Remote Learning Policy

Buxlow School

December 2025

References:

Safeguarding and remote education during coronavirus (COVID-19)
https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19

Safeguarding during Remote Learning & Lockdowns (LGfL)
https://coronavirus.lgfl.net/safeguarding

Remote Working a guide for education professionals (SWGfL)
https://swgfl.org.uk/assets/documents/educational-professionals-remote-working.pdf

Guidance for Safer Working Practice - Addendum inc. Remote Learning (SRC)
https://www.saferrecruitmentconsortium.org/GSWP%20COVID%20addendum%20April%202020 20%20final-2.pdf

School Online Safety Policy Templates (SWGfL)
https://swgfl.org.uk/resources/online-safety-policy-templates/

Safeguarding Risks with Zoom (PracticePal)
https://practicepalmusic.com/img/safeguarding-comp.pdf

Zoom for Education: Top 10 Frequently Asked Questions (Zoom)
https://blog.zoom.us/zoom-for-education-top-10-frequently-asked-questions/

Zoom Basics - Using Zoom for Classes and Meeting (Steve Dotto/YouTube)
https://www.youtube.com/watch?v=s5VU8cmEnTs

Live Streaming (Childnet)
https://www.childnet.com/teachers-and-professionals/hot-topics/livestreaming

Undertaking remote teaching safely (NSPCC)
https://learning.nspcc.org.uk/news/2020/march/undertaking-remote-teaching-safely

A Guide to Safe Remote Learning in Education (Wigan Safeguarding Partnership)
https://www.wiganlscb.com/Docs/PDF/Professional/A-Guide-to-Safe-Remote-Learning-in-Education.pdf

Developing digital leadership – March 2020 (Edtech UK/ISC) [Especially the documentation from Kellet School, Hong Kong]
https://0ba.288.myftpupload.com/wp-content/uploads/2020/02/Developing-Digital-Leadership-Bulletin-CoronaVirus.pdf

Video conferencing services: security guidance for organisations (National Cyber Security Centre)
https://www.ncsc.gov.uk/guidance/video-conferencing-services-security-guidance-organisations

1. Statement of School Philosophy

Buxlow School has always strived to be creative, innovative and support our parents & children in the best way possible to make learning purposeful and holistic. Our strategy for remote learning continues this.

2. Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils who aren't in school through use of quality Online and offline resources and teaching videos
- Provide clear expectations members of the school community with regards to delivery high quality interactive remote learning
- Include continuous delivery of the school curriculum, as well as support of Motivation, Health and Well-Being and Parent support
- Consider continued education for staff and parents
- Support effective communication between the school and families and support attendance

3. Who is this policy applicable to?

- A child who has had a significant injury and is unable to access the school building
- In these instances, the school will agree with parents on an individual basis how best to deliver educational provision
- All pupils in the event of a national lock down
- A child *(and their siblings if they are also attending Buxlow School)* is absent because they are awaiting test results and the household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal
- A child's whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19

Remote learning will be shared with families when they are absent due to COVID-19 related reasons but is not applicable if the child themselves is showing symptoms.

4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS, KS1, KS2 *(Tapestry, TEAMs)* as well as for staff CPD
- Use of recorded video
- Live stream for start of day registration and assemblies
- Phone calls home
- Hardcopy resources (worksheets class reading books)

Our aim is to deliver our usual curriculum, via livestreaming, videos or setting activities for home assess via Tapestry. Accommodations for subjects such as, Topic work, Art, Music (which is resource dependent) and PE, will be made which may include pre-recorded lessons.

5. Home and School Partnership

Buxlow School is committed to working in close partnership with families and recognises each family is unique and because of this remote learning will look different for different families in order to suit their individual needs.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Buxlow School recommend that each 'school day' maintains structure. This includes dressing in an appropriate manner which may include school uniform.

We encourage parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils with work encouraging them to work with good levels of concentration.

Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on case-to-case basis.

6. Roles and responsibilities

Teachers

Buxlow School will ensure each teacher is provided with a suitable device in order to carry out their duties

Buxlow School will provide a refresher training session and induction for new staff on how to use online platforms.

In preparation for a potential lockdown, teaching staff will ensure all pupils/parents are familiar with the use of online platforms pre lockdown.

When providing remote learning, teachers must be available between 8.30am and 3.30pm.

If they 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.

When providing remote learning, teachers are responsible for:
- Setting work:
- Teachers will set work for the pupils in their classes
    i.   The work set should follow the usual timetable for the class had they been in school, wherever possible
    ii.   School work will be shared by the Class Teacher
- Providing feedback on work:
    i.   As per the marking policy

- Keeping in touch with pupils who are not in school and their parents. If there is a concern around the level of engagement of a pupil:

- Parents may directly email the Class Teacher to assess whether school intervention can assist engagement

- Any complaints or concerns shared by parents or pupils should be reported to the Head of Centre– for any safeguarding concerns, refer immediately in line with school policy

Head of Centre

Alongside any teaching responsibilities, the Head of Centre is responsible for:

- Co-ordinating the remote learning approach across the school including daily monitoring of engagement

- Monitoring the effectiveness of remote learning through regular meetings with teachers and HLTA's, reviewing work set and pupils and parent feedback

- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Designated safeguarding lead

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

The SENCo

- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the Head and external agencies (where applicable) to make any alternate arrangements for pupils with EHC plans

- Identifying the level of support needed by Buxlow School pupils and advising the teaching staff accordingly

Pupils and parents

Pupils will be provided with an iPad, where reasonably possible, to participate in remote learning.

Staff can expect pupils learning remotely to:

- Complete work to the deadline set by teachers

- Seek help if they need it, from teachers

- Alert teachers if they are 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 cannot complete work

- Seek help from the school if they need it

- Be respectful when making any complaints or concerns known to staff

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

7. Links with other policies and development plans

This policy is linked to our:

- Safeguarding and Child Protection

- Behaviour policy

- Online safety acceptable use policy (within Safeguarding)

- Health and Safety policy