



Moorlands Primary School

High Expectations, High Achievements, Challenge and Enjoyment for All

Remote Education Policy

Name of Policy Writer/Amendments	Date Written/Amended	Next Review Date	Approved by Governors
Becky Freeman	October 2025	October 27	23 rd October 2025

1. Mission Statement

At Moorlands Primary School, we are committed to educating the whole child. Our strategy for remote education reflects this, ensuring continuity of learning and support for pupils, staff, and families during periods when children cannot attend school in person.

2. Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils, including those with SEND, through the use of high-quality online and offline resources.
- Provide clear expectations for staff, pupils, and families in relation to delivering and engaging with interactive and meaningful remote learning.
- Support the delivery of the school curriculum, alongside promoting motivation, wellbeing, and parental involvement.
- Consider opportunities for staff and parent learning, including CPD, training, and “Meet the Teacher” sessions.
- Maintain effective communication between school and families and support regular attendance and engagement.

3. Scope of the Policy

This policy applies to:

- **Pupils** – who may access remote learning during whole or partial school closure, or at the discretion of the Headteacher.
- **Staff** – who may use remote platforms for teaching, CPD, and communication with families.
- **Parents/Carers** – who play a key role in supporting their child’s learning at home.

4. Content and Tools to Deliver Remote Education

Remote learning may include a combination of the following:

- Online platforms such as Seesaw, Teams, and Zoom.
- Recorded lessons or videos (e.g., teacher input, assemblies).
- Phone calls home.
- Printed learning packs where appropriate.
- Physical resources such as books, worksheets, or writing tools.
- Access to recommended educational sites, such as:
 - BBC Bitesize
 - Oak National Academy
 - White Rose Maths
 - Times Tables Rock Stars (TTRS)
 - Spelling Shed / Maths Shed
- Downloadable and printable documents.
- School curriculum resources.
- Relevant user agreements and acceptable use policies.

5. Home–School Partnership

Moorlands Primary School is committed to working in partnership with families. We recognise that every home context is different, and remote education may need to be flexible to meet family needs.

We encourage parents to:

- Support their child in establishing a daily routine where possible.
- Provide a quiet and suitable space for learning.
- Encourage children to sustain concentration and complete tasks set by teachers.

School will:

- Provide work promptly and clearly.
- Offer support where families face barriers to accessing learning (e.g., devices, internet access, resources).
- Uphold e-safety expectations – children remain bound by the school’s Acceptable Use Policy when learning online.

6. Roles and Responsibilities

Teachers

Teachers are responsible for:

- Setting work daily/weekly in line with the usual school timetable where possible.
- Uploading work on Seesaw and providing timely feedback, consistent with the school’s marking policy.
- Communicating with pupils and parents as appropriate (through office contact details).
- Following absence reporting procedures if they are unable to work.
- Escalating concerns (e.g., safeguarding, persistent non-engagement, complaints) to senior leaders or the DSL.

Educational Support Assistants (ESAs)

ESAs are expected to:

- Be available during their normal working hours.
- Complete tasks as directed by class teachers or senior leaders.
- Support pupils with SEND as required.

Senior Leaders

Senior leaders are responsible for:

- Coordinating the remote learning approach across the school.
- Monitoring effectiveness through meetings, work reviews, and feedback from families.
- Ensuring data protection and safeguarding requirements are met.

Designated Safeguarding Lead (DSL)

The DSL (or deputy DSLs) will:

- Manage and respond to all safeguarding concerns.
- Follow procedures outlined in the Safeguarding and Child Protection Policy.

IT Support

IT staff/technicians will:

- Provide technical support for staff and families.
- Monitor and maintain the security of remote learning systems.
- Support with access issues or data protection concerns.

SENDCo

The SENDCo will:

- Ensure accessibility of remote learning for all pupils with additional needs.
- Support staff in making reasonable adjustments.
- Liaise with families, teachers, and external agencies for pupils with EHCPs.

Pupils

Pupils learning remotely are expected to:

- Complete work set by teachers to the best of their ability.
- Seek help when needed.
- Inform teachers if they are unable to complete tasks.

Parents/Carers

Parents and carers are expected to:

- Inform school if their child is unwell or unable to complete work.
- Support their child's routine and engagement with learning.
- Contact school for help if required.
- Communicate respectfully when raising concerns.

Governing Board

The governing board will:

- Monitor the school's remote learning provision.
- Ensure systems are secure, effective, and meet safeguarding and data protection requirements.

7. Related Policies and Documents

This policy links with:

- Safeguarding & Child Protection Policy

- Behaviour Policy
- Data Protection Policy & Privacy Notices
- Online Safety and Acceptable Use Policy
- Staff Code of Conduct

8. Equal Opportunities

Moorlands Primary School promotes equality, inclusion, and respect for all. We uphold the duty to promote tolerance and respect for people of all backgrounds, faiths, races, genders, ages, abilities, and sexual orientations, and we reflect this commitment in all aspects of school life, including remote education.

9. Positive Mental Health and Wellbeing

We are committed to promoting positive mental health and wellbeing for all pupils and staff. This includes:

- Universal approaches for all children (e.g., PSHE activities, wellbeing check-ins).
- Targeted support for vulnerable pupils.
- Creating a safe, stable, and supportive environment, whether learning is in school or at home.

Appendix A – Procedures for Whole-School Closure

1. Decision to Close

- The Headteacher, in consultation with senior leaders and the Local Authority where appropriate, will make the decision to close the school.
- Closure may be due to extreme weather, public health guidance, building safety issues, or other emergency circumstances.
- Parents, staff, and governors will be informed as soon as possible via text, email, and the school website.

2. Activation of Remote Learning

- Remote learning will be activated from the first day of closure.
- Teachers will provide learning resources and activities in line with the usual timetable, wherever possible.
- LSAs will support pupils remotely as directed by class teachers or senior leaders.

3. Communication with Families

- Parents will be informed of:
 - How to access remote learning (e.g., Seesaw, Teams, printed packs if needed).
 - Timings for live or recorded lessons.
 - Who to contact for technical support or learning questions (class teacher via office email).
- Families unable to access online learning will be contacted individually to provide alternative arrangements.

4. Daily Routine Expectations

- Pupils should follow the suggested timetable provided by their class teacher.
- Staff will monitor engagement daily and follow up with parents where engagement is low.
- Pupils should submit completed work via Seesaw, email, or in line with teacher instructions.

5. Monitoring and Feedback

- Teachers will provide timely feedback in line with the school's marking policy.
- Senior leaders will monitor the effectiveness of remote learning through:
 - Review of submitted work.
 - Teacher and pupil feedback.
 - Attendance and engagement records.

6. Safeguarding and Wellbeing

- All safeguarding concerns should be reported immediately to the DSL.
- Staff will maintain regular contact with vulnerable pupils and families to ensure wellbeing and access to learning.
- Mental health and wellbeing resources will be shared with families to support pupils during closure.

7. Staff Availability

- Teachers are expected to be available between 8:45am – 3:30pm (unless they have approved absence).
- LSAs should follow normal working hours and complete tasks as directed.
- Staff unable to work during closure (e.g., sickness or caring responsibilities) must follow usual absence procedures.

8. Technical Support

- IT support will be available to resolve issues with devices, access, or online platforms.
- Families requiring technical assistance should contact the school office in the first instance.

9. Review of Remote Learning

- Senior leaders will review the effectiveness of remote learning during the closure.
- Adjustments will be made where necessary to ensure all pupils continue to have access to high-quality education.