



# Education Trust

Inspiring the individuals of today, for a better society tomorrow,  
"Aspire, Belong, Collaborate"

## REMOTE LEARNING POLICY

Review Frequency	Annually
Reviewed	June 2025
Next Review	June 2026
Agreed by Trustees	15 <sup>th</sup> July 2025



## **Rationale**

At Riviera Education Trust we believe that technology should be embraced and used to support learning beyond the school grounds.

During 2020, the national COVID 19 pandemic forced schools to close to large numbers of children and to ensure that learning is not stalled or lost as a result of closures in the future – either to the whole school, or to ‘bubbles – this policy outlines the response that parents children and staff can expect from our schools and the guidelines in place for safe and productive remote education that will allow children to continue to learn even in the event of school closure.

For the purposes of this policy the word ‘parent’ will mean any adult with parental responsibility.

## **Data Protection and Remote Learning**

We ensure that data protection and our information security and systems enable us to conduct online classes safely and securely to comply with the GDPR UK privacy laws. Online platforms (such as Secure Google Classrooms) and users are managed through RET email addresses not from personal emails. Any recordings are stored securely and retained no longer than is necessary. All staff are bound by the same rules of confidentiality and data protection in virtual environments that they would be in physical learning environments.

## **What learning will be available**

In the event of a year group, class bubble or whole school closure, teachers will provide daily learning activities through Google Classroom or Seesaw. Apps such as DESMOS and Jamboard will work alongside these to support teaching and learning.

This will reflect a full school day, on the first day, it is unlikely that live lessons will take place as staff need to organize planning of the sessions and arrange for device access. A timetable will be provided so that your child will know what lesson is happening when. There will be opportunities for the children to interact with teachers and there will be a range of live lessons, recorded lessons and set work for children to complete.

Videos of teacher input will enable children to go back over learning, or it can be seen at times when parental support is more readily available, to support parents working from home. Whole-school assemblies with the head of school will also be available. Children will be required to engage with home learning each and every day during this period.

## **Live lessons**

Teachers may provide a live and interactive lesson. These lessons will take place at a set



time and a link to the lesson will be provided. These lessons may be recorded by the school for access at a later time, to support children whose lessons coincide with that of a sibling, or where connectivity or access to a device causes a problem.

In live lessons all participants will be required to have their device cameras turned on and their names visible to the class teacher. The usual classroom discussion rules will apply, and the teacher may ask pupils to use the 'hands up' function of the app.

Where a pupil does not turn on their camera or behaves in a way that would normally not be acceptable in school (for example, continually interrupting teaching, making inappropriate comments, either verbally or through a chat function), they may be removed from the session by the teacher.

NB – We require cameras to be turned on in order that we can identify any person joining a lesson.

### **Expectations during live lessons**

Parents are responsible for ensuring that their child has an appropriate place (ideally, not a bedroom, but if this is the only quiet space, parents should ensure that what will be visible on screen is appropriate, including posters etc., or consider blurring the background picture through the online video app) in which to participate in a live lesson. We recommend that children partake in live lessons in a quiet space where they are able to sit at a table if possible, without other distractions, for example, television or radio noise. Where it is possible for a parent to be nearby during live lessons this is recommended.

Children should be dressed appropriately for learning, in clothes that they would wear in the street or in a regular school lesson (for example it would not be deemed appropriate for children to attend live lessons in their pyjamas in normal circumstances). Children should address their teacher in the usual classroom manner.

Teachers should ensure that their working background is appropriate and free from distractions. They should dress as they would for a normal school day, and their interactions with the children should be limited to the live lesson. Teachers may work with smaller groups, but should not work with individuals unless as part of an agreed support plan and ideally where there is another adult in the room with the child, but a parent should be available at the beginning of the session. 1:1 sessions will be recorded.

Live lessons are the property of the school and may be broadcast at a later date to support pupils' learning, however, recorded lessons will not be placed on the school's website for general access. Only children and parents of the class will have access to these recordings, and they will be deleted a week after first use.

Parents may not record, share or otherwise distribute recorded lessons (live or otherwise).



## **Recorded lessons**

Where lessons are recorded, these may be 'broadcast' as live or they may be a simple instructional video. Where a lesson is broadcast, teachers may offer the opportunity for pupils to interact and ask questions via the chat function of the app.

Where a lesson is recorded as instructional video, any queries should be addressed following the guidelines outlined later in this policy.

## **Set work**

For some lessons, work will take the form of a worksheet or other activity that does not require the visual delivery of the teacher in the form of a recorded or live lesson.

For these lessons, pupils should complete the set work in the timescale provided by the teacher wherever possible.

## **Marking and Feedback**

Teachers will endeavour to mark and feedback with the same regularity they would have done if in school.

## **Contacting teachers**

Parents may wish to contact teachers about the content of the work being provided and for strategies to support their children. In these cases, parents should use Seesaw to contact teachers. For other queries the usual school contacts should be used.

Teachers will not be expected to read or reply to Seesaw messages outside of normal school hours, but will endeavour to respond to all queries by the end of the next working day.

## **Safeguarding**

Safeguarding is everyone's responsibility.

Teachers and support staff are expected to:

Report any safeguarding concerns to their designated safeguarding lead. Follow the trust's Safeguarding and Child Protection Policies.

Parents are expected to:

Encourage and support their children's work, including finding an appropriate place to work e.g. quiet, appropriate, not a bedroom. Ensure parental control settings are in place and filters are appropriate for technology being used, if needed use UK Safer Internet for guidance UK Safer Internet Centre

If you have any safeguarding or child protection concerns/worries, please contact your school's designated safeguarding lead (details available on school website).

The Special Educational Needs Teams are expected to:



Connect with parents and/or students who receive one-to-one SEN support, during their usual allocated time, to check how they are coping with the home learning.  
The SENDCO will coordinate the SEN staff to reach out to students / staff and provide guidance / feedback as necessary.



## DETAILS OF AMENDMENTS

### November 2020

- Policy adopted.

### January 2021

- Added to 'Rationale' section:  
For the purposes of this policy the word 'parent' will mean any adult with parental responsibility.
- In the section 'Live Lessons', the words in italics have been added: These lessons may be recorded *by the school for access at a later time*, to support children whose lessons coincide with that of a sibling, or where connectivity or access to a device causes a problem.
- Elements in italics added to section 'Expectations during live lessons'.  
Parents are responsible for ensuring that their child has an appropriate place *(ideally, not a bedroom, but if this is the only quiet space, parents should ensure that what will be visible on screen is appropriate, including posters etc., or consider blurring the background picture through the online video app) in which to participate in a live lesson.*

Teachers may work with smaller groups, but should not work with individuals unless as part of an agreed support plan and ideally where there is another adult in the room with the child, *but a parent should be available at the beginning of the session. 1:1 sessions will be recorded.*

### October 2021

- Policy updated to include data collected and used during on line learning.

### June 2023

- Policy reviewed updated the use of Seesaw.

### May 2024

- Policy reviewed without change.

### June 2025

- **Sentence deleted:** In recognition that remote learning is a recent addition to our trust, this policy will be reviewed regularly and will be amended to reflect best practice and available guidance.

