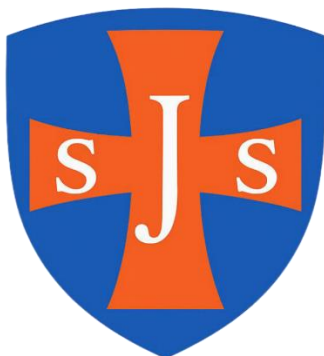


# St Joseph's Catholic Primary School

*Gipsy Lane, Bracknell, Berkshire, RG12 9AP*

*Tel: (01344) 425246 Fax (01344) 305463*

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## Remote Learning Policy

Adopted by the Governing Body  
at its meeting on:

24<sup>th</sup> February 2026

Signed:

A handwritten signature in green ink, appearing to read 'Hannah Rosa'.

Name:

Hannah Rosa

Position:

Chair of CAS committee

Date:

24.02.2026

Review Date:

February 2027

Responsibility:

Curriculum and Standards Committee

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*'Growing together with Jesus in our hearts, heads and hands'*

## REMOTE LEARNING POLICY

### MISSION STATEMENT

We are growing together with Jesus in our hearts, heads and hands.

### Policy Statement

At St Joseph's Catholic Primary School, we are committed to providing high-quality education to all pupils, whether learning takes place on site or remotely. Our remote learning policy ensures that children can continue to access their curriculum safely, effectively and inclusively. Government Guidance states that: "*Remote education should only ever be considered as a last resort where a decision has already been made that attendance at school is not possible, but pupils are able to continue learning*".

This policy sets out clear expectations for pupils, staff, parents and governors, ensuring continuity of learning, safeguarding, and the protection of personal data. All members of our school community are expected to follow this policy to uphold our Catholic ethos and our mission: *Jesus in our Hearts, Heads and Hands*.

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### 1. Aims

This Remote Learning Policy aims to:

- Ensure a consistent approach to remote learning for pupils who are unable to attend school for extenuating circumstances.
- Set clear expectations for pupils, parents, staff and governors
- Ensure continuity of learning and high-quality teaching
- Provide clear guidance on safeguarding and data protection

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### 2. Roles and Responsibilities

#### 2.1 Teachers

When providing remote learning, teachers are expected to be available during the normal school working day. Any absence should be reported in line with the school's usual procedures.

Teachers are responsible for:

- Setting work in line with year group curriculum planning, in collaboration with year group partners
- Uploading work for at least one week in advance, no later than 3pm on the Friday prior to the new school week
- Uploading work to Microsoft Teams and/or the staff shared drive
- Preparing work packs where necessary to support pupils without access to devices
- Providing feedback on pupils' work, highlighting strengths and next steps
- Maintaining regular contact with pupils and parents through emails and phone calls
- Following up with families where pupils are not engaging with learning
- Referring any safeguarding concerns immediately to the Designated Safeguarding Lead (DSL)

When attending virtual meetings, teachers must:

- Follow the school dress code

- Ensure recording of sessions is only done with consent
  - Ensure appropriate settings and backgrounds on screen
  - Never meet pupils online on a one-to-one basis without parental awareness
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## **2.2 Teaching Assistants**

Teaching assistants supporting remote learning must be available during their normal working hours and report any absence through usual procedures.

Their responsibilities include:

- Supporting pupils they usually work with, as directed by the class teacher
  - Supporting small group learning, including through supervised breakout sessions where appropriate
  - Attending virtual meetings and adhering to safeguarding and professional expectations
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## **2.3 Subject Leaders**

Subject leaders are responsible for:

- Reviewing curriculum delivery to ensure it is appropriate for remote learning
  - Supporting staff with subject-specific guidance and resources
  - Monitoring the quality and consistency of remote learning within their subject area
  - Liaising with senior leaders to ensure balanced workload across the curriculum
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## **2.4 Senior Leadership Team**

The Senior Leadership Team (SLT) is responsible for:

- Coordinating the school's remote learning provision
  - Monitoring the effectiveness and quality of remote learning
  - Ensuring systems are secure and compliant with safeguarding and data protection requirements
  - Supporting staff wellbeing and workload
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## **2.5 Designated Safeguarding Lead**

A trained DSL or Deputy DSL will be available each school day. If not on site, they will be contactable by phone or email.

The DSL is responsible for:

- Identifying vulnerable pupils
  - Managing and updating child protection records
  - Liaising with external agencies where required
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## **2.6 IT Support**

IT support services are responsible for:

- Resolving technical issues related to remote learning platforms
  - Supporting staff with technical queries
  - Monitoring system security and reporting data protection concerns
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## **2.7 Pupils and Parents**

Pupils learning remotely are expected to:

- Engage with learning during the school day
- Complete tasks set within agreed deadlines
- Ask for help when needed
- Keep a neutral background

Parents and carers are expected to:

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- Ensure their child attends on time
  - Ensure their child is appropriately dressed for the lesson
  - Inform the school if their child is unwell or unable to complete work
  - Support their child's learning where possible
  - Communicate respectfully with staff
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## **2.8 Governing Board**

The Governing Board is responsible for:

- Monitoring the effectiveness of remote learning provision
  - Ensuring safeguarding and data protection arrangements are robust
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## **2.9 Curriculum and Delivery**

- Ensure loaned equipment is provided where needed
  - Offer print outs/packs where there is a specific requirement
  - Ensure statutory lesson timing (approx. 3-5 hours) depending on the year group and where possible, ensure screen time is kept to a minimum
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## **3. Who to Contact**

- Curriculum or work-related concerns: Class teacher or subject leader
  - Behaviour concerns: Senior Leadership Team
  - IT issues: IT support or school office
  - Wellbeing or workload concerns: Line manager
  - Safeguarding concerns: DSL or Deputy DSL
  - Data protection concerns: Headteacher or Data Protection Officer
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## **4. Data Protection**

Staff must ensure that personal data is handled securely and shared only when necessary. School devices should be used wherever possible, and home devices must be password protected and secure.

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## **5. Safeguarding**

All safeguarding procedures remain in line with the school's Child Protection and Safeguarding Policy, available on the school website and from the school office.

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## **6. Monitoring Arrangements**

This policy will be reviewed annually by the Senior Leadership Team and approved by the Governing Board.

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## **7. Links with Other Policies**

This policy links to:

- Behaviour Policy
  - Child Protection and Safeguarding Policy
  - Data Protection Policy and Privacy Notices
  - Home–School Agreement
  - ICT and Internet Acceptable Use Policy
  - Online Safety Policy
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