



Pupil Remote Learning Policy

Approved by:	Headteacher	Date:01.09.2025
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Statement of intent

At Norbreck Primary Academy, we understand the need to continually deliver high quality education, including during periods of remote learning – whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.

Through the implementation of this policy, we aim to address the key concerns associated with remote learning, such as online safety, access to educational resources, data protection, and safeguarding.

This policy aims to:

- Minimise the disruption to pupils' education and the delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high quality learning resources.
- Ensure consistency in the approach to remote learning for pupils who aren't in school.
- Provide appropriate guidance for data protection.
- Ensure staff, parent, and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.

1. Legal framework

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

- Equality Act 2010
- Education Act 2004
- The General Data Protection Regulation (GDPR)
- Data Protection Act 2018

1. This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2025) 'Keeping children safe in education'
- DfE (2019) 'School attendance'
- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2018) 'Health and safety for school children'
- DfE (2017) 'Special educational needs and disability code of practice: 0 to 25 years'
- DfE (2016) 'Children missing education'
- DfE (2020) 'Help with accessing and buying resources for remote education'
- DfE (2020) 'Get help with remote education'

2. This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Behavioural Policy
- Accessibility Policy
- Feedback and Response Policy
- Curriculum Policy
- Assessment Policy
- Online Safety Policy
- Health and Safety Policy
- Attendance and Absence Policy
- ICT Acceptable Use Policy
- Staff Code of Conduct
- Data and E-Security Breach Prevention and Management Plan
- Children Missing Education Policy (Blackpool BC)

2. Roles and responsibilities

1. The **Board of Trustees** is responsible for:

- Ensuring that the school has robust risk management procedures in place.
- Ensuring that the school has a business continuity plan in place, where required.
- Evaluating the effectiveness of the school's remote learning arrangements.

2. The **Headteacher** is responsible for:

- Ensuring that staff, parents and pupils adhere to the relevant policies at all times.
- Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning.
- Ensuring that there are arrangements in place for monitoring incidents associated with remote learning.
- Overseeing that the school has the resources necessary to action the procedures in this policy.
- Reviewing the effectiveness of this policy on an annual basis and communicating any changes to staff, parents, and pupils.
- Arranging any additional training staff may require supporting pupils during the period of remote learning.
- Conducting regular reviews of the remote learning arrangements to ensure pupils' education does not suffer.

3. The **Senior Leadership Team** is responsible for:

- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes, in collaboration with the Headteacher.
- Reviewing procedures and safe systems of learning to ensure that they are designed to eliminate or reduce the risks associated with remote learning.
- Ensuring that SEN pupils identified as being at risk are brought to the attention of the SENCo. Risk Assessments are completed for individual pupils with an EHCP or specific identified need and these assessments are shared with the Blackpool SEND Team.
- Ensuring that there is a robust system of reporting, investigating, and recording of health and safety incidents.

4. The **Data Protection Officer** is responsible for:
 - Overseeing that all school-owned electronic devices used for remote learning have adequate anti-virus software and malware protection.
 - Ensuring all staff, parents, and pupils are aware of the data protection principles outlined in the GDPR.
 - Ensuring that all computer programs used for remote learning are compliant with the GDPR and the Data Protection Act 2018.
 - Overseeing that any ICT equipment used for remote learning is resilient and can efficiently recover lost data.

5. The **Designated Safeguarding Lead** is responsible for:
 - Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
 - Liaising with the IT Service Provider (Comptech) to ensure that all technology used for remote learning is suitable for its purpose and will protect pupils online.
 - Identifying vulnerable pupils who may be at risk if they are learning remotely.
 - Ensuring that child protection plans are enforced while the pupil is learning remotely and liaising with the Headteacher and other organisations to make alternate arrangements for pupils who are at a high risk, where required.
 - Identifying the level of support or intervention required while pupils learn remotely and ensuring appropriate measures are in place.
 - Liaising with relevant individuals to ensure vulnerable pupils receive the support required during the period of remote working Ensuring all safeguarding incidents are adequately recorded and reported.

6. The **SENCO** is responsible for:
 - Liaising with the IT Service Provider to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.
 - Working with families to ensuring that pupils with EHC plans continue to have their needs met while learning remotely and liaising with the Headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs.
 - Identifying the level of support or intervention that is required while pupils with SEND learn remotely and liaising with the relevant class teacher.

- Ensuring that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the remote learning period.

7. The **School Business Manager** is responsible for:

- Arranging the procurement of any equipment requested by the Headteacher or technology required for staff to teach remotely and for pupils to learn from home.
- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.

8. The **IT Service Provider** is responsible for:

- Ensuring that all school-owned devices used for remote learning have suitable anti-virus software installed, have a secure connection, can recover lost work, and allow for audio and visual material to be recorded, where required.
- Ensuring that any programs or networks used for remote learning can effectively support a large number of users at one time, where required, e.g. undertaking 'stress' testing.
- Working with the SENCO to ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff.

9. **Teaching Staff** members are responsible for:

- Setting work for all children in their class, including those with SEND who may not be able to access remote education .
- Providing feedback on work.
- Maintaining contact with parents and pupils.
- Adhering to this policy at all times during periods of remote learning.
- Reporting any health and safety incidents to the SLT and asking for guidance as appropriate.
- Reporting any safeguarding incidents to the DSL and asking for guidance as appropriate.
- Taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
- Reporting any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to the Headteacher.
- Reporting any defects on school-owned equipment used for remote learning to the IT Service Provider.

- Adhering to the Staff Code of Conduct, Acceptable Use Policy and Social Media Policy at all times.

2.10 Teaching Assistants are responsible for:

- Assisting with the delivery of remote learning, including home learning packs.
- SEND Teaching Assistants to assist in the preparation of suitable learning materials and/ or packs for identified individual pupils with whom they work.
- Adhering to this policy at all times during periods of remote learning.
- Reporting any health and safety incidents to the class teacher and asking for guidance as appropriate.
- Reporting any safeguarding incidents to the DSL and asking for guidance as appropriate.
- Taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
- Reporting any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to the class teacher.
- Reporting any defects on school-owned equipment used for remote learning to the IT Service Provider.
- Adhering to the Staff Code of Conduct, Acceptable Use Policy and Social Media Policy at all times.

2.11 Parents and Carers are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring their child is available to learn remotely at suitable times and that the schoolwork set is completed in the required time period to the best of their child's ability.
- Reporting any technical issues to the school as soon as possible.
- Ensuring that their child has access to remote learning material.
- Ensuring their child uses the equipment and technology used for remote learning as intended.
- Reporting any difficulties their child may be experiencing to the class teacher as soon as possible.

10. **Pupils** are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring they are available to learn remotely at suitable times and that their schoolwork is completed in the required time period to the best of their ability.
- Reporting any technical issues to their parents/ carers as soon as possible.
- Ensuring they have access to remote learning material and notifying a responsible adult if they do not have access.
- Notifying a responsible adult if they are feeling unwell or are unable to complete the schoolwork they have been set.
- Ensuring they use any equipment and technology for remote learning as intended.

3. Resources

Learning materials

1. The school will accept a range of different teaching methods during remote learning to help explain concepts and address misconceptions easily. For the purpose of providing remote learning, the school may make use of:
 - Work packs
 - Parent App
 - Current online learning portals
 - See Saw learning journals
 - Educational websites
 - Pre-recorded video or audio lessons
2. The school will review the DfE's guidance on where schools can source educational resources to assist with the delivery of remote education, and utilise these as appropriate.
3. Teachers will review the DfE's list of online education resources and utilise these tools as necessary, in addition to existing resources.
4. Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning.
5. Teachers will consider the programmes chosen for online learning review the range of accessibility features, e.g. voice-to-text conversion, to support pupils with SEND.

