

# Lacewood Primary School

## Remote Learning Policy



**Approved by:** Kelly Webster  
(Chair of Governors)

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## 1. Purpose

This policy sets out how Lacewood Primary School will provide high-quality remote education when pupils are unable to attend in person.

Remote education will:

- Be a **short-term solution** and not a substitute for in-school education
- Maintain **curriculum continuity and pupil progress**
- Be **accessible, safe and inclusive** for all pupils

## 2. When Remote Education is Provided

Remote education will only be used where pupils cannot attend school, including:

- School closure or restrictions
- Individual absence where pupils are well enough to learn

It will be provided **as soon as reasonably practicable** after absence begins.

## 3. Remote Education Offer

### 3.1 Curriculum and Teaching

Remote education will:

- Follow the **same curriculum** as in-school learning where possible
- Include a combination of:
  - Recorded or live teaching
  - Independent tasks
  - Reading and practice activities

### 3.2 Minimum Expectations (DfE-aligned)

- **KS1:** ~3 hours per day (less for younger pupils)
- **KS2:** ~4 hours per day

### 3.3 Delivery Methods

May include:

- Online platforms (e.g. Microsoft Teams)

- Pre-recorded lessons
- Printed materials (where digital access is limited)

### **3.4 Feedback and Assessment**

- Work will be **set, submitted and marked regularly**
- Pupils will receive **timely feedback** in line with school policy
- Engagement and progress will be **monitored and recorded**

## **4. Access and Inclusion**

The school will:

- Ensure all pupils can access remote learning (devices or paper packs where needed)
- Make **reasonable adjustments** for pupils with SEND
- Work with families to overcome barriers to engagement

Pupils with SEND will receive:

- Adapted resources
- Additional support where required
- Continued provision in line with EHCPs (where applicable)

## **5. Roles and Responsibilities**

### **Governing Body**

- Monitor effectiveness of remote education
- Ensure safeguarding and statutory compliance

### **Headteacher**

- Ensure remote provision is in place and effective
- Monitor quality and staff training

### **Staff**

- Deliver high-quality remote lessons

- Provide feedback and monitor engagement
- Follow safeguarding and data protection requirements

### **SENDCo**

- Ensure accessibility and appropriate support for SEND pupils

### **DSL (Safeguarding Lead)**

- Oversee safeguarding arrangements
- Monitor vulnerable pupils

### **Parents**

- Support pupil engagement and routines
- Report absence or issues

### **Pupils**

- Engage with learning
- Complete work to the best of their ability
- Follow our school behaviour and online safety policy

## **6. Safeguarding**

Safeguarding remains a priority at all times.

The school will:

- Follow *Keeping Children Safe in Education*
- Use **secure platforms and systems**
- Maintain regular contact with vulnerable pupils
- Ensure all concerns are reported to the DSL

Live lessons will:

- Be supervised and risk assessed
- Use secure access (passwords, restricted links)
- Follow staff and pupil conduct expectations

## 7. Online Safety and Conduct

### Pupils must:

- Behave appropriately as in school
- Use school systems only as directed
- Not record or share lesson content

### Staff must:

- Use school-approved systems and accounts
- Maintain professional conduct at all times
- Deliver lessons from appropriate settings

## 8. Data Protection

The school will:

- Comply with **UK GDPR and Data Protection Act 2018**
- Use secure platforms for communication and learning
- Ensure personal data is protected at all times

Parental consent will be obtained where required (e.g. live lessons, recordings).

## 9. Attendance and Engagement

- Remote education does **not replace school attendance**
- Attendance will be recorded in line with regulations
- The school will monitor:
  - Participation
  - Work completion
  - Engagement levels

Concerns will be followed up with parents promptly.

## 10. Communication

The school will:

- Inform parents of remote learning arrangements quickly
- Provide clear guidance on expectations and access
- Maintain regular contact during periods of remote education

Communication will take place **within school hours** wherever possible.

## **11. Health and Safety**

The school will:

- Promote safe use of devices
- Encourage regular breaks from screens
- Ensure risks are assessed and managed

## **12. Monitoring and Review**

This policy will be reviewed **annually** by the Headteacher and Chair of Governors or sooner if required to reflect updated guidance or practice.