



Thorpepark Academy

Remote Education Policy



1	Summary	Remote Education Policy			
2	Responsible person	Caroline Knight			
3	Accountable SLT member	Tracey Johnson			
4	Applies to	<input checked="" type="checkbox"/> All staff <input checked="" type="checkbox"/> Support staff <input checked="" type="checkbox"/> Teaching staff			
5	Who has overseen development of this policy	Caroline Knight			
6	Who has been consulted and recommended policy for approval				
7	Approved by and date	Caroline Knight February 2026			
8	Version number	1			
9	Available on	Every	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	Trust website <input type="checkbox"/> Y <input type="checkbox"/> N Academy website <input checked="" type="checkbox"/> Y <input type="checkbox"/> N SharePoint <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	
10	Related documents (if applicable)	<ul style="list-style-type: none"> • Behaviour policy • Child protection policy • Data protection policy and privacy notices • Home-school agreement • ICT and internet acceptable use policy • Online safety policy 			
11	Disseminated to	<input checked="" type="checkbox"/> Trustees/governors <input checked="" type="checkbox"/> All staff <input checked="" type="checkbox"/> Support staff <input checked="" type="checkbox"/> Teaching staff			
12	Date of implementation (when shared)	February 2026			
13	Consulted with recognised trade unions	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N			



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1.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

2.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.

3.Roles and Responsibilities

3.1 Teachers

When providing remote learning, teachers will be available between 8.30am and 3.40pm Monday to Friday. If they're 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 should:

- 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
- Make reasonable adjustments for pupils with SEND to access remote education, where required, informed by relevant considerations including the support families will require and the types of services that pupils can access remotely

They are also responsible for:

- Setting work that can be accessible for all pupils.
- Ensuring pupils are sent log in details for different learning apps and platforms used by the school, for example reading Plus, TT Rock stars.
- Making sure that work provided during periods of remote education is of high quality, meaningful, ambitious and covers the curriculum offer by the school.
- Providing feedback on work through marking work sent, learning apps, Arbor Comms, emails or phone calls.
- Keeping in touch with pupils who aren't in school and their parents. This could be through learning platforms, Virtual teams, email, home visits, phone calls or social media.
- Following up any missed learning and explore barriers that could be overcome by adapting appropriately.



- Ensuring that pupils can still have that sense of belonging through interaction with the teacher. This will depend on the circumstances and could involve Virtual meetings, emails and phone calls.
- Conduct at virtual meetings is always appropriate and pupils and parent/carers understand the expected dress code and conduct when online.
- Any safeguarding concerns to report to the DSL (Designated Safeguarding Lead).

3.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during contractual hours. If they're 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 assisting with remote learning, teaching assistants are responsible for:

- Supporting the teacher and pupils with online learning
- Attend virtual meetings with the teachers, parent/carers and pupils and understand conduct and expectations when online
- Any safeguarding concerns to report to the DSL (Designated Safeguarding Lead).

3.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Ensuring that the subject is taught through remote education and adapted appropriately for pupils
- Work with teachers to ensure work set is appropriate and consistent
- Monitoring the remote work set, feedback and assessment
- Alerting teachers to resources they can use to teach their subject remotely

3.4 Senior leaders

Miss Crawford (Deputy Principal) has overarching responsibility for the quality and delivery of remote education. Alongside any teaching responsibilities, senior leaders should continue to use the school's digital platform for remote education provision and make sure staff continue to be trained and are confident in its use.

They should continue to overcome barriers to digital access where possible for pupils by, for example:

- Distributing school-owned laptops accompanied by a user agreement or contract (if possible)
- Securing appropriate internet connectivity solutions where possible
- Providing printed resources, such as textbooks and workbooks, to structure learning, supplemented with other forms of communication to keep pupils on track or answer questions about work
- Having systems for checking, ideally on a daily basis, whether pupils learning remotely are engaging in its use, and work with families to rapidly identify effective solutions where engagement is a concern

They are also responsible for:

- Co-ordinating the remote learning approach across the school and phase.
- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leads, reviewing work set and completion, as well as reaching out to pupils and parents/carers.



- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Ensuring staff remain trained and confident in their use of online digital education.
- Training staff on relevant accessibility features and platforms for example Reading Plus, Purple Mash, etc.
- Providing information to pupils and parents/carers through website and emails.

3.5 Pupils and parents/carers

Staff can expect pupils learning remotely to:

- Be contactable during the school day
- Complete work to the deadline set by teachers
- Seek help if needed, from the teacher or support staff
- Alert teachers if they're not able to complete work
- Act in accordance with normal behaviour rules and code of conduct of the school

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

- Engage with the school and support their children's learning, and to establish a routine that reflects the normal school day as far as reasonably possible
- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need any resources or adaptations
- Be respectful when making any complaints or concerns known to staff

3.6 Governing board

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains of as high quality as possible
- Monitoring the school's approach to providing remote learning to ensure education remains of as high a quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

4. 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 the relevant teacher, subject lead or SENCO
- Issues with behaviour – talk to a member of the senior leadership team
- Issues with IT – talk to IT staff
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the DSL or Safeguarding Lead

5. Data protection

5.1 Accessing personal data

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

- Access data on a secure cloud service



- Use devices that are school property and not use their own personal devices.

5.2 Processing personal data

Staff members may need to collect and/or share personal data such as emails and phone numbers as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen. The school will follow its data protection policy / privacy notice in terms of handling data, which can be found on the schools website.

However, staff are reminded to collect and/or share as little personal data as possible online, and to remind themselves of their duties in terms of data protection in accordance with the school's policies and procedures.

5.3 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 are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- 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

6. Safeguarding

Any safeguarding concerns will be reported to the DSL to decide next steps and ensure all pupils are safe.

7. Monitoring arrangements

This policy will be reviewed every two years by Miss Crawford. At every review, it will be approved by full governing body.

8. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy

