Buckland Primary School

Remote Learning Policy and Agreement

Believe, Excel, Strive, Together

Date of Policy	Sept 2026	Shared with:
Written by	R Hutton and Staff	Staff, governors, parents and pupils

POLICY AIMS

- To maintain consistent and high-quality education when remote education is necessary due to instances of Covid-19.
- To maintain communication between teachers and pupils.
- To ensure that all pupils complete work to the best of their ability within their individual circumstances.
- To support pupils in remaining happy, healthy and aspirational learners committed to their education.
- To support parents and carers by providing clear expectations of all stakeholders.
- To ensure that robust safeguarding measures continue to be effective in identifying and supporting vulnerable children.
- To ensure that children are protected from the risks associated with using devices connected to the internet.

SCHOOL AIMS

At Buckland Primary School our aim is to be an inspirational place of learning where:

- We foster respect for one another, the school environment and the local community.
- Have high expectations of both behaviour and achievement in all areas.
- Strive to ensure equal opportunity for everyone, regardless of gender, ethnic and cultural backgrounds, beliefs and intellectual and physical ability.
- Use a variety of teaching methods to deliver the Early Years Foundation Stage Curriculum and the National Curriculum for KS1 and KS2.
- Allow learners to engage in a range of practical and meaningful tasks that address different learning styles.
- We encourage 'risk' taking, promoting independent learning so children accept some responsibility for their own progress.
- Strive to develop positive home/school links; actively involving parents in the life and work of the school.
- Liaise with local schools and the community as a whole.

With an increased in use of all types of social media and virtual access to learning professional learning, teaching and communication this guidance sets out clear protocol for staff to manage risk and behaviour online. Core messages should include the protection of pupils, the school and an individual when publishing any material online. Expectations for teachers' professional conduct are set out in Teachers' Standards 2013, the Online Safety Policy and the school Staff Code of Conduct (and Staff handbook). Ofsted's online safety Inspection Framework reviews how a school protects and educates staff and pupils in their use of technology, including the measures that would be expected to be in place to intervene and support should a particular issue arise. Schools are increasingly using social media as a powerful learning tool and means of communication. It is important that this is carried out in a safe and responsible way.

During COVID-19, if a school or class bubble is directed to close by Public Health England, the Department for Education has published guidance for schools:

- Use a curriculum sequence that allows access to high quality online and offline resources, that is linked to the school's curriculum expectations
- Give access to high quality remote education resources

- Select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback, and make sure staff are trained in their use
- Provide printed resources, such as text books and workbooks, for pupils

When teaching pupils remotely, settings are expected to:

- Set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects
- Teach a planned and well sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject
- Provide frequent, clear explanations of new content, delivered by a teacher in the setting or via high quality curriculum resources
- Gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work
- Enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations more to ensure pupils' understanding
- Plan a programme that is of equivalent length to the core teaching pupils would receive in their setting including contact with teachers

The Education Endowment Foundation (EEF) has found that the effectiveness of remote teaching is determined by many of the same factors as determine the effectiveness of live classroom teaching. For example:

- Ensuring pupils receive clear explanations
- Supporting growth in confidence with new material through scaffolded practice
- Application of new knowledge or skills
- Enabling pupils to receive feedback on how to progress

These characteristics of effective teaching are more important than the medium of delivery, be it in the 'live' classroom or through remote provision. It is important that schools consider how to transfer and adapt into remote provision what we already know about effective teaching in the live classroom.

Evidence shows that lengthy or open-ended projects or research activities are in most cases less likely to lead to strong progress or outcomes. Such approaches should generally be avoided in favour of the more interactive, teacher-led approaches to delivering the school's planned curriculum.

To enabling teaching and learning to continue as effectively as possible whilst being delivered remotely:

Staff will:

- Follow the Staff Code of Conduct and always have consideration for Child Protection, safeguarding and welfare needs of the families and children in line with the schools' Child protection and Safeguarding Policy.
- Report any welfare and safeguarding concerns to a Designated Safeguarding Lead immediately.
- Provide a year group timetable outlining timings of lessons and check-ins.
- Maintain daily contact with the children via agreed platforms and communication channels e.g. emails, MarvellousMe and phone calls.
- Where applicable, daily 'check-ins' will take place where teachers and children can communicate via MS teams
- Provide a curriculum as closely in-line as possible to a 'normal' school week. Please refer to the Remote Learning Plan.
- Provide clear explanations for new content using high-quality resources and pre-recorded videos.
- Monitor the children's engagement with their learning and will contact parents and carers, where necessary, to support them in ensuring the continuation of their child's education.
- Provide additional support, where necessary, for children who are vulnerable or who have additional learning needs.
- Communicate expectations and praise via email and Marvellous Me.
- Monitor year group emails ONLY during periods of remote learning. Class emails will be monitored daily between 8.30am and 4.40pm with emails responded to within 24 hours. If any communication is urgent, please communicate via the school office: info@bucklandprimary.surrey.sch.uk

- Staff will use parent or carers email addresses and telephone numbers and class emails to communicate with families. Communication with pupils will be via their school email address. Information used to contact families is already held by the school in line with the Data Protection Act 2018.
- Use school email accounts to communicate via email or online platforms.
- Pupils' access and use of Microsoft teams will be restricted so that they are not able to video or voice call. They will be able to accept invitations.
- Remind children about how to keep themselves safe online.

