

# **Remote Education Policy**



**Version: September 2026**

**Ratified by the Governing Body**

**Chair of Governors - Natasha Harris**

**To be reviewed Annually**

(September 2027 or sooner if legislation or best practice changes)

*This policy has been reviewed and updated with consideration given to the principles and the ethos outlined in the UN Convention for the rights of the child - Article 28.*

**The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.**

**Lead Responsible**

**Mr. W Tulloch – Head Teacher**

## **Rationale**

At The Pines Special School, we work with students who have an EHCP and a diagnosis of autism.

All pupils should attend school, in line with our attendance policy. Remote education is not viewed as an equal alternative to attendance in school.

We will consider providing remote education to pupils in circumstances when in-person attendance is either not possible or contrary to government guidance.

This might include occasions when we decide that opening our school is either:

- Not possible to do safely.
- Contradictory to guidance from local or central government.

There may be occasions when individual pupils, for a limited duration, are unable to physically attend school but are able to continue learning, this could be if they are recovering from an infectious illness or injury and are unable to safely attend school. The school will consider providing pupils with remote education on a case-by-case basis.

In the limited circumstances when remote learning is used, we will:

- Gain mutual agreement of remote education by the school, parents/carers, pupils, and if appropriate, a relevant medical professional.
- Put formal arrangements in place to regularly review the arrangements and identify how to reintegrate the pupil back into school as quickly as possible.
- Identify what other support and flexibilities can be put in place to help reintegrate the pupil back into school at the earliest opportunity.
- Set a time limit with an aim that the pupil returns to in-person education with appropriate support.

## **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.

## **Roles and responsibilities during an extended period of school closure**

### **Teachers**

When providing remote learning, teachers must be available during their normal working 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 school's normal absence procedure.

When providing remote learning, teachers should:

- Provide pupils with access to remote education as soon as reasonably practicable, though in proportion to the length of absence and disruption to the learning of all learners
- Teachers should keep in touch with families on a daily basis.
- Make reasonable adjustments for the pupils in their class and make relevant considerations including the types of services that are appropriate for pupils to access and if they can access them remotely.
- Teachers will be responsible for setting appropriate work each morning at an amount that is appropriate for the individuals in their class. Work and activities will be shared with families via Class Dojo. Teacher will also have access to Purple Mash and Oak Tree Academy and will provide feedback on completed work when appropriate.
- Teachers will set work and activities and will regularly liaise with families to ensure there is appropriate and meaningful work set.
- During extended school closures, class teachers, where appropriate will offer virtual lessons via Zoom and Teams this will be dependant of the needs of the children within each class and could include aspects of informal or formal learning where appropriate.
- During extended school closures, the school will provide access to electronic equipment or paper copies of resources for those families who struggle to access online content.

### **Teaching assistants**

When assisting with remote learning, teaching assistants must be available during their normal working 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 school's absence procedure.

Teaching Assistants can provide support to the class teacher in the development of resource and engagement with families.

### **Senior leaders**

During extended school closures. They should continue to overcome barriers to digital access where possible for pupils by, for example:

- Distributing electronic devices and securing appropriate internet connectivity solutions where possible
- Providing printed resources, to families unable to access online learning.
- Having systems for checking, pupil's engagement with learning activities and work with families to rapidly identify effective solutions where needed.
- Ensuring staff remain trained and confident in their use of online digital education platforms
- Providing information to parents/carers and pupils about remote education via Class Dojo.

### **Data protection**

#### Accessing personal data

Only use devices provided by and monitored The Pines School.

Both children and staff will access online learning software through Class Dojo, Microsoft Teams and Zoom. Accounts set in the school domain have been provided to all teaching staff and children. Communication should be limited to these prescribed areas. There is no reason for personal data, such as personal email addresses and telephone numbers, to be shared with pupils so this should be avoided. Staff should only use school email accounts to set up Microsoft Teams meetings.

#### 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.
- Ensuring any 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.
- Keeping operating systems up to date – always install the latest updates. supported and monitored by the Schools IT technician.