The Park Federation Academy Trust
James Elliman Academy

Remote Learning Policy
2026 - 2027

Approval

Signed by CEO and Federation Principal on behalf of the Board of Directors	Dr. Martin Young
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1. Aims

At James Elliman Academy, we understand the need to continually deliver high quality education, including during periods of remote working – whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.

Through the implementation of this policy, we aim to address the key concerns associated with remote working, such as online safety, access to educational resources, data protection, and safeguarding. This policy aims to:

- Minimise the disruption to pupils' education and the delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high quality learning resources.
- Protect pupils from the risks associated with using devices connected to the internet.
- Ensure staff, parent, and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.

2. Roles and responsibilities

2.1 Teachers

Teachers must be available between 8:45am - 3:15pm to reply to messages, set work and give feedback on activities during the normal teaching 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 procedures at 7am on the day they are sick or caring for a dependent to the designated member of staff. If it affects the completion of any work required, ensure that arrangements have been made with year group or SLT to ensure work is completed.

When providing remote learning, teachers are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Reporting any health and safety incidents to the health and safety officer, the School Business Manager and asking for guidance as appropriate.
- Reporting any safeguarding incidents to the DSL and asking for guidance as appropriate.
- Taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
- Reporting any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to SLT
- Reporting any defects on school-owned equipment used for remote learning to an ICT technician.
- Adhering to the Staff Code of Conduct at all times.

Setting work

- Online learning will mirror what happens in the classroom where possible so that children can continue their learning consistently, without gaps aiding a smooth transition from school to home learning.
- The learning content will follow our planning as informed by the National Curriculum ensuring appropriate progression in both knowledge and skills where possible. Lessons will follow a consistent structure which again will help pupils to feel confident about what is expected.
- Allow flexibility in the completion of activities, understanding that the circumstances leading to our closure will affect families in a number of ways.
- If unwell themselves, be covered by another staff member for the sharing of activities. Follow up of messages on Google Classroom during this time will not be undertaken until the teacher is fit to work.
- Daily lessons will be scheduled to be released at appropriate times for reading, writing and Maths, with the addition of Phonics for Reception and Year 1. Foundation subjects and science will be assigned weekly to reflect the year group timetable.
- Work should be set 1 week in advance (by Friday 3pm) and due dates staggered to give children sufficient time to complete set assignments.

Providing feedback on work

- Pupils will complete assignments and return to the class teacher using the return feature in Google Classroom.
- Work will be monitored and feedback given to track progress on core subjects when appropriate.
- Feedback will be given when appropriate.

Keeping in touch with pupils

- Teachers to write messages to the class to be shared on the stream for the children to read and add comments to.
- Teachers will keep in contact with children through the Google Classroom stream and the private messages feature linked to assignments.
- Teachers to contact parents and carers if there are concerns regarding the misuse of Google Classroom.
- Teachers to monitor pupil engagement and contacting parents and carers if their child is not actively engaging with online learning.
- Contact should be polite and encouraging. Teachers must adhere to the email policy and not give out any personal details. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly.
- Teachers must be available between 8:45am - 3:15pm, Mon - Fri to reply to messages and answer emails from parents and pupils. Emails must be replied to in a timely manner. Only send replies between these times. Anyone can respond to year group enquiries; it does not have to be the class teacher.
- Any complaints received are to be dealt with professionally by the class teacher and should be shared with the year team leader and relevant SLT member. Parents to be contacted directly via phone call or email to resolve complaints.
- Normal procedures apply for safeguarding concerns where the teacher will log the incidents in CPOMs and contact the DSL or DDSL.
- Teachers will follow the staff code of conduct and wear professional clothes when attending virtual meetings.
- Teachers will ensure they avoid areas with background noise when teaching remotely.

- Teaching from home is different from teaching in the classroom. Teachers should try to find a quiet or private room or area to conduct the daily lessons.
- When broadcasting a lesson or making a recording, consider what will be in the background on your screen.
- Ensure teachers are dressed in professional attire when teaching remotely, at all times.
- Double check that any tabs unrelated to the lesson are closed in their browser before beginning a lesson, if they are sharing their screen.
- Use professional language at all times.
- Virtual meetings online between teachers and children/parents are not to take place.

