



Winshill Village Primary and Nursery School

Remote Learning Procedure 2026-2027



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1. Statement of Intent

At Winshill Village Primary and Nursery School, we are committed to providing high-quality education at all times, including during periods of remote learning – whether this applies to an individual pupil or to larger groups. We recognise the importance of maintaining high expectations across all aspects of school life and ensuring that every pupil continues to have access to the learning opportunities and support they need to achieve their full potential.

This procedure sets out how we will manage and deliver remote learning, addressing key considerations such as online safety, access to resources, data protection, and safeguarding.

Our aims are to:

- Minimise disruption to pupils' education and ensure continuity of curriculum delivery.
- Provide all pupils with access to high-quality learning resources and teaching.
- Protect pupils from risks associated with online learning and internet use.
- Safeguard staff, parent, and pupil data, ensuring it is secure and used appropriately.
- Maintain robust safeguarding procedures throughout any period of remote learning.
- Ensure all pupils receive the support they need to engage with their learning, stay safe and well, and continue to thrive.

2. Legal Framework

This policy has been developed with due regard to all relevant legislation and statutory guidance, including but not limited to:

- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- The Education (Pupil Registration) (England) Regulations 2006
- DfE (2023) 'Providing remote education'
- DfE (2025) 'Keeping children safe in education'
- DfE (2015) 'SEND code of practice: 0 to 25 years'
- DfE (2024) 'Working together to improve school attendance'
- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2018) 'Health and safety for school children'

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- DfE (2024) 'Children missing education'
- DfE (2020) 'Help with accessing and buying resources for remote education'
- DfE (2021) 'Get help with remote education'

This policy should be read alongside the following Winshill Village Primary and Nursery School policies and procedures:

- Child Protection and Safeguarding Policy
- Data Protection Policy
- SEND Policy
- Behaviour Policy
- Accessibility Policy
- Feedback Policy
- Curriculum Policy
- Online Safety Policy
- Health, Safety and Wellbeing Policy
- Attendance Policy
- ICT Acceptable Use Policy
- Staff Code of Conduct
- Children Missing Education Policy

3. Roles and Responsibilities

The Local Governing Body is responsible for:

- Ensuring robust risk management procedures are in place.
- Overseeing that the school has an effective business continuity plan where required.
- Monitoring and evaluating the effectiveness of the school's remote learning arrangements.

The Headteacher is responsible for:

- Ensuring staff, parents, and pupils adhere to all relevant policies.
- Identifying, evaluating, and managing risks associated with remote learning.

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- Monitoring incidents related to remote learning and responding appropriately.
- Overseeing that the school has the resources required to implement this policy.
- Reviewing the effectiveness of this policy annually and communicating updates to staff, parents, and pupils.
- Arranging additional staff training to support pupils with remote learning.
- Reviewing the effectiveness of remote learning arrangements on a weekly basis to minimise disruption to pupils' education.

The Health and Safety Officer is responsible for:

- Carrying out relevant risk assessments within agreed timeframes in collaboration with the Headteacher.
- Implementing safe systems of working to reduce risks associated with remote learning.
- Ensuring that pupils identified as being at risk are provided with appropriate guidance and support.
- Monitoring the effectiveness of health and safety measures through reporting, investigating, and recording incidents.

The Data Protection Officer (DPO) is responsible for:

- Ensuring all school-owned devices used for remote learning have adequate anti-virus and malware protection.
- Making sure staff, parents, and pupils are aware of GDPR principles and data protection responsibilities.
- Ensuring that remote learning platforms comply with the GDPR and Data Protection Act 2018.
- Overseeing that ICT systems are resilient and can recover lost data effectively.

The Designated Safeguarding Lead (DSL) is responsible for:

- Attending and arranging safeguarding meetings during periods of remote learning.
- Working with ICT technicians to ensure technology is safe, effective, and appropriate for pupils.
- Identifying vulnerable pupils who may be at risk when learning remotely.
- Ensuring child protection plans remain in place and liaising with the Headteacher and outside agencies where necessary.
- Assessing the level of support or intervention required for pupils learning remotely and ensuring provision is in place.

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- Coordinating with staff and external professionals to provide appropriate support to vulnerable pupils.
- Recording and reporting safeguarding concerns appropriately.

The SENDCO is responsible for:

- Working with ICT technicians to ensure remote learning technology is accessible for all pupils, making reasonable adjustments where needed.
- Ensuring that pupils with EHC plans continue to have their needs met and arranging alternative provision where necessary.
- Identifying the support and interventions required for pupils with SEND during remote learning.
- Monitoring the effectiveness of SEND provision during remote learning periods.
- Liaising with the Headteacher and the LA where remote provision for pupils with EHC plans is challenging or not feasible.

The Business Manager is responsible for:

- Arranging procurement of equipment and technology required for staff and pupils.
- Ensuring best value for money when purchasing resources.
- Confirming that the school has adequate insurance to cover remote learning arrangements.

ICT Technicians are responsible for:

- Ensuring school-owned devices have secure connections, anti-virus protection, and the ability to recover lost work.
- Confirming that platforms used for remote learning can support large numbers of users effectively.
- Supporting the SENDCO in ensuring technology is accessible for all pupils and staff.

All Staff are responsible for:

- Following this policy during periods of remote learning.
- Reporting health and safety concerns to the Health and Safety Officer.
- Reporting safeguarding concerns to the DSL.
- Engaging in relevant training to use remote learning technology and software effectively.
- Raising any risks, concerns, or potential issues about remote learning with the Headteacher.
- Reporting defects in school-owned equipment to ICT technicians.

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- Following the Staff Code of Conduct at all times.

Parents and Carers are responsible for:

- Following this policy during periods of remote learning.
- Ensuring their child is available for learning at the required times and completes work to the best of their ability.
- Reporting technical issues to the school promptly.
- Ensuring their child has access to the necessary learning materials.
- Reporting absence in line with school procedures.
- Supporting their child in using remote learning technology safely and appropriately.
- Following the school's Social Media Code of Conduct.

Pupils are responsible for:

- Following this policy during periods of remote learning.
- Being available to learn at the required times and completing schoolwork on time and to the best of their ability.
- Reporting technical issues to their teacher promptly.
- Informing a responsible adult if they do not have access to learning materials.
- Informing a responsible adult if they feel unwell or are unable to complete work.
- Using technology and equipment safely and appropriately.
- Following the school's Behaviour Policy at all times.

4. Resources

Learning Materials

Winshill Village Primary and Nursery School will use a variety of teaching methods during periods of remote learning to explain concepts clearly and address misconceptions effectively. Resources may include:

- Printed work booklets
- Email communication
- Online learning portals (e.g. Oak National Academy, White Rose Maths, Twinkl)
- Educational websites

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- Reading tasks
- Live webinars
- Pre-recorded video or audio lessons

Teachers will regularly review the DfE's list of approved online resources and incorporate them alongside existing school materials. Reasonable adjustments will be made to ensure all pupils can access resources effectively. Where possible, online platforms with accessibility features (e.g. voice-to-text) will be used to support pupils with SEND.

The school recognises the importance of interactive teaching in maintaining motivation and progress. Teachers will therefore seek to replicate aspects of classroom interactivity – such as questioning, discussion, and reflection – through live or recorded sessions, with safeguarding procedures firmly in place.

Lesson plans will be adapted to ensure the curriculum remains fully accessible and inclusive. Where necessary, resources will be offered in multiple formats, such as printable PDFs. For families without access to a printer, work packs will be prepared and made available for collection.

Teachers will work closely with the SENDCO and other relevant staff to ensure pupils with additional needs are supported. The SENDCO will arrange tailored support, such as regular phone calls, to meet individual pupils' needs.

Any issues with accessing resources should be reported promptly to the relevant member of staff.

Equipment and Access

Pupils are expected to use their own or family-owned devices to access remote learning. Where this is not possible, the school may loan equipment (e.g. laptops), subject to availability. For pupils unable to access digital devices, the school will, where possible, apply for support through the academy trust.

Parents and pupils are responsible for maintaining any equipment used at home. If school-owned equipment is provided, families must sign and adhere to the school's **ICT Acceptable Use Agreement** before use. ICT technicians will not provide support for privately-owned devices.

Food Provision

The school will signpost families to local support services, such as food banks, where needed. For pupils eligible for free school meals, the school will work with its catering provider to supply high-quality lunch parcels during periods of remote education.

Costs and Expenses

The school will not cover or reimburse household expenses incurred during remote learning, including heating, lighting, internet use, council tax, or childcare. The school will also not reimburse travel costs between home and school for the collection of resources or equipment.

5. Systems and Technology

To ensure that remote learning is delivered safely and effectively, the school will use only trusted and secure systems.

- Staff will only download software for live online lessons from reputable sources, such as the Apple App Store, Google Play, or an official provider's website.
- The ICT Manager will evaluate potential providers for live lessons, considering ease of use, privacy features, and suitability. Where appropriate, advice will be taken from government-approved resources, including the National Cyber Security Centre (NCSC) and the South West Grid for Learning.
- Teachers will also make use of the DfE's recommended online education resources as appropriate.

To safeguard both staff and pupils, the following measures will be followed when using remote education software:

- Privacy settings will be reviewed and adjusted appropriately.
- Strong passwords will be used, and passwords will not be autosaved on any device.
- Staff will test and familiarise themselves with the software before delivering a live lesson, including using available test functions.
- Staff will ensure they know how to mute their microphone and disable their camera before their first live lesson.
- All pupils will be provided with, or supported in accessing, suitable equipment (e.g. laptop and internet access) to avoid disadvantage.
- Streaming and online chat functions will be disabled for pupils unless required for learning and safeguarded appropriately.

For areas of the curriculum that are less suited to live online delivery, such as science experiments or PE, teachers will make use of video demonstrations with clear explanations. Pupils will also be encouraged to maintain regular physical activity to support health and wellbeing.

6. Safeguarding

This section should be read in conjunction with the school's Child Protection and Safeguarding Policy, which has been updated to include procedures specific to remote learning.

Identifying and Supporting Vulnerable Pupils

- The DSL and Headteacher will identify pupils deemed vulnerable or at risk of harm through risk assessments prior to periods of remote learning.

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- The DSL will ensure regular contact is maintained with vulnerable pupils, at least once per week, with additional contact (including home visits) where necessary.
- Wherever possible, school phones will be used to contact pupils.
- All contact with vulnerable pupils will be recorded and stored securely in line with the Records Management Policy.
- The DSL will liaise with social workers and other relevant professionals as required.

Home Visits

Where home visits are deemed necessary, the following arrangements will apply:

- At least two members of staff will be present, with at least one being suitably trained.
- Visits will be formally risk assessed prior to taking place.
- Records of visits will be made and stored securely, with access available to the DSL.
- Pupils will be actively engaged during the visit.

Communication and Reporting

- Vulnerable pupils will be provided with a means of contacting the DSL, deputy DSL, or another trusted member of staff.
- All safeguarding concerns from staff must be reported to the DSL immediately.
- Pupils and parents will be encouraged to report safeguarding issues (e.g. online bullying, harmful or upsetting content).
- The school will signpost families to appropriate support services for online safety and safeguarding concerns.

Safeguarding in Live Lessons

- The planning of live lessons will be undertaken in consultation with the DSL.
- Systems used for live lessons will be age-appropriate and secure.
- Pupils must not share personal information or respond to unknown contact requests.
- Pupils will be informed of how to report inappropriate content or behaviour, and will be provided with DSL contact details.
- All video and phone calls will be private, password-protected, and not publicly accessible. Meeting links and passwords will never be published publicly.

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- Support staff may be present during live lessons to help manage any issues, such as disputes between pupils.

Staff Responsibilities

- Staff must uphold their safeguarding duties at all times and follow the school's Child Protection and Safeguarding procedures.
- Any safeguarding concerns or incidents arising during remote learning must be reported to the DSL without delay.

Parental Involvement

- Parents will be informed of expectations for pupils during live online lessons, including which websites and staff pupils will engage with.
- The school will promote online safety to parents, encouraging them to set parental controls and use internet filters at home.
- Parents will be directed to government-approved resources on child online safety for further support.

7. Data Protection

This section should be read alongside the school's Data Protection Policy and related procedures.

Consent and Communication

- The school will obtain parental consent, in writing, before conducting any live online lessons.
- Parents will be provided with full details of how to access live lessons and any additional guidance via email.
- Where live online lessons may involve the use of images or identifying information (e.g. through video conferencing), separate written consent will be obtained from parents.

Access and Accounts

- Pupils will be issued with a school email address and login details for the chosen online platform. Personal email addresses or usernames will not be used.

Data Handling

- Staff will only transfer data between devices if it is essential for remote learning purposes, for example, to report a safeguarding concern.
- Any transferred data will be encrypted wherever possible. If encryption is not feasible, other protective measures will be applied, such as using pupil initials rather than full names.

Recording of Live Lessons

- Where it is necessary to record a live lesson, prior written consent will be sought from parents.
- All participants will be notified in advance, both via email and again at the start of the session, before recording begins.

8. Pupil Conduct

- Pupils must agree and return the ICT Acceptable Use Agreement before taking part in live online lessons.
- Pupils are expected to join lessons from an appropriate setting, such as a quiet space with a neutral background.
- Pupils must not record, screenshot, or otherwise capture any part of a live online lesson on their personal devices.
- Pupils should only speak when invited to do so by the teacher or when asking relevant questions.
- The school's Behaviour and Discipline Policy applies during all live online lessons in the same way as during the normal school day.
- Any breach of the code of conduct will be dealt with in line with the school's established behaviour procedures.

9. Staff Conduct

- Staff must follow the Staff Code of Conduct and understand their responsibilities when teaching remotely.
- All staff must read, sign, and return the ICT Acceptable Use Agreement for Staff before delivering live online lessons.
- Only school-provided email addresses and phone numbers will be used for communication with pupils.
- Wherever possible, staff will use school-owned devices to conduct live online lessons.
- Personal information must never be shared during live lessons.
- Lessons should take place in an appropriate setting – ideally the classroom, or if working from home, in a quiet space with a neutral background.
- Communication with pupils should be kept within school hours, or within an alternative timeframe agreed with SLT.
- Live lessons will only be conducted using platforms and channels approved by the Senior Leadership Team (SLT).
- A live lesson must not begin until at least one other staff member is present in the online 'room', or has confirmed awareness that the session is taking place.
- Staff will keep a log of each live lesson, recording any relevant issues such as technical problems or behaviour concerns, in line with the school's Records Management procedures.

10. Pupils with Special Educational Needs

The school is committed to ensuring that pupils with SEND receive the support they need to access live online lessons effectively. Where required, additional support will be provided, for example through the presence of an additional member of staff in the session or via follow-up phone calls. Staff will remain sensitive to pupils' individual needs, including awareness of any topics that may cause distress, and the SLT, SENCO, and class teachers will consider whether one-to-one sessions are appropriate in certain cases. Pupils with SEND will continue to have access to a suitable curriculum, adapted teaching, and the necessary support to help them make progress, with additional measures such as transcripts of video lessons or differentiated resources provided to prevent them from falling behind their peers. The school will work in close partnership with families to agree and implement practical arrangements that enable pupils with SEND to engage fully in remote education.

11. Online Safety

This section should be read in conjunction with the school's **Online Safety Policy**.

Where possible, online interactions will remain public and text-based. When video communication is used, staff and pupils must follow clear expectations: all participants (and anyone visible in the household) must wear suitable clothing, use appropriate language, and maintain the same standard of behaviour expected in school. Equipment and software should be used only as intended, and recording, storing, or sharing video material is not permitted without prior permission. Pupils and staff must ensure a stable internet connection to minimise disruption and remain aware that they are visible at all times.

When audio communication is used, the same standards apply: appropriate language must be used, behaviour should reflect school expectations, equipment should be used correctly, and no recordings may be made or shared without permission. Participants must also remain aware that they can be heard throughout.

In some cases, such as to support pupils with SEND, one-to-one sessions may be appropriate. These will only take place following approval from the SLT and SENCO. Pupils who misuse technology or fail to follow expectations will be disciplined in line with the school's Behaviour Policy.

The school will consult with parents in advance about the most suitable methods of delivering remote learning and will make alternative arrangements where needed. Parents will also receive guidance on precautionary measures to take when pupils are using family-owned devices, such as securing their internet connection.

The school will ensure all school-owned equipment used for remote learning has up-to-date anti-virus protection, secure connections, and the capacity to recover lost work. All technology will be risk assessed prior to use to minimise privacy or safeguarding risks.

Throughout periods of remote learning, the school will maintain regular contact with parents to:

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- Reinforce the importance of online safety.
- Ensure parents are aware of the platforms and staff their children will be interacting with.
- Encourage the use of parental controls and internet filters.
- Share links to approved resources to support parents in keeping children safe online.

The school is not responsible for providing internet access off site or for supplying online safety software (e.g. anti-virus protection) on devices not owned by the school.

12. Feedback

All schoolwork completed through remote learning must be submitted to the relevant member of staff by the set deadline, finished to the best of the pupil's ability, and represent the pupil's own work. Work will be marked in line with the school's Marking and Feedback Policy and returned to pupils by an agreed date.

The school expects both staff and pupils to maintain a strong work ethic throughout any period of remote learning. Pupils are responsible for completing their own work, and teachers will contact parents via email if work is not completed, or if there is a noticeable decline in effort or quality.

Teachers will monitor the academic progress of all pupils, including those with limited access to online resources, and will raise any concerns about the need for additional support or provision with the Headteacher. For pupils with SEND, teachers will work closely with the SENDCO to ensure appropriate support and adjustments are in place.

A range of formative assessment and feedback methods may be used, including quizzes, online platforms, and digital tools, with staff supported in implementing these approaches where appropriate. The school will also track pupil participation, engagement, and motivation levels during remote learning, and will explore ways to use feedback to sustain high levels of engagement – for example, through newsletters showcasing exemplary work and celebrating pupil achievements.

13. Health and Safety

This section should be read alongside the school's Health and Safety Policy.

Teaching staff and ICT technicians will ensure that pupils are shown how to use the necessary equipment and technology safely and correctly before remote learning begins. Pupils will be encouraged to take regular screen breaks to protect their health and wellbeing: at least five minutes every two hours for most pupils, and five minutes every hour for younger pupils or those with medical conditions requiring more frequent breaks.

Any incidents or near-misses that occur in a pupil's home during remote learning must be reported immediately by the pupil or their parents to the Health and Safety Officer, or another relevant member of staff, so that appropriate action can be taken.

14. Attendance and Absence

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Remote education will not be treated as an equal alternative to on-site learning and will only be provided as a last resort, where the alternative would be no education. Circumstances where remote learning may be considered include:

- School closures or restrictions on attendance, where pupils cannot access school in person.
- Individual cases where a pupil is unable to attend school but is well enough to continue learning from home.

Attendance and absence will continue to be recorded in the school register in line with statutory regulations, DfE attendance guidance, and the school's Attendance and Punctuality Policy, using the most appropriate attendance code.

Pupils accessing remote education are expected to follow the usual school day: present for learning by 8.45am and finishing at 3:20pm, Monday to Friday, with scheduled breaks and lunchtimes as follows:

- Morning break: 10:30am – 10:45am
- Lunch: 12:00pm – 1:00pm
- Afternoon break: 2pm – 2:10pm

Pupils with SEND or medical needs who require additional breaks, such as sensory breaks, are not expected to complete schoolwork during these times.

Pupils who are unwell are not expected to engage in remote learning until they are fit to do so. Parents must notify their child's teacher by 8:30am if their child is unwell. Absence and lateness during periods of remote learning will continue to be monitored in line with the school's Attendance and Punctuality Policy.

For individual pupils unable to attend school but able to learn remotely, provision will be considered on a case-by-case basis. Remote education will be used as part of a reintegration plan and will only be offered where it does not hinder the pupil's return to school.

School Closures and Attendance Restrictions

The school will always prioritise providing in-person teaching and will make every effort to remain open to all pupils. Remote education will only be implemented where remaining open is unsafe or would contradict local or national government guidance. In the event of closures or restrictions, the school will follow the DfE's emergency planning guidance and ensure clear remote education procedures are in place for staff, parents, and pupils.

15. Communication

The school will ensure that clear and effective channels of communication are maintained in the event of remote learning. Parents will be informed of arrangements as soon as possible via letter and updates on the school website. The Headteacher will communicate with staff promptly through email, and all staff involved in remote teaching must ensure they have access to a working mobile device to receive calls during agreed working hours.

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The school recognises pupils' right to privacy outside of school hours and their need to separate home and school life; therefore, communication with pupils and parents will take place only during school hours as outlined in this document. Staff will also have weekly contact with their line manager.

To support pupil engagement, teaching staff will ensure that pupils have verbal contact with a member of staff at least once per week, for example through a group phone call. Parents and pupils are expected to notify the relevant member of staff as soon as possible if schoolwork cannot be completed. Any issues relating to remote learning or data protection must also be reported promptly to the pupil's teacher so they can be investigated and resolved.

Teachers will keep parents and pupils informed of any changes to schoolwork or remote learning arrangements. The Headteacher will review the effectiveness of communication on a weekly basis and will implement measures to address any gaps or weaknesses identified.

16. Monitoring and Review

This document will be reviewed every three years by the headteacher.

Any changes to this document will be communicated to all members of staff and other stakeholders