Woodsetton School

Remote Learning Policy

This policy was reviewed and updated in September 2026

The next anticipated review date will be September 2027

c/o The Woodsetton School, Tipton Road, Dudley, West Midlands DY3 1BY
Tel: 01384 818265 Email: info@woodsetton.dudley.sch.uk

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

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.

Roles and responsibilities

Head teacher & senior leaders

The senior leadership team led by the Executive Head teacher, Mr. David Stanton are the overriding leads in ensuring that the Remote Learning Policy is implemented fully and reviewed at regular intervals.

Senior leads must:

- Co-ordinate remote learning across school for individual children and groups of pupils.
- Monitor the effectiveness of remote learning
- Manage and attend regular meetings with other leaders, teachers and subject leads to give feedback and to ensure future planning and delivery for Quality Assurance.
- Monitor online systems and ensure the safety of all parties.

The welfare and safety of the pupils are supported and monitored by our Designated Safeguarding Lead (DSL)/Associate Head teacher Mrs Sarah Allen, including any 'looked after' children.

Senior leaders should ensure that pupils have access to learning and that staff are confident to delivers and provide appropriate learning opportunities and materials/platforms.

Designated Safeguarding Lead

The DSL is responsible for all elements outlined in the Child Protection/Safeguarding Policy to ensure that the welfare of all pupils is paramount at all times. This will include:

- Ensuring staff are up to date with any relevant updates/training. Ensuring staff are utilising CPOMS and responding to concerns regarding children's safety and welfare.
- Following up and analysing attendance of pupils – investigating non- attendance at meetings.
- Ensuring staff are able to make contact with parents/pupils in a safe fashion. Ensuing staff follow the policies, in particular the Online Safety Policy.
- Liaising with external support providers – Social Services and Early Help
- Meeting with Deputy DSLs to discuss concerns and cases open to external services.

Designated Teacher for 'Looked After' Pupils.

The designated teacher for 'looked after' pupils will:

- Liaise with the relevant education authority, social worker and foster carers regarding attendance, engagement in learning, health and behaviour, following up any concerns following the usual safeguarding process.
- Support blended learning by liaising with class teams and reducing any barriers to learning, for example by providing additional resources using the funding entitlement.
- Continue to attend all meetings.

Teachers

When providing remote learning, teachers must be available between school hours 8.45am-3.30pm (Monday-Friday)

All remote learning must take place in line with the requirements set out in our Online Safety, Child

Protection/Safeguarding, Acceptable Use and Staff Code of Conduct Policies.

The school will do its upmost to support staff in delivering effective Remote Learning opportunities to pupils and will engage proactively with each staff member and recognise the individual circumstances of each staff member to ensure they have the right support and approach that enables them to effectively deliver Remote Learning.

Teachers will need to;

- Provide pupils with access to remote education as soon as reasonably practicable, though in proportion to the length of absence and disruption to the learning of all learners

- Recognise that all family situations are unique and will take into account our pupils needs and personal circumstances. An initial meeting in liaison with families will enable a greater understanding of preferred learning activities and teaching styles, as well as their access to and confidence to use online resources.
- Liaise with parents and senior leaders to ensure that the remote learning of individual pupils is manageable and evaluated regularly.

The school will urge teaching staff to:

- Making it manageable: not overwhelming parents with too many activities and giving clear guidance and support when sending resources and ideas.
- Remembering: parents aren't teachers; so not to set the same activities you'd expect pupils to complete in school. To make reasonable adjustments.
- Adapting your usual timetable and curriculum: keeping a routine and ensuring there is a timetable suitable for home
- Setting work with materials they're likely to have at home:
- Flexibility: making it clear to parents that work and timetables are "suggested" and encourage parents and carers to do the best they can to engage their child.
- Evaluate context of home learning needs: if you know there will be many children with siblings and all needing to access online resources this can be unmanageable, especially if parents are expected to work at home as well. Paper-based learning packs to balance the online expectations for lessons will support this.

Teaching assistants

When assisting with remote learning, teaching assistants must be available within working school hours and follow the same protocol as teachers.

Teaching assistants will need to:

- Support pupils online if needed.
- Attend meetings with teachers and leaders to support remote learning if needed.
- Support remote learning with the production of resources, hard copies and materials to support learning.

Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Managing any changes and adaptions need to facilitate remote learning within their subject
- Ensure that there is coverage to ensure a broad and balanced curriculum is delivered.
- Liaise with other subject and senior leads.
- Inform staff of new resources and platforms to deliver the subject effectively.

IT staff

It staff are responsible for:

- Fixing issues with systems used to set and collect work
- Supporting staff and parents/carers with any technical issues
- Reviewing the security of remote learning systems
- Supporting staff with access to platforms, programs and devices to ensure remote learning can take place.

Pupils and parents/carers

Staff can expect pupils learning remotely to:

- Be contactable via parents during the school day
- Complete work set by teachers; parents to notify staff of any barriers to learning and access

Staff can expect parents/carers with children learning remotely to:

- Engage with school and to support their child's learning.
- Inform school if their child is unwell.
- Seek help from the school if their child is unable to complete or access the work set.

Governing Board

The governing board is responsible for:

- Monitoring the schools approach to remote learning to ensure education remains as high a quality as possible
- Ensure that remote learning systems are secure for data protection and safeguarding reasons.

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 a senior leader.
- Issues with IT – talk to our IT technician.
- Issues with workload or wellbeing – talk to a member of SLT.
- Data protection – talk to a member of the SLT/Headteacher.
- Concerns about safeguarding – talk to the DSL, Mrs Sarah Allen.

Data Protection

Accessing Personal Data

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

- Send appropriate messages to parents regarding Remote Learning via agreed school communications, following policies on the school website.
- Parent's emails will be used on an individual basis for communication but only pupil emails will be used for Teams meetings.
- Use school email accounts at all times and never use personal messaging systems.
- Use school software and online facilities.

Processing Personal Data

Staff members may need to collect and/or share data such as a pupil's email address as part of the remote learning system. Parent's emails will not be shared.

However, staff are reminded to collect and/or share as little personal data as possible online.

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
- Making sure the device locks if left inactive for a period of time. Not sharing the device among family or friends.
- Installing antivirus and anti-spyware software.
- Keeping operating systems up to date – always install the latest updates

Safeguarding

Staff should adhere to the full requirements of all school policies. Staff should remain vigilant during periods of remote learning and follow the information in this policy when liaising with families.

Hard Copies

Parents will be able to request hardcopies of remote learning in the event that they are unable to access school online remote learning. A request for hard copies will need to be made by emailing the class teacher directly.

Due to the time it takes to produce hard copies, a record will be made of those parents who collect the work set. If work is not collected for two successive weeks, a parent will be contacted to support them moving forward with are solution that if work continues not to be collected it will no longer be offered.

Monitoring arrangements

This policy will be reviewed on an annual basis