

St Boniface Federation



Remote Learning policy

St Saviour's Catholic Primary School, Totland

St Mary's Catholic Primary School, Ryde

St Thomas of Canterbury Catholic Primary school, Carisbrooke

The policies of the Governors of the St Boniface Federation are intended to ensure that the children rejoice in their dignity as children of God and as a unique creation of God's love. The policies are written so as to support the most effective teaching and learning that we can provide. It is our intention that every aspect of school life will support this fundamental aim.

Signed on behalf of Governors: Alexandra Pettitt Chair of Governors Date: 2026	To be reviewed by: October 2027
Revisions made	Feb 2026 – brought in line with St Boniface Federation policies

Contents

1. Aims	2
2. Roles and responsibilities	2
3. Who to contact	4
4. Data protection.....	4
5. Safeguarding	4
6. Monitoring arrangements	4
7. Links with other policies	5

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 must be available between 9am -2.45pm

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 normal absence procedure.

When providing remote learning, teachers are responsible for:

- Setting work –
 - Staff should provide an overview based on the learning journeys for each of the classes they teach, or in the case of a self-isolating child work should be sent after the day's lessons so that staff are not planning twice.
 - Staff should supply a planned coverage for English Maths RE Science and Foundation subjects. An overview of what will be needed to be covered as well as the resources to support this, e.g. timetable for suggested week ahead and resources. should be provided
 - The overview for the days should be sent as soon as possible – preferably for the whole week/10 days
 - Work should be uploaded on Compass
 - Worksheets will be sent to the pupils via the post and teachers will interact with pupils online sharing support for this learning.
- Providing feedback on work:
 - Pupils will take photos of their completed work and staff should comment so that there is AFL
 - This feedback will be shared via Compass
 - This should be in a timely fashion so that each child knows that they have been visible to their teacher on that day.
- Keeping in touch with pupils who aren't in school and their parents – cover details like:

- When whole bubbles sent home, pupils/parents must register on Compass by 9.30am. If this does not happen inform the front office of pupils not registered so that this can be followed up.
- There is an expectation that work will take place outside school hours.
- Any complaints or safeguarding concerns should be brought to Headteacher's immediate attention
- If a child fails to complete work – please send Dojo message to parent - if there remains a concern, please discuss with Headteacher.

➤ Attending virtual meetings with staff, parents and pupils:

- Virtual meetings should only happen with adults and should only happen with the agreement of the Headteacher – for example Parent's meetings
- It is expected that staff will maintain the school dress code and review what their background is for the meeting.
- Locations should also be monitored (e.g. avoid areas with background noise, nothing inappropriate in the background)

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9am – 2.45pm or their regular 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 normal absence procedure.

When assisting with remote learning, teaching assistants are responsible for:

Insert details of responsibilities. This could include:

➤ Supporting pupils with learning remotely – cover details like:

- Working with and through the direction of the class teacher supporting pupils whom they usually support in class
- This can be reviewing learning posts from the children, offering revised learning input for pupils they usually offer support for or their expertise in doing so could be used to support other children in this way.

2.3 Designated safeguarding lead

The DSL is responsible for:

All pupils and should ensure safeguarding practise is upheld.

2.4 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although they may not always be in front of a device the entire time
- Complete work to the deadline set by teachers
- 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
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

2.5 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:

Here are some suggested issues and the most likely points of contact, but adapt and add to this as needed:

- Issues in setting work – talk to the relevant subject lead or SENCO
- Issues with behaviour – talk to the relevant head of phase or year
- Issues with IT – talk to IT staff
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the DSL

4. Data protection

4.1 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)
- 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
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

5. Safeguarding

All staff should follow the Safeguarding Children Policy which is located on the school website and in the G Drive.

6. Monitoring arrangements

This policy will be reviewed annually and as needed by the Headteacher.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding Children policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy