



Remote Learning Policy

Date policy last reviewed:	September 2026
Next review due:	September 2027

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Statement of intent

At Radwinter CofE Primary School, we recognise that there may be occasions when children are unable to attend school in person and remote learning is required. Our approach is designed to ensure continuity of learning, support children's wellbeing, and maintain strong communication between school and home. Remote learning will be used only where appropriate and will reflect the age, stage, and needs of the children. Provision will be flexible, manageable, and rooted in our school vision of **"Growing and learning together to embrace life in all its fullness."**

We aim to ensure that remote learning:

- supports continuity of education where children are unable to attend school
- is accessible and appropriate to the needs of our pupils
- reflects the values and ethos of the school
- enables staff, children, and parents to communicate clearly and safely
- complies with safeguarding, data protection, and online safety requirements

1. Legal framework

This policy has due regard to all relevant legislation and guidance, including, but not limited to, the following:

- **Education Act 2002**
- **Equality Act 2010**
- **UK General Data Protection Regulation (UK GDPR)**
- **Data Protection Act 2018**
- **DfE guidance on remote education** in force at the time
- **DfE Keeping Children Safe in Education** in force at the time
- **DfE Working Together to Safeguard Children** in force at the time
- Any relevant local authority guidance in force at the time

This policy should be read alongside the following school policies:

- Child Protection and Safeguarding Policy
- Online Safety Policy
- Data Protection Policy
- ICT and Acceptable Use Policy
- Behaviour Policy
- SEND Policy
- Curriculum Policy
- Teaching and Learning Policy

2. Roles and responsibilities

The governing board will be responsible for:

- Ensuring that the school has appropriate arrangements in place for remote learning where required.
- Holding leaders to account for the quality, safety, and accessibility of remote learning provision.
- Ensuring that policies and procedures are kept under review.

The headteacher will be responsible for:

- Overseeing the school's overall remote learning provision.
- Ensuring that remote learning arrangements are appropriate, proportionate, and in keeping with the needs of the school.
- Ensuring that staff understand and implement this policy.
- Ensuring that safeguarding, wellbeing, and data protection considerations are addressed.
- Monitoring the effectiveness of remote learning arrangements and making adjustments where necessary.

The EYFS lead / class teacher will be responsible for:

- Planning and providing remote learning tasks that are appropriate for the children in the class.
- Ensuring that activities are clear, manageable, and suitable for the age and stage of the children.
- Supporting parents with guidance where needed.
- Providing feedback on children's work where appropriate.
- Keeping in contact with parents and carers in line with school expectations.
- Notifying senior leaders of any concerns relating to attendance, wellbeing, safeguarding, or engagement.

Teaching assistants/HLTAs will be responsible for:

- Supporting children with remote learning where directed by the class teacher or senior leaders.
- Attending online meetings or contributing to remote learning provision where required.
- Communicating any concerns to the class teacher or senior leaders promptly.

The SENDCo will be responsible for:

- Advising on the adaptation of remote learning for children with SEND.
- Liaising with class teachers and parents to support children's individual needs.
- Working with external professionals where required.

The DSL will be responsible for:

- Overseeing safeguarding arrangements linked to remote learning.
- Responding to any safeguarding concerns in line with the Child Protection and Safeguarding Policy.
- Ensuring that staff know how to report concerns promptly and appropriately.

Pupils and parents will be responsible for:

- Engaging with remote learning where they are able to do so.
- Supporting children to access remote learning tasks at home where possible.
- Informing the school if a child is unwell or unable to complete learning tasks.
- Communicating respectfully with staff and raising concerns through the correct channels.

3. Remote Learning Provision

Remote learning provision

Where remote learning is required, the school will provide learning that is:

- appropriate to the age and stage of the children
- manageable for families
- linked to current curriculum learning where possible
- clear and easy to access

For younger children, remote learning will focus on practical, short, and meaningful activities that support the curriculum and may include:

- phonics
- reading
- early writing
- maths
- physical development

- communication and language
- creative and exploratory activities

The school will aim to avoid work that relies on families having specialist equipment or printing resources unless this has been agreed in advance.

Remote learning may be shared through the school's agreed digital platforms, email, or other approved communication methods.

4. Communication with Parents

Communication with parents and carers

The school values strong partnerships with parents and carers and will aim to maintain clear communication during any period of remote learning. The school will use Tapestry, a secure online platform to communicate work and curriculum information with families.

Parents and carers can expect:

- clear guidance about tasks and expectations
- support from the class teacher where appropriate
- reasonable response times to messages during school hours
- clear information about how to raise concerns

Staff will communicate professionally and in line with school policies at all times.

5. Feedback and Assessment

Feedback and assessment

The school will use remote learning to support children's progress and engagement.

Staff will:

- acknowledge work submitted where appropriate
- provide feedback that is proportionate and useful
- use completed work and observations to inform next steps in learning
- maintain an overview of children's engagement and progress

Assessment will remain proportionate and appropriate to the age of the children.

6. Safeguarding and Welfare

Safeguarding

Safeguarding remains a priority during any remote learning provision.

Staff will:

- remain alert to any concerns about a child's safety or wellbeing
- follow the school's safeguarding procedures immediately if a concern arises
- ensure that any online contact with children is appropriate and in line with school expectations
- avoid unnecessary one-to-one online interaction unless approved by senior leaders
- use approved systems and methods of communication only

Any safeguarding concern must be reported to the DSL without delay.

Data protection

Staff must use school-approved devices and systems when handling personal data for remote learning purposes.

Staff will:

- keep personal data secure
- only collect data that is necessary
- avoid sharing personal information unnecessarily
- follow the school's Data Protection Policy and privacy notices
- use secure passwords and devices in line with school expectations

Any data protection concern must be reported in line with school procedures.

7. Monitoring and Review

This policy will be reviewed annually by the governing board and the headteacher.

Any changes to the policy will be communicated to relevant staff and stakeholders.

All staff must familiarise themselves with this policy and follow the procedures outlined within it.