 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

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
- 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
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

3. 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.

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
- Issues with behaviour – talk to the relevant Head of Year
- Issues with IT – talk to IT staff
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the DSL

5. Data protection

5.1 Accessing personal data

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

- Access data via a secure (https) connection to Google Drive
- Use school provided laptops and iPads to access and store personal data

5.2 Processing personal data

Staff members may need to collect and/or share personal data such as names, email address, grades, marks and other non sensitive information 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.

5.3 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. All Staff laptops are encrypted and all iPads can be remotely disabled.
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends

- Antivirus and anti-spyware software is provided and updated by the ICT Support Team
- Updates are distributed by the ICT Support Team

6. Safeguarding

Staff should refer to the Safeguarding Policy. This can be found on the school website.

7. Monitoring arrangements

This policy will be reviewed annually by Gavin Holden. At every review, it will be approved by the Chair of Governors on behalf of the Full Governing Body.

8. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy