



Micklefield C of E Primary Academy
COLLABORATIVE LEARNING TRUST



Learning and Growing Together, With Faith, Hope and Love

**Micklefield CE Primary School
Remote Learning Policy and Practice**

2025-2026



Micklefield C of E Primary Academy is a Church of England School, with Christian Values at the heart of everything we do.

Our Christian Vision underpins all that we do:

LEARNING AND GROWING TOGETHER WITH FAITH, HOPE AND LOVE

With Faith, anything is possible

Believe in yourself

With Hope, all things are brighter

Believe in your future

With Love, we are never alone

Believe in others

Our vision at Micklefield CE Primary is rooted in the parable of the mustard seed:

The Kingdom of Heaven is like a grain of mustard seed, which man took, and sowed in his field; which indeed is smaller than all seeds. But when it is grown, it is greater than herbs, and becomes a tree, so that the birds in the air come and lodge in its branches. Matthew 13 V31-32.

Faith

We want our children to grow the faith that they have in themselves and develop their own core beliefs, underpinned by Christian values and teaching, to equip them as they leave our school and take their place in the world.

**Be strong and courageous. Do not be afraid or discouraged.
For the Lord your God is with you wherever you go. Joshua 1:9**

Hope

At Micklefield we have high hopes and aspirations for our future, our school and community. We also understand that faith gives us hope for both now and for the future, and that this hope brings confidence. Hope for us means that there is always a future whatever situation we are in, because God promised to never leave us, to always love us and to help us in times of need.

With God all things are possible. Matthew 19:26

Love

Love is a very important value to us as a school. Love underpins everything that we do. It is very much 'the why' of who we are. Love is evident in our relationships with each other and in our actions to support our families, our community and our world. We see it in our interactions at school and home, feel it when we are together, and experience it through how others act towards us. We can grow and learn together because we know that God loves us.

Love is more important than anything else. It's what ties everything completely together. Colossians 3:14



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. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers can be contacted via email, and will respond as soon as possible. They should be available for work during the normal school hours.

If they're 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

- Work must be set for any child who is at home self-isolating or in quarantine (providing they are fit enough to complete work).
- Work must be sequential, mirroring the learning that is going on in the classroom as far as possible.
- Work will be set for Maths, Reading (including phonics if required), Writing and one Foundation subject.
- Work must be set by 9.00am each day, with the expectation that pupils complete the work by 3.30pm on the same day.
- For those families requiring paper copies, there will be a box outside school for parents to pick work up from. Alternatively a member of staff will deliver work.
- For children who have access to a device bigger than smartphone and broadband, work will be uploaded onto Class Dojos in individual pupil portfolios. This will allow differentiated work to be set.
- There is a central record detailing the needs of our families regarding remote learning.
- A link to the Oak Academy will be sent via email by staff to access and distribute in the event of the class teacher being ill whilst the class bubble is isolating.

Providing feedback on work

- Feedback will be given via Class Dojos or email.

Keeping in touch with pupils who aren't in school and their parents

- Teachers must regularly keep in touch with families who are self-isolating via email or phone. Teaching assistants may help with this.
- Teachers are not expected to make phone calls or answer messages before 9.00am, after 5.30pm or on a weekend.



- If Zoom meetings take place, staff and parents must adhere to the guidance regarding location, supervision, dress code and parental permission.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants will assist with keeping in touch with parents and will assume a pastoral role. Individuals may be asked to support the teacher in other ways if appropriate.

If they're unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure, as well as contacting the class teacher.

2.3 Subject leads/SEND/CO

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers to make sure all work set is appropriate and consistent
- Monitoring the remote work set by teachers in their subject through meetings with teachers
- Alerting teachers to resources they can use to teach their subject remotely

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – Caroline Loring
- Monitoring the effectiveness of remote learning through meetings with teachers and subject leaders, reviewing work set and reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding leads

The DSL (Emma Cook) is responsible for ensuring that contact is maintained with all our families via telephone/email, particularly those most vulnerable.

The Deputy DSLs (Caroline Loring and Clare Fell) are responsible for keeping parents up to date with relevant information on how to keep children safe online.

In the event of a National Lockdown, Caroline Loring, Clare Fell and Emma Cook will continue Supervision meetings via Zoom.



2.6 Pupils and parents

Staff can expect pupils learning remotely to:

- Complete the work set by 3.30pm each day
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Ensure that work is completed by 3.30pm each day
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

2.7 Governing Body

The governing body is responsible for:

- 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 subject lead or SENDCO
- Issues with IT – contact the School Office Manger
- Issues with their own workload or wellbeing – contact the Head teacher
- Concerns about data protection – contact the School Office Manger
- Concerns about safeguarding – contact one of the DSLs (Emma Cook, Caroline Loring, Clare Fell)

4. Data protection

4.1 Accessing personal data

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

Explain:

- How they can access the data
- Which devices they should use to access the data – school laptop/PC, not personal devices



4.2 Processing personal data

Staff members may need to collect and/or share personal data such as [such as email addresses, 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.

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

4.3 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)
- Having two-factor authorisation for school email accounts
- 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

School must ensure that:

- antivirus and anti-spyware software have been installed
- operating systems are kept up to date

5. Safeguarding

Please refer to our Safeguarding and Child Protection Policy, Keeping Children Safe in Education Policy and GSWP Feb 2022.

6. Monitoring arrangements

This policy will be reviewed annually.

7. Links with other policies

This policy is linked to our:

- › Behaviour policy
- › Child protection policy
- › Data protection policy and privacy notices
- › Home-school agreement
- › Computing Facilities and acceptable use policy
- › Online safety policy
- › Safer Working Practice