Glusburn Community Primary and Nursery School

Pupil Remote Learning Policy

Reviewed Sept 2026

This Policy has been written to reflect current legislation and other school policies:

- Safeguarding and Child Protection Policy
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Behaviour for Learning Policy
- Accessibility Policy
- Teaching and Learning Policy
- Curriculum Policy
- Online Safety Policy
- Health and Safety Policy
- Attendance Policy
- Online Safety/Acceptable Use Agreement Policy
- Staff Code of Conduct

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Statement of intent

At Glusburn Community Primary and Nursery School, we are committed to ensuring continuity of education for all pupils, including those who are unable to attend school for extended periods due to illness, medical appointments, or other exceptional circumstances.

This policy sets out our approach to providing remote education for individual pupils who cannot attend school, ensuring they continue to access high-quality learning and remain connected to their school community.

This policy aims to:

• Ensure that pupils who cannot attend school continue to access a broad and balanced curriculum
• Minimise disruption to pupils' education and progress
• Provide appropriate support for pupils with SEND or other additional needs who are learning remotely
• Protect pupils from risks associated with using devices connected to the internet
• Ensure staff, parent/carer, and pupil data remains secure
• Ensure robust safeguarding measures continue during any period of remote learning
• Support pupils' wellbeing and mental health during periods when they cannot attend school
• Maintain regular communication between school, pupils, and families

When this policy applies

This policy applies when a pupil is unable to attend school for an extended period (typically more than 15 school days due to:

• Illness or injury that prevents school attendance but does not prevent the pupil from engaging in learning
• Medical appointments or treatment programmes
• Other exceptional circumstances agreed by the headteacher

This policy does not apply to:
• Short-term absences
• Pupils who are well enough to attend school
• Unauthorised absences
• Holidays during term time

For pupils with long-term medical conditions, remote learning arrangements will be discussed and agreed as part of their Individual Healthcare Plan.

The decision to provide remote learning will be made by the headteacher in consultation with parents/carers and, where appropriate, medical professionals.

1. Legal framework

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

Equality Act 2010
• Special Educational Needs and Disability Regulations 2014
• Education Act 2002

• UK General Data Protection Regulation (UK GDPR)
• Data Protection Act 2018
• Data (Use and Access) Act 2025
• The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
• DfE (2026) 'Keeping children safe in education'
• DfE (2016) 'Children missing education'

This policy also has due regard to national guidance including, but not limited to:

DfE (2023) 'Supporting pupils at school with medical conditions'
•DfE (2023) 'School attendance: guidance for maintained schools, academies, independent schools and local authorities'
• DfE (2023) 'Special educational needs and disability code of practice: 0 to 25 years'
• DfE (2021) 'Health and safety: responsibilities and duties for schools'
• Statutory framework for the early years foundation stage (2024)

2. Roles and responsibilities

2.1. The governing board is responsible for:

- Ensuring that the school has robust risk management procedures in place. Ensuring that the school has a business continuity plan in place, where required.
- Evaluating the effectiveness of the school's remote learning arrangements.

2.2. The Headteacher is responsible for:

- Ensuring that staff, parents / carers and pupils adhere to the relevant policies at all times.
- Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning to ensure that pupils are accessing remote learning safely.
- Ensuring that there are arrangements in place for monitoring incidents associated with remote learning.
- Overseeing that the school has the resources necessary to action the procedures in this policy.
- Reviewing the effectiveness of this policy on a regular basis and communicating any changes to staff, parents / carers, and pupils.
- Arranging any additional training staff may require to support pupils during the period of remote learning.
- Conducting reviews on a regular basis of the remote learning arrangements to ensure pupils' education is of a good and consistent standard.
- Communicating with parents / carers and pupils to ensure that they understand what is required of them whilst learning remotely.
- Having due regard for the health and well-being of pupils, parents / carers and staff during remote learning periods.

2.3. The Health and Safety Lead (Mr N Bithell) is responsible for:

- Ensuring that the relevant health and safety risk assessments, and the monitoring of these, are carried out within the agreed timeframes, in collaboration with the Headteacher and governing body.
- Putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning.
- Ensuring that pupils identified as being at risk are provided with necessary information and instruction, as required.
- Managing the effectiveness of health and safety measures through a robust system of reporting, investigating, and recording incidents.
- Being proactive in identifying potential risks caused by remote learning

2.4. The Data Protection Lead (Mrs R Woodier) is responsible for:

- Overseeing that all school-owned electronic devices used for remote learning have adequate anti-virus software and malware protection.
- Ensuring all staff, parents / carers, and pupils are aware of the data protection principles outlined in the GDPR.
- Ensuring that all computer programs used for remote learning are compliant with the GDPR and the Data Protection Act 2018.

- Overseeing that any ICT equipment used for remote learning is resilient and can efficiently recover lost data.
- Ensuring any data breaches are reported appropriately.

2.5. The Designated Safeguarding Lead (Mr N Bithell) is responsible:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Liaising with the ICT support team to ensure that all technology used for remote learning is suitable for its purpose and will protect pupils online and that parents / carers are informed of steps that they can take to restrict such access when their children are accessing online remote learning on home devices.
- Identifying vulnerable pupils who may be at risk if they are learning remotely.
- Ensuring that child protection plans are enforced while the pupil is learning remotely, and liaising with the Headteacher and other organisations to make alternate arrangements for pupils who are at a high risk, where required.
- Identifying the level of support or intervention required while pupils learn remotely and ensuring appropriate measures are in place and monitor that this support or intervention is carried out
- Liaising with relevant individuals to ensure vulnerable pupils receive the support required during the period of remote working
- Ensuring all safeguarding incidents are adequately recorded and reported in line with the school's safeguarding policy.

2.6. The Special Education Needs Coordinator (Mrs D Burke) is responsible for:

- Liaising with the ICT team to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.
- Ensuring that pupils with Education Health Care Plans continue to have their needs met while learning remotely, and liaising with the Headteacher/ Deputy Headteacher and other organisations to make any alternate arrangements for pupils with Educational Healthcare plans and Individual Health Plans
- Identifying the level of support or intervention that is required while pupils with SEND learn remotely.
- Schools will ensure that the pupil is able to continue working towards the objectives within the EHCP
- Ensuring that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the remote learning period & adapted accordingly

2.7. The School Business/Finance Administrator (Mrs S Chapman) is responsible for:

- Arranging the procurement of any equipment or technology required for staff to teach remotely and for pupils to learn from home.
- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.

2.8. The ICT team (NYC) are responsible for:

- Ensuring that all school-owned devices used for remote learning have suitable anti-virus software installed, have a secure connection, can recover lost work, and allow for audio and visual material to be recorded, where required.
- Ensuring that any programs or networks used for remote learning can effectively support a large number of users at one time, where required, e.g. undertaking 'stress' testing.
- Working with the SENCo to ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff.

2.9. Staff members are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Reporting any health and safety incidents to the Headteacher and asking for guidance as appropriate.
- Reporting any safeguarding incidents to the DSL and asking for guidance as appropriate.
- Taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment (provided by the school) and software.
- Reporting any dangers or potential dangers, they identify, as well as any concerns they may have about remote learning, to the Headteacher.
- Reporting any defects on school-owned equipment used for remote learning to the ICT team.
- Adhering to the Staff Code of Conduct at all times.
- Providing high quality remote learning for the pupils for which they are responsible for.

2.10. Parents / carers are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring their child is available to learn remotely and that the schoolwork set is completed on time and to the best of their child's ability.
- Reporting any technical issues to the school as soon as possible.
- Ensuring that their child always has access to remote learning material.
- Ensuring their child uses the equipment and technology used for remote learning as intended.
- Engaging with school as appropriate throughout any periods of remote learning.
- Adhering to the Parent / Carer Code of Conduct at all times.

2.11. Pupils are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring they are available to learn remotely and that their schoolwork is completed on time and to the best of their ability.
- Reporting any technical issues by contacting school by phone or email.
- Ensuring they have access to remote learning material and notifying a responsible adult if they do not have access.
- Notifying a responsible adult if they are feeling unwell or are unable to complete the schoolwork they have been set.

- Ensuring they use any equipment and technology for remote learning as intended.
- Reporting any safeguarding concerns they have to