The Special Educational Needs Co-ordinator will:

- Ensure that pupils with SEND continue to have their needs met while learning remotely and will liaise with the head teacher and other organisations to make any alternative arrangements for children with EHCPs.
- Ensure that the technology used for remote learning is accessible and that reasonable adjustments are made when required.

The Home School Link Worker / Welfare Officer / Admin Team will:

- Continue to support families who she is already working with.
- Work with teachers to contact any families who are not engaging with the remote learning.
- Provide support to families, where needed, with regards to receiving free school meals or gaining access to technology in order to access the online learning.

Children will be expected to:

- Meet all learning expectations as set out by their class teacher each day.
- Log on to the agreed learning platform and complete the learning tasks.
- Upload their work on time and in the format requested by their teacher (video/photograph/file) with the support for their parents if needed.
- Utilise the relevant online resources that they have access to as set out in the Remote Learning Plan.
- Use all online resources safely, responsibly and respectfully.

Parents are responsible for:

- Making sure that their children have had breakfast, brushed their teeth, are appropriately dressed and ready to learn as per a 'normal' school day; maintaining a set routine to ensure optimum learning for their children.
- Making sure that their children have the technology and logins ready so that their child can successfully access the learning in a timely manner.
- Ensuring that their children are actively engaged with the learning, complete all tasks and upload all pieces of work as requested by the teacher and by the deadline set.
- Supporting their children to complete the work set to the best of their ability.
- Ensuring that the technology their children are using has the relevant parental controls and privacy settings in place to keep their children safe and to monitor their child's usage to ensure that they remain safe whilst learning online.
- Making sure their child behaves well online showing kindness and respect to their teachers and peers.
- Offering frequent reminders about how to keep themselves safe online. Useful links via the school website
- Reading all communications from the school whether that is via the weekly newsletter, Parentmail, Twitter, Seesaw or Marvellous Me.
- Communicating with school staff in a polite and respectful manner.
- Letting the school know if their children's circumstances change or if something has happened which may cause their children distress.
- Contacting the school if they need support with technology to access the remote learning platforms.

Office staff will:

- Maintain communication via weekly newsletters, Parentmail and social media updates.
- Monitor the main school email address
  - info@bucklandprimary.surrey.sch.uk for general enquiries
  - office@bucklandprimary.surrey.sch.uk for school meals enquiries
  - Inclusion@bucklandprimary.surrey.sch.uk for welfare advice and support
- Receive telephone calls from parents with general queries or urgent messages.

Senior leaders will:

- Monitor the effectiveness and consistency of remote learning.
- Maintain a robust and rigorous approach to safeguarding processes and procedures.

IT technicians will be responsible for:

- The smooth-running of online learning systems; fixing any issues that may arise.
- Helping staff to address any technical issues they are experiencing.
- Reviewing the security of remote learning systems.

The School Business Manager will:

- Ensure value for money when arranging the procurement of equipment or technology.
- Ensure that the school has adequate insurance to cover all remote learning arrangements.

The Governing Body will:

- Monitor the school's approach to providing remote learning to ensure education continues to be of high quality.
- Ensure that remote learning systems are secure for data protection and safeguarding purposes.

Please refer to the school website for all policies including Safeguarding and the and for links to websites providing advice on how to keep your children safe online http://bucklandprimary.surrey.sch.uk/our-school/safeguarding/

http://bucklandprimary.surrey.sch.uk/parents/e-safety/

For further information regarding remote learning, please refer to The Remote Learning Plan and the Parents' Guide to Remote Learning.

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Remote Learning Home School Agreement

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Staff will:

- Use the school's class emails to set tasks daily and offer support and feedback for families and children
- Use MS teams for weekly (up to 3x a week) Check-in sessions with their class
- Dress appropriately (work clothes) during class check-in sessions
- Deliver live (check-in) and pre-recorded sessions in a quiet space with a neutral background (if at home) or blurred background
- Provide feedback to pupils on their completed tasks either verbally or in written form as soon as possible
- Contact families if necessary if families / pupils are not engaging with remote learning
- Set learning so that pupils have meaningful and ambitious work each day in a number of different subjects
- Support families with log-in details as required

Parents will:

- Share the expectations of children set out in the section below with their children
- Ensure their children have a quiet, suitable place to access the learning
- Contact the school if their child does not have access to a device or if they are having technical difficulties
- Ensure children attend as many Check-in sessions as possible and submit tasks on time
- Ensure children are appropriately dressed (school uniform is not necessary) during Check-in sessions and in an open family space (not in their bedrooms)
- Ensure parents, siblings and other family members do not interrupt / disrupt the live Check in sessions or appear on camera
- Email the class teacher using the class email address if they need to discuss any matters with the class teacher
- Talk to their child regularly about how to stay safe on-line using information provided by the school or via https://www.nspcc.org.uk/keeping-children-safe/online-safety/
- Contact the class teacher via their class email if their child needs a reminder of their log-in details

Children will:

- Mute their speaker and turn off their camera off unless their teacher invites them to contribute
- Behave appropriately, following the same behaviour expectations we have in school
- Complete their work to the 'BEST' of their ability
- Send work to their class teacher via email or MS teams (with the support of parents if needed)
- Follow our Internet Safety (E-Safety) rules when learning from home and always tell an adult at home or at school if they are worried about something
- Not share their log-in details with anyone outside their household