6. Lesson plans will be adapted to ensure that the curriculum remains fully accessible and inclusive via remote learning.
7. The school will review the resources pupils have access to and adapt learning to account for all pupils needs by using a range of different formats.
8. Work packs will be made available for pupils who do not have access – these packs can be collected from school or posted out to home address.
9. Teaching staff will liaise with the SENCO and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period.
10. The SENCO will arrange additional support for pupils with SEND which will be unique to the individual's needs, e.g. via weekly phone calls.
11. Any issues with remote learning resources will be reported as soon as possible to the relevant member of staff.
12. Pupils will be required to use their own or family-owned equipment to access remote learning resources, unless the school agrees to provide or loan equipment, e.g. laptops.
13. For pupils who cannot access digital devices at home, the school will, where possible, apply for technology support
14. Pupils and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.
15. Teaching staff will oversee academic progression for the duration of the remote learning period and will provide feedback on work.
16. The **IT Service Providers** are not responsible for providing technical support for equipment that is not owned by the school.

Food provision

17. The school will signpost parents via and the school website towards additional support for ensuring their children continue to receive the food they need, e.g. food parcels.

Costs and expenses

18. The school will not contribute to any household expenses incurred while pupils learn remotely, e.g. heating, lighting, or council tax.
19. The school will not reimburse any costs for travel between pupils' homes and the school premises.
20. The school will not reimburse any costs for childcare.
21. If a pupil is provided with school-owned equipment, the pupil and their parent will sign and adhere to the Acceptable Use Agreement prior to commencing remote learning.

4. Online safety

1. This section of the policy will be enacted in conjunction with the school's Online Safety Policy.
2. Where possible, all interactions will be textual and public.
3. All staff and pupils using video communication must:
 - Communicate in groups – one-to-one sessions are not permitted.
 - Wear suitable clothing – this includes others in their household.
 - Be situated in a suitable 'public' living area within the home with an appropriate background – 'private' living areas within the home, such as bedrooms, are not permitted during video communication.
 - Use appropriate language – this includes others in their household.
 - Maintain the standard of behaviour expected in school.
 - Use the necessary equipment and computer programs as intended.
 - Not record, store, or distribute video material without permission.
 - Ensure they have a stable connection to avoid disruption to lessons.
 - Always remain aware that they are visible.
4. All staff and pupils using audio communication must:
 - Use appropriate language – this includes others in their household.
 - Maintain the standard of behaviour expected in school.
 - Use the necessary equipment and computer programs as intended.
 - Not record, store, or distribute audio material without permission.
 - Ensure they have a stable connection to avoid disruption to lessons.
 - Always remain aware that they can be heard.

5. The school will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide support for pupils with SEND. This will be decided and approved by the SLT, in collaboration with the SENCO.
6. The school will risk assess the technology used for remote learning prior to use and ensure that there are no privacy issues or scope for inappropriate use.
7. The school will try and consult with parents with as much notice as possible to the period of remote learning about what methods of delivering remote teaching are most suitable – alternate arrangements will be made where necessary.
8. The school will ensure that all school-owned equipment and technology used for remote learning has suitable anti-virus software installed, can establish secure connections, can recover lost work, and allows for audio and visual material to be recorded or downloaded, where required.
9. The school will communicate to parents via or the school website about any precautionary measures that need to be put in place if their child is learning remotely using their own/family-owned equipment and technology, e.g. ensuring that their internet connection is secure.
10. During the period of remote learning, the school will maintain regular contact with parents to:
 - Reinforce the importance of children staying safe online.
 - Ensure parents are aware of what their children are being asked to do, e.g. sites they have been asked to use and staff they will interact with.
 - Encourage them to set age-appropriate parental controls on devices and internet filters to block malicious websites.
 - Direct parents to useful resources to help them keep their children safe online.Teachers will make regular contact using school telephones when appropriate whilst on site.
11. The school will not be responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the school.

