



Remote Education Policy

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Review Date: Sept 2025

Statement of Intent

At Burnley Brow, we understand the need to continually deliver high-quality education, including during periods of remote education – whether for an individual pupil or for many.

In situations where a pupil is unable to attend school but is able to undertake remote education it will be provided.

The policy aims to:

- Minimise the disruption to pupils' education.
- Ensure provision is in place so that all pupils have access to high-quality lesson content.
- Ensure safeguarding measures are in place if online lessons are delivered.
- Ensure all pupils have the provisions required to take part in lessons.

Resources

The school will utilise a range of different teaching methods when delivering remote education and may make use of the following:

- printed resources e.g. workbooks and text books
- test papers
- online learning portals e.g. Little Wandle, White Rose Maths and BBC Bitesize.
- educational websites
- reading tasks
- online lessons e.g. Oak Academy
- pre-recorded video lessons
- Online platforms such as **Google classrooms** and SeeSaw

Where remote education is needed, the school will ensure that it is equivalent in length to the core teaching pupils would receive in schools.

Remote education will be for three hours a day on average across the cohort for Key Stage 1, with less for younger children, and four hours for Key Stage 2.

Lessons will be adapted to ensure that the curriculum remains fully accessible and inclusive. The school will review the resources pupils have access to and adapt learning to account for this.

Work packs will be made available for pupils who cannot access online learning.

Pupils will be required to use their own or family-owned equipment, unless the school agrees to provide or loan equipment, e.g. laptops.

Pupils and parents will be required to maintain the upkeep of any equipment provided and will sign and adhere to the Device Loan Agreement.

Teaching staff will oversee academic progression for the duration of the remote learning period and will mark and provide feedback.

Systems and technology

Staff will only download software for online lessons from a trusted sources and teachers will review the DfE's list of online education resources [online education resources](#) and utilise these resources as necessary.

For PE lessons we use Complete PE lesson cards or video demonstrations. Pupils will be encouraged to take regular physical exercise to maintain fitness.

Any live online lessons that take place will be recorded and a copy of these will be kept until the child returns to school. These copies will then be deleted.

Safeguarding

The DSL will arrange for regular contact to be made with vulnerable pupils during a period of remote education.

Additional contact, including home visits, will be considered where required. Phone calls made to vulnerable pupils will be made using school phones where possible.

All contact with vulnerable pupils will be recorded and suitably stored.

The DSL will keep in contact with vulnerable pupils' social workers or other care professionals when the pupil is receiving remote education, as required.

All home visits will:

- Have at least one member of the Strategy Team present.
- Be undertaken by no fewer than two members of staff.
- Be suitably recorded on paper and the records stored so that the DSL has access to them.
- Actively involve the pupil.
- Only take place following the completion of a Home Visits Policy.

The DSL will meet, in person or remotely, with the relevant members of staff to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely.

All members of staff will report any safeguarding concerns to the DSL immediately. Pupils and their parents/carers will be encouraged to contact the school office if they wish to report safeguarding concerns. The school will also signpost families to the practical support that is available for reporting these concerns.

Pupil Conduct

Pupils will be reminded that they should complete online lessons in an appropriate setting.

Pupils will be reminded not to record 'live' or recorded online lessons on their devices.

Pupils will adhere to the school's Behaviour Policy at all times during 'live' or recorded online lessons, as they would during the normal school day.

The school will ensure that any pupils who breach the Behaviour Policy will be disciplined in line with the policy.

Staff Conduct

Staff will only use school-provided online learning platforms to communicate with pupils during remote learning.

Staff will only use school-owned devices for conducting setting online lessons or carrying out 'live' lessons, where possible.

Staff will not share personal information whilst conducting live online lessons.

Staff will ensure they conduct any 'live' online lesson from an appropriate location – either the classroom or, if this is not possible, from a quiet area in their home which has a neutral background.

Staff will communicate with pupils within school hours as far as possible.

Staff will keep a log of what happens during online lessons, e.g. behavioural issues or technical glitches, and share these with the ICT Manager and Headteacher as appropriate.

Online Safety

All staff and pupils using video communication will:

- Wear suitable clothing – this includes others in their household.
- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute video material without permission.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they are visible.

The school will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide support for pupils with SEND. This will be decided and approved by the Strategy Team, in collaboration with the SENCO.

Pupils not using devices or software as intended will be disciplined in line with the Behaviour Policy.

The school will ensure that all school-owned equipment and technology used for remote learning has suitable anti-virus software installed, can establish secure connections, can recover lost work, and allows for audio and visual material to be recorded or downloaded, where required.

During the period of remote learning, the school will maintain regular contact with parents to:

- Reinforce the importance of children staying safe online.
- Ensure parents are aware of what their children are being asked to do, e.g. websites they have been asked to use and staff they will interact with.
- Encourage them to set age-appropriate parental controls on devices and internet filters to block malicious websites.
- Direct parents to useful resources to help them keep their children safe online.

Marking and Feedback

All schoolwork completed through remote learning will be:

- Completed to the best of the pupil's ability and returned to the relevant member of teaching staff on or before the deadline.
- Parents/carers are encouraged to support children to complete the work themselves. Teaching staff will contact parents if their child is not completing their schoolwork, lacking engagement and motivation in any 'live' online lessons or their standard of work has noticeably decreased.
- Marked and feedback given.

If there are problems submitting work on the school's remote platform, pupils will send their work to the school email address. If they have been given a work pack, they can return the work on their first day back in school.

Teaching staff will monitor the academic progress of pupils with and without access to the online learning resources and discuss additional support or provision with the headteacher as soon as possible.

Health and Safety

If using electronic devices during remote learning, pupils will be encouraged to take a five-minute screen break every two hours. Screen break frequency will be adjusted to five minutes every hour for younger pupils or pupils with medical conditions who require more frequent screen breaks.

Attendance and Absence

The school will not view remote education as an equal alternative to on-site attendance and will only consider remote education as a last resort when the alternative would be no education.

Circumstances where remote education will be considered will fit into the following two categories:

- School closures or restrictions on attendance, where school access for pupils is restricted.
- Individual cases where a pupil is unable to attend school but is able to learn.

The school will continue to record pupil attendance and absence in the register in line with the education regulations and attendance guidance, using the most appropriate code.

Communication

The school will communicate with parents via letter, text message and the school website about remote learning arrangements as soon as possible.

All communication that takes place between pupils and teachers will be via the online learning platforms.

The pupils' teacher will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.