Burman Infant School

Remote Learning Policy

Spring 2026

BURMAN INFANT SCHOOL

REMOTE LEARNING POLICY

Statement of Intent

At Burman Infant School we understand the need to continually deliver high quality education, including during periods of remote learning – whether for an individual or many (in the event of a partial or full closure). We recognise the importance of maintaining high expectations in all areas of school life and in ensuring that all Children have access to the learning resources and support they need to succeed.

Through the implementation of this policy, we will address the key concerns associated with remote learning such as; hybrid classrooms, online safety, access to educational resources, data protection, and safeguarding.

Where a pupil, class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, DfE expects schools to be able to

immediately offer them access to remote education.

Aims

This Remote Learning Policy aims to:

- Minimise the disruption to education and the delivery of the curriculum
- Ensure consistency in the approach to remote learning for our Children who aren't in School
- Set out arrangements and expectations with regards to remote learning
- Protect Children from the risks associated with using devices connected to the internet
- Ensure data remains secure and provide appropriate guidelines for data protection
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning
- Ensure all Children have the provision they need to complete their work to the best of their ability and to remain happy, healthy, and supported during periods of remote learning

Roles and Responsibilities

Online Learning Leader (Remote Learning Champion - RLC)

The Online Learning Leader is responsible for:

- Engaging in the RLC community to access advice, tools and relevant training that can then be shared with Staff
- Making relevant training available to enable Staff to deliver remote learning effectively
- Contacting platform providers to get help with technical issues eg Solihull Council (EICTS) or Real PE (Jasmine)
- General direction and support for Staff

- Reviewing the security of remote learning systems
- Alerting Teachers to resources they could use or support that they could access in order to teach and set work for remote learning
- Reviewing the remote learning provision across the School, alongside Senior Leaders

Teachers

When providing remote learning, Teachers must be available during their normal working hours to provide planning, resources and to respond to questions from Children and Parents / Carers about the remote learning that has been set. Teachers will aim to respond during the same school-day where possible (via the School Office email or by telephone).

Where a Teacher is 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. Learning will then be set by the other Teacher in the Year Group who will be familiar to the Children.

Teaching Staff are responsible for:

- Setting work and providing resources where needed - Continuing to teach all or most of the normal planned curriculum in the remote environment is important
- Keeping in touch with Children (who aren't in School) and their Parents/Carers
- Reporting any safeguarding or health and safety concerns to the Headteacher / DSL

Teaching Assistants

When providing remote learning, Teaching Assistants must be available during their normal working hours to provide any additional support for remote learning provision, as required by the Class Teacher.

Where a Teaching Assistant is 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.

Subject Leaders

- Alongside their teaching responsibilities, Subject Leaders are responsible for:
- Considering whether any aspects of the subject curriculum may need to change in order to accommodate remote learning
- Providing support for Teachers, to help ensure that all work set (in the subject area) is appropriate and consistent
- Monitoring the remote work that is being set in their subject area, across the School
- Alerting Teachers to resources they could use or support that they could access in order to teach and set work for their subject remotely

Key Stage Leaders / SENCo

Senior Leaders are responsible for:

- Supporting the Online Learning Lead (RLC) with coordinating the remote learning provision across the School
- Monitoring the effectiveness of remote learning provision in their Key Stage through meetings / discussion with Teachers and Subject Leaders, by reviewing the work / activities being set and by gathering feedback from Parents / Carers and Children
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations alongside the Headteacher/RLC/DSL.

- Alerting Teachers to resources they could use or support that they could access in order to teach and set work within their Key Stage
- The SENCo will work with Teachers to co-ordinate and adapt remote learning for Children with SEND across the school, ensuring that the learning set is appropriate for their needs.