5. Safeguarding

1. This section of the policy will be enacted in conjunction with the school's Child Protection and Safeguarding Policy, which has been updated to include safeguarding procedures in relation to remote working.
2. The DSL and headteacher will identify 'vulnerable' pupils (pupils who are deemed to be vulnerable or are at risk of harm) via risk assessment prior to the period of remote learning.
3. The DSL will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning.
4. Phone calls made to vulnerable pupils will be made using school phones where possible.
5. The DSL will arrange for regular contact with vulnerable pupils once per week at minimum, with additional contact, including home visits, arranged where required.
6. All contact with vulnerable pupils will be recorded and suitably stored using the online Safeguarding record in line with the Records Management Policy.
7. The DSL will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.
8. All home visits will:
 - Have at least one suitably trained individual present.
 - Be suitably recorded and the records stored on the online Safeguard record so that the DSL has access to them.
 - Actively involve the pupil.
9. The DSL will meet (in person or remotely) with the relevant members of staff as required to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely.
10. All members of staff will report any safeguarding concerns to the DSL immediately.
11. Pupils and their parents will be encouraged to contact the DSL if they wish to report safeguarding concerns, e.g. regarding harmful or upsetting content or incidents of online bullying. The school will also signpost families to the practical support that is available for reporting these concerns.

6. Data protection

1. This section of the policy will be enacted in conjunction with the school's Data Protection Policy.
2. Staff members will be responsible for adhering to the GDPR when teaching remotely and will ensure the confidentiality and integrity of their devices at all times.
3. Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.
4. Any data that is transferred between devices will be suitably encrypted or have other data protection measures in place so that if the data is lost, stolen, or subject to unauthorised access, it remains safe until recovered.
5. Parents' and pupils' up-to-date contact details will be collected prior to the period of remote learning.
6. All contact details will be stored in line with the Data Protection Policy and retained in line with the Records Management Policy.
7. The school will not permit paper copies of contact details to be taken off the school premises.
8. Pupils are not permitted to let their family members or friends use any school-owned equipment which contains personal data.
9. Any breach of confidentiality will be dealt with in accordance with the school's Data Breach reporting system.
10. Any intentional breach of confidentiality will be dealt with in accordance with the school's Behavioural Policy or the Disciplinary Policy and Procedure.

7. Marking and feedback

1. All schoolwork completed through remote learning must be completed to the best of the pupils ability and returned to the relevant member of staff.
2. The school expects pupils and staff to maintain a good work ethic during the period of remote learning.
3. Teaching staff will contact parents via email or telephone if their child is not completing their schoolwork or their standard of work has noticeably decreased and offer support if appropriate.

4. Teaching staff will monitor the academic progress of pupils with and without access to the online learning resources and discuss additional support or provision with the Headteacher as soon as possible.
5. Teaching staff will monitor the academic progress of pupils with SEND and discuss additional support or provision with the SENCO as soon as possible.
6. The school accepts a variety of formative assessment and feedback methods, e.g. through quizzes and other digital tools from teachers, and will support them with implementing these measures for remote learning where possible.

8. Communication

1. The school will ensure adequate channels of communication are arranged in the event of an emergency.
2. The school will communicate with parents via parent app and the school website about remote learning arrangements as soon as possible.
3. The Headteacher will communicate with staff as soon as possible via email about any remote learning arrangements.
4. Members of staff involved in remote teaching will ensure they have a working device that is available to take online queries during their agreed working hours.
5. Members of staff will have contact with their Year Group leader and SLT as required.
6. As much as possible, all communication with pupils and their parents will take place within school hours.
7. Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.
8. Issues with remote learning or data protection will be communicated to the pupils' teacher as soon as possible so they can investigate and resolve the issue.
9. The pupils' teacher will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.

10. The Headteacher will review the effectiveness of communication on a weekly basis and ensure measures are put in place to address gaps or weaknesses in communication.

9. Monitoring and review

1. This policy will be reviewed by the SLT every 2 years.
2. Any changes to this policy will be communicated to all members of staff and other stakeholders.
3. The next scheduled review date for this policy is September 2027