2.2 Teaching assistants

Teaching assistants must be available for their normal contractual hours. During this time, they are expected to check work emails and be available when called upon to attend school. 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 pupils who aren't in school with learning remotely.
- Provide online learning resources for children as directed by the class teacher, year team leader and SLT.
- Adhere to deadlines set by the class teacher, year team leader or SLT to complete all necessary work.
- Attending virtual meetings with staff
- Teaching assistant will follow the staff code of conduct and wear professional clothes when attending virtual meetings.
- Teaching assistant will ensure they avoid areas with background noise, with nothing inappropriate in the background during meetings.
- Virtual meetings between teaching assistants and children/parents are not to take place.

2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Monitoring the work set by teachers in their subject to make sure learning is appropriate and consistent – Review work set weekly on Google Classroom. Liaise with YTLs to discuss any issues or concerns.
- Evaluate whether any aspects of the subject curriculum need to change to accommodate remote learning.
- Work with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and submission of work is spread out across the week.
- Alerting teachers to resources they can use to teach their subject remotely and providing CPD on how best to use resources.

SENCO

- Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.
- Identifying the level of support or intervention that is required while pupils with SEND learn remotely.
- Support and monitor the work set by teachers for pupils with SEN needs are appropriate and pitched appropriately – Review work set weekly on Google Classroom. Liaise with YTLs to discuss any issues or concerns.

- Ensuring that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the remote learning period.
- Alerting teachers to resources they can use to teach pupils with SEN needs and provide CPD on how best to use resources.
- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with SLT and other organisations to make any alternate arrangements for pupils with EHC plans.
- Maintaining contact with pupils with EHC plans via keeping in touch calls.

2.4 Senior leaders

- Alongside any teaching responsibilities, senior leaders are responsible for:
- Co-ordinating the remote learning approach across the school. V Devshi to lead to ensuring there is consistency across subjects and year groups.
- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders and reviewing the work set, and monitoring email correspondence between parents and teachers.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations. Ensuring that staff, parents and pupils adhere to the relevant policies at all times.
- Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning to ensure pupils' education does not suffer.
- Ensuring that there are arrangements in place for monitoring incidents associated with remote learning.
- Overseeing that the school has the resources necessary to action the procedures in this policy.
- Reviewing the effectiveness of this policy on an annual basis and communicating any changes to staff, parents, and pupils.
- Arranging any additional training staff may require to support pupils during the period of remote learning.
- Putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning.

2.5 Designated safeguarding lead

The DSL (Mrs Rebecca Pinkney) is responsible for:

- Maintaining contact with vulnerable pupils via keeping in touch calls, collating, passing on information and responding to any concerns made via CPOMs.
- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Liaising with the ICT technicians to ensure that all technology used for remote learning is suitable for its purpose and will protect pupils online.
- Identifying vulnerable pupils who may be at risk if they are learning remotely. Ensuring that pupils identified as being at risk are provided with necessary information and instruction, as required.
- Ensuring that child protection plans are enforced while the pupil is learning remotely, and liaising with other organisations to make alternate arrangements for pupils who are at a high risk, where required.
- Identifying the level of support or intervention required while pupils learn remotely and ensuring appropriate measures are in place.
- Liaising with relevant individuals to ensure vulnerable pupils receive the support required during the period of remote working.
- Ensuring all safeguarding incidents are adequately recorded and reported.
- See the COVID-19 amendments to the Child Protection Policy.

2.6 IT staff

- IT staff are responsible for:
- Creating emails.
- Fixing issues with systems used to set and collect work, helping staff and parents with any technical issues they're experiencing.
- Reviewing the security of systems and flagging any data protection breaches to the data protection officer.
- Assisting pupils and parents with accessing the internet or devices.
- Ensuring that all school-owned devices used for remote learning have suitable anti-virus software installed, have a secure connection, can recover lost work, and allow for audio and visual material to be recorded, where required.
- Ensuring that any programs or networks used for remote learning can effectively support a large number of users at one time, where required, e.g. undertaking 'stress' testing.
- Working with the SENCO to ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff.

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be assured that wellbeing is at the forefront of our thoughts and the need for children to take regular breaks, get fresh air, exercise and maintain a reasonable balance between online engagement and offline activities.
- Adhering to this policy at all times during periods of remote learning.
- Ensuring they are available to learn remotely, and that their schoolwork is completed on time and to the best of their ability.
- Reporting any technical issues to their teacher as soon as possible.
- Ensuring they have access to remote learning material and notifying a responsible adult if they do not have access.
- Notifying a responsible adult if they are feeling unwell or are unable to complete the schoolwork they have been set.
- Ensuring they use any equipment and technology for remote learning as intended.
- Adhering to the Behaviour Policy at all times.
- Only send messages and queries that are in relation to tasks set by the teacher or in response to questions the teacher may ask them directly.
- Only access the material shared by their teacher and ask for parental permission to use technology for anything beyond that.
- Read daily, either independently or with an adult.
- Consider using the school closure time to learn a new skill, follow their own interests to discover more about the world around us or just be creative.

Staff can expect parents with children learning remotely to:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring their child is available to learn remotely and that the schoolwork set is completed on time and to the best of their child's ability.
- Encourage their child to access and engage with Google Classroom and posts from their teacher.
- Refrain from screenshotting or copying any information, messages or posts to share on social media or any other platform outside the use of Google Classroom.

- Know they can continue to contact their class teacher as normal through Google Classroom if they require support of any kind
- Check their child's completed work each day and encourage the progress that is being made.
- Be mindful of mental well-being of both themselves and their child and encourage their child to take regular breaks, play games, get fresh air and relax.
- Reporting any technical issues to the school as soon as possible.
- Ensuring their child uses the equipment and technology used for remote learning as intended.

2.8 Governing board

The governing board is responsible for:

- Ensuring that the school has robust risk management procedures in place and the school has a business continuity plan in place, where required.
- Evaluating the effectiveness of the school's remote learning arrangements.
- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

3. 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 Year Leader, subject lead, SENCO, SLT
- Issues with behaviour – talk to the relevant Year leader, SENCO, SLT.
- Issues with IT – talk to IT technician, SLT.
- Issues with their own workload or wellbeing – talk to their line manager, SLT
- Concerns about data protection – talk to the data protection officer, J. Sohal.
- Concerns about safeguarding – talk to the DDSL Mrs Pinkney or other SLT member. Log issues on CPOMS
- All staff can be contacted via the school email addresses.

If parents/carers have any questions or concerns about remote learning, they should contact the relevant class teacher, Year leader, SLT.

4. Data protection

4.1 Accessing personal data

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

- All staff have access to CPOMS to record any parent contact or concerns about children, this is accessed via a secure password. Teachers to ensure you log out after use and do not allow access to the site to any third party.
- Teachers are able to access parent contact details via CPOMS using a secure password. Do not share any details with third parties and ensure CPOMS is in logged off.
- Principal and Office Manager have the ability to locate personal details of families when required through securely accessing SIMs. SLT are not to share their access permissions with other members of staff.
- School laptops are the school's preferred devices to be used when accessing any personal information on pupils.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as emails and assessment information 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.

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

4.3 Keeping devices secure

Talk to IT staff if you want to support on how to put these measures in place

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.
- 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.

5. Safeguarding

Please see the following for updates concerning safeguarding in relation to home learning.

The Child Protection Policy. This also details reference to remote learning curriculum and risks online.

This policy is available on our website.

6. Monitoring arrangements

This policy will be reviewed annually by Tajinder Johal (Principal). At every review, it will be approved by Dr Martin Young (CEO of The Park Federation).

7. Links with other policies

This policy is linked to our:

- Behaviour policy.
- Child protection policy and coronavirus addendum to our child protection policy.
- Data protection policy and privacy notices.
- Home-school agreement.
- ICT and internet acceptable use policy.
- Online safety policy.
- Staff code of Conduct.