



Play, Learn and Grow...Together!

Ordsall Primary School

Remote Education Policy

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Reviewed by: Karl Hopkinson (Headteacher)

Approved by: Governing Body

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Statement of intent

This policy sets out Ordsall Primary School's approach to remote education when pupils are unable to attend school but are well enough to learn from home.

Remote education will only be used:

- in short-term, individual cases (e.g. recovering from a short-term illness, operation, injury or medical need), or
- in exceptional circumstances where attendance at school is temporarily not possible and the alternative would be no education.

Remote education is not an alternative to normal, in-person attendance and will only be used as a last resort.

I. Roles and responsibilities

The governing board will be responsible for:

- Evaluating the effectiveness of the school's remote learning arrangements.
- Reviewing the effectiveness of this policy on an annual basis in conjunction with the headteacher.
- Ensuring that online safety training for staff is integrated, aligned and considered as part of the school's overarching safeguarding approach.
- Deciding whether information regarding the school's remote education offering should be published on the school's website.
- Having a clear school attendance policy on the school website which all staff, pupils and parents understand.
- Developing and maintain a whole school culture that promotes the benefits of good attendance.

The headteacher will be responsible for:

- Ensuring 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 education.
- Ensuring that there are arrangements in place for monitoring incidents associated with remote education provision.
- Ensuring that the school has the resources necessary to carry out the procedures in this policy.
- Ensuring that pupils have access to remote education as soon as reasonably practicable, where appropriate.
- Reviewing the effectiveness of this policy on an annual basis in conjunction with the governing board and communicating any changes to staff, parents and pupils.

Staff members will be responsible for:

- Adhering to this policy at all times when preparing and delivering remote education.
- Reporting any safeguarding incidents and concerns to the DSL, and asking for guidance as appropriate.
- Adhering to the Staff Code of Conduct at all times.
- Reporting any health and safety incidents to the health and safety officer and asking for guidance as appropriate.
- Reporting any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to the headteacher.

The SENCO will be responsible for:

- Ensuring that pupils with EHC plans continue to have their needs met during periods of remote education, and liaising with the headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs.
- Identifying the level of support or intervention that is required while pupils with SEND receive remote education.
- Ensuring that the remote education provision put in place for pupils with SEND is monitored for its effectiveness.

The DSL will be responsible for:

- Attending and arranging, where necessary, any safeguarding meetings regarding remote education.
- Identifying vulnerable pupils who may be at risk if they take part in remote education.
- Ensuring that child protection plans are enforced if vulnerable pupils take part in remote education.
- Identifying the level of support or intervention required while pupils take part in remote education and ensuring appropriate measures are in place.
- Assisting teachers with all remote education lesson planning to ensure the correct safeguarding measures are in place.
- Arranging the procurement of any equipment or technology required for staff to teach remotely and for pupils to learn from home.
- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.

Parents will be responsible for:

- 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.
- Ensuring that their child always has access to remote learning material.
- Reporting any absence in line with the terms set out in this policy.

Pupils will be responsible for:

- 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.
- 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.
- Adhering to the Behaviour Policy at all times.

2. Our Core Approach

When remote education is needed, Ordsall's approach will be:

Printed Work Packs

- Work will normally be provided as printed packs.
- Packs will be available for collection from school, or delivered where agreed.
- The content will closely match the learning taking place in the classroom, including:
 - key objectives
 - vocabulary
 - core tasks and practice

Oak National Academy

- Where appropriate, teachers may also signpost pupils to lessons and activities from the Oak National Academy website (<https://www.thenational.academy/>).
- Any Oak National Academy materials used will be carefully selected to match our curriculum, progression maps and current classroom learning, and will be used to supplement (not replace) the printed work packs provided by school.
- Links or references to specific Oak National Academy lessons will be included in the printed pack or shared directly with parents/carers so pupils know exactly which content to access.

Regular Check-ins

- Staff will carry out regular check-ins, typically by telephone.
- The purpose of check-ins is to:
 - maintain contact and a sense of belonging
 - answer questions about the work
 - check on wellbeing and engagement
 - identify if any extra support or adjustments are needed

Alignment with Classroom Learning

- Remote work will be planned so that pupils can rejoin classroom learning smoothly on their return.
- Teachers will avoid creating a "second curriculum" and will instead adapt current class learning into pack form.

3. Communication with Families

- When remote education is required, parents/carers will be informed as soon as reasonably possible, usually by email or telephone.
- Staff will carry out regular check-ins, typically by telephone, to:
 - maintain contact and a sense of belonging

- answer questions about the work
- check on wellbeing and engagement
- identify if any extra support or adjustments are needed
- Communication with pupils and families will take place within normal school hours.
- Parents are expected to:
 - inform school if their child is too unwell to complete remote learning
 - support their child to complete work to the best of their ability
 - contact school if they are having difficulties accessing or completing the work.

4. Pupils with SEND and Vulnerable Pupils

Ordsall Primary School will continue to use its best endeavours to meet the needs of pupils with SEND when remote education is in place.

- Work in printed packs and any Oak National Academy content will be adapted where necessary (e.g. simplified texts, visual supports, reduced volume of work, alternative recording methods).
- The SENCO will work with class teachers and families to:
 - agree reasonable adjustments for pupils with SEND
 - ensure that work is accessible and meaningful
 - consider any changes needed to support EHCP outcomes.
- For vulnerable pupils (including those with social workers or other agencies involved), the DSL/Family Team will:
 - ensure regular contact is maintained
 - consider whether additional welfare checks or support are needed
 - record and follow up any concerns in line with safeguarding procedures.

5. Safeguarding and Online Safety

- All remote education will follow our Child Protection Policy and Online Safety Policy.
- Staff will use school-approved systems and contact methods only.
- Parents will be reminded of the importance of safe internet use and encouraged to use age-appropriate filters and parental controls.
- Any safeguarding concerns arising during remote education will be reported to the DSL in the usual way.

6. Monitoring and Review

The Headteacher, SENCO and DSL will review the use of remote education as needed, particularly following any periods where it has been used.

This policy will be reviewed annually by the Headteacher and Governing Body, or sooner if statutory guidance changes.