Headteacher

- The Headteacher is responsible for:
- Ensuring that relevant policies are updated (see *Links With Other Policies*)
- Ensuring that Staff, Parents / Carers and Children adhere to the relevant policies at all times
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations alongside the RLC and Senior Leaders, ensuring that there are arrangements in place for monitoring any concerns associated with remote learning
- Overseeing that the School has the resources necessary to action the procedures in this policy
- Ongoing review of the effectiveness of this policy and communicating any changes to Governors, Staff, Parents / Carers and Children
- Arranging any additional training that Staff may require to deliver remote learning effectively
- Working with Key Stage Leaders to monitor the effectiveness of remote learning provision

Designated Safeguarding Lead

The DSL is responsible for:

- Identifying the most vulnerable children in School and supporting their needs for remote learning
- Attending and arranging safeguarding / child protection meetings where necessary and ensure plans are enforced
- Liaising with other professionals where they need access to children in need and / or to carry out statutory assessments
- Recording and monitoring any safeguarding concerns raised by Staff through periods of remote learning

Office Staff

The Office Staff are responsible for:

- Taking telephone messages regarding absence and reporting to Class Teachers, to inform remote learning requirements
- Checking emails (sent to the Office account) and forwarding those which relate to remote learning or Parent / Carer feedback to the relevant Class Teacher/s
- Sending remote learning (set for individuals) to Parents / Carers through the Office email account
- Sending remote learning communications for classes / bubbles / Year Groups / whole School through ParentPay

Parents / Carers and Children

Staff can expect Parents / Carers accessing remote learning with their Child/ren to:

- Make the School aware if their Child/ren is unwell or otherwise unable to complete work
- Be contactable during the school day
- Seek help from the School if they need it
- Abide by the Burman Acceptable Use Agreement

Staff can expect Children learning remotely (with the support of their Parents / Carers) to:

- Engage with remote learning, including the completion of tasks that have been set by Teachers
- Abide by the Burman Acceptable Use Agreement

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 remote learning systems are appropriately secure, with regards to data protection and safeguarding

Setting Remote Learning

- In the event of Children waiting for results of a test taken by a household member or indeed awaiting results of a test that they have had to take, a Teacher / Class message will be sent as part of a learning memo with suggested activities / tasks, currently being undertaken by the rest of the Class (hybrid provision). This will be emailed directly to the Parent / Carer by the following day of notification.
- In the event of individual set periods of isolation, the weekly learning format (designed by each Year Group) will be provided with daily lessons and resources. This will be emailed directly to the Parent / Carer by the following day of notification.
- In the event of partial or full closure, the weekly learning format will be provided (as above) and Parents / Carers will be signposted to our website for access.

Effectiveness of Remote Teaching

Effectiveness of remote teaching will be determined by:

- Ensuring Children receive clear explanations
- Supporting growth in confidence with new material through scaffolded practice
- Opportunities for application of new knowledge or skills

Communicating with Parents / Carers and Providing Feedback

- Teachers are not expected to mark or feedback on any additional work sent to them from Parents, to ensure that this is manageable. However, Teachers are expected to communicate with Parents / Carers to ensure their involvement and that they feel supported.
- In the event of a partial or full closure, Class Teachers and Teaching Assistants will make contact with the Children in their Class, which will include feedback on their engagement in remote learning. This can be provided through email or by telephone.
- Teachers are not expected to answer emails received outside of school hours 8.30am – 3.30pm. Teachers should respond to questions the same or following day via the School Office email.
- Teachers should make the Headteacher aware of any safeguarding or general concerns / complaints raised by Parents / Carers or Children as soon as possible, in person or by telephone or email.
- Teachers should raise any concerns about Children failing to engage with learning with their Parents / Carers and agree any necessary reasonable adjustments where these are justifiably required, to support a Child's individual needs.

Resources

Learning Materials

- Staff will use a range of different teaching methods during remote learning
- Lesson planning and resources will be adapted to ensure that the curriculum remains accessible and inclusive via remote learning
- Work packs will be made available for Children who do not have access to a printer (if necessary) – these packs can be collected from the School Office
- Class Teachers (with support from the SENCo) will adapt support for Children with SEND (where appropriate) which will be unique to individual needs

Online Safety

This section of the Policy is in conjunction with our Online Safety Policy.

- By accessing any of the learning materials provided, users are agreeing with our school policies which can be found on our website. These policies highlight the responsibilities of all users, including showing respect and courtesy for all other users, Children, Parents / Carers and Staff in our School community. It also includes the strict prohibition of inappropriate language in any communication.
- Any misconduct online will be treated in accordance with other School policies.
- All users must comply with legal restrictions regarding the use of digital platforms and social media.
- The School will risk assess the technology used for remote learning prior to use and ensure that there are no privacy issues or scope for inappropriate use.
- 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.
- Support for Parents / Carers will be offered to:
- Reinforce the importance of their Children staying safe online
- Ensure they are aware of what their Children are being asked to do i.e. sites 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

School Staff may wish to use the following resources to understand more about how to ensure online education is safe:

- Advice from NSPCC on undertaking remote education safely
- Guidance from the UK Safer Internet Centre on remote education
- Schools can access the free Professionals Online Safety Helpline which supports the online safeguarding of both children and professionals. Call 0344 381 4772 or email helpline@saferinternet.org.uk. The helpline is open from Monday to Friday from 10am to 4pm.

Safeguarding

This section of the Policy is in conjunction with our Safeguarding & Child Protection Policy.

- The Headteacher / DSL will identify children who are deemed to be vulnerable or are at risk of harm via risk assessment, prior to the period of remote learning. The Headteacher / DSL will arrange for contact to be made with identified Children where required.
- The Headteacher / DSL will keep in contact with Social Workers or other care professionals during the period of remote working, as required.
- The Headteacher / DSL will liaise regularly with the relevant members of Staff to discuss new and current safeguarding arrangements for vulnerable children learning remotely.
- All members of Staff will report any safeguarding concerns to the Headteacher / DSL immediately.

Data Protection

Personal Data and GDPR

When managing personal data the following must be considered:

- Taking care not to share contact details when emailing multiple people
- Being careful when sharing usernames and other personal data for access to online resources
- Providing access to school data systems safely

Accessing Personal Data

When accessing personal data for remote learning purposes, all Staff members will:

- Access the data on the secure cloud service Microsoft365 or a server connected to the school network
- Access the data with School provided devices where possible, such as laptops rather than their own personal devices

Processing Personal Data

- Staff members may need to collect and/or share personal data such as such as email addresses as part of the remote learning system. As long as this processing is necessary for the School's official functions, individuals won't need to give permission for this to happen. However, Staff are reminded to collect and/or share as little personal data as possible online.

Keeping Devices Secure

All Staff members will take appropriate steps to ensure their devices remain secure.

This includes, but is not limited to:

- Keeping devices 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)
- Making sure the device locks if it is left inactive for a period of time
- If working on a personal device because no School device is available, logging out completely before sharing the device among family or friends
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

Who to Contact

If staff have any questions or concerns about remote learning, they should contact the following:

- Setting work – Key Stage Leader / Subject Leader
- Behaviour – Key Stage Leader / Headteacher
- Technology – Computing Subject Leader / Remote Learning Champion
- Workload or wellbeing – Headteacher
- Data protection – Headteacher
- Safeguarding – Headteacher / DSL

Monitoring Arrangements

This Policy will be reviewed annually, in accordance with KCSIE and subsequent guidelines from the DfE and the Local Authority (SMBC).

Links with Other Policies

This Policy is linked to our:

- Positive Attitudes, Values and Behaviour Policy
- Safeguarding & Child Protection Policy
- Data Protection Policy
- Acceptable Use Agreement / Code of Conduct
- Online Safety Policy
- Staff Code of Conduct

Policy Adopted by Board of Governors: 9th February 2026

Signed….. *M Allen* **- Chair of Governors**

Date…. 09.02.2026

Policy to be next reviewed Spring 2027