



Kingsway Junior School

'Developing Confident, Enthusiastic and Happy Learners!'

Remote Learning Policy

Responsible committee	Governing Body
Date Reviewed	Summer 2026
Next Review	Summer 2027
Signed on behalf of the Governing Body	<i>Caroline Loison</i>
Print Name	Caroline Loison

Dignity Statement

Kingsway Junior School is committed to providing a learning environment where all children are treated with dignity and respect. As stated in the UN Convention on the Rights of the Child, all children are born with dignity, which cannot be taken away, regardless of behaviour, ability, disability, race, economic background, gender, sexuality or beliefs. Duty Bearers' protection of children's rights affords them this dignity and enables them to access education free from barriers.

1. Introduction and Rationale

Attendance is our priority. All children should attend school in person in line with our Attendance Policy. Regular attendance is crucial for children's education, wellbeing, and development.

This policy outlines our approach to remote learning when in-person attendance is not possible. It ensures continuity of education while maintaining high standards of teaching, safeguarding, and pupil wellbeing.

2. Policy Aims

This policy aims to:

- Ensure consistency in our approach to remote learning for pupils who cannot attend school
- Set out clear expectations for all members of the school community regarding remote learning
- Provide a framework that supports high-quality education remotely
- Ensure remote learning is safe, accessible, and inclusive for all pupils
- Support staff wellbeing and manageable workload during remote learning periods
- Maintain strong home-school partnerships

3. When Remote Learning Applies

3.1 Circumstances for Remote Learning Provision

We will provide remote education in the following specific circumstances:

- **Government-mandated closures or restrictions**
- **Extended individual absence**
- **Exceptional circumstances**
- **Approved by the headteacher on a case-by-case basis, such as:**
 - Severe weather preventing access for individual families
 - Temporary relocation due to exceptional family circumstances
 - Other exceptional situations where attendance is impossible but learning can continue

3.2 When Remote Learning Does Not Apply

Remote learning will **not** be provided for:

- Short-term illness (1-2 days) - pupils should rest and recover
- Unauthorised absence - including family holidays during term time
- When a pupil is too unwell to engage in learning - wellbeing takes priority
- Routine medical appointments that can be scheduled outside school hours

If you are unsure whether your child's circumstances qualify for remote learning, please contact the school office on 01923 672 583 or email admin@kingswayjm.herts.sch.uk

4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan could include:

- Online tools for all of KS2
- Use of Recorded video, eg. instructional videos, lessons, assemblies.
- Viewing live classrooms where peers are being taught.
- Kingsway Junior School subscribes to and are trained in the use of Google Classrooms.
- Phone calls home.
- Printed learning resources.
- Physical resources, (although this is kept to a minimum).
- Use of good quality recommended online resources.

The school's remote learning planning and resources to deliver this policy can be found in the appendix 1.

5. Home - School Partnership

Our school is committed to working in close partnership with families and recognises each family is different. Whilst remote learning will look the same for the vast majority of children, where school has agreed with parents that small adjustments might be needed for an individual, these will be factored in.

Staff will do all they can to make remote learning accessible to all children and families and will share guidance and instruction, as appropriate.

Where possible, it is beneficial for children to maintain a regular learning routine, so we strongly recommend finding a structure that suits your child and maintaining this.

We encourage parents to support children's learning, including finding an appropriate place to work, discussing tasks, offering encouragement, motivation, support and praise. Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact school promptly in an effort to resolve issues.

All children sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on computers at home.

Parents should be aware that there may be times when it is not right or possible for the school to provide remote learning, even though parents might make this request. Individual cases should be discussed with the school in such cases.

6. Roles and responsibilities

Headteacher and Senior Leaders

Headteachers and senior leaders are responsible for:

- Agreeing and communicating the Remote Learning Plan amongst staff, pupils, parents and governors.
- Co-ordinating the remote learning approach across the school, including monitoring levels of engagement.
- Monitoring the effectiveness of remote learning, taking into account feedback from teachers, children and parents.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Teachers

If teachers are unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

- Setting work.
- Following the school's plan, below.
- Responding to children's work, as outlined in the plan, below.
- Ensuring arrangements are made to keep in touch with children about whom the school has particular concerns or needs.
- Communicating with parents where there are concerns or needs relating to remote learning.
- Ensuring parents adhere to the agreed ways to contact the school.
- Sharing any concerns about children / families arising during periods of isolation / closure are shared immediately with the Headteacher and DSL.

Teaching Assistants

If TAs are unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure.

During the school day, teaching assistants must complete tasks as directed by the Headteacher, class teachers, a member of the SLT or their line manager.

Designated safeguarding lead

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

IT Technicians

IT technicians are responsible for:

- Fixing issues with systems used to set work.
- Supporting staff with any technical issues they're experiencing.
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer.

The SENCO

The SENCO is responsible for:

- Liaising with the IT technicians and teachers to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.
- 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.
- With teachers, identifying the level of support needed and strategies to help in this.

The Office Manager

- Ensuring value for money when arranging the procurement of equipment, technology and resources.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.

Pupils and parents

Staff can expect pupils learning remotely to:

- Complete work to the deadline set by teachers.
- Seek help if they need it, from teachers.
- Alert parents / teachers if they're not able to complete work.
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Staff expects parents, with children learning remotely, to:

- Make the school aware if their child is unwell and can't complete work
- Seek help from the school if required.
- Be respectful when communicating with school, particularly if making a complaint or raising a concern.

Governors

The Local Advisory Board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure the quality of education remains as high as possible.
- Ensuring that remote learning systems are appropriately safe and secure, for both data protection and safeguarding reasons and are in line with school policies and procedures.

Appendix 1 – Kingsway Junior’s Remote Learning Expectations

These expectations are for pupils who, in exceptional circumstances and in agreement with parents and school, are required to work from home. Examples of circumstances may be illness,

- Teachers should continue to plan lessons that are relevant to their year group’s curriculum focus.
- Teachers should upload learning on Google or emailed before 8.30am each day or weekly; in agreement with parents.
- Teachers should upload one piece of Reading, Writing, Maths and Theme daily/weekly agreed with parents and school.
- Pupils, who receive alternative provision and differentiated learning in class, will be offered the same remotely.
- Teachers should ensure work is accessible and includes appropriate challenge, as well as support e.g. extension opportunities and scaffolding etc.
- Teachers should use a range of online resources to support learning e.g., TT Rockstars etc. This should be clearly stated in the Weekly Timetables.
- If learning cannot be accessed from home, parents will either be offered a loan device or a printed learning pack which will be posted or can be collected from the school office.
- The expectation is that teachers will give feedback for all core subject lessons and review theme learning, over the course of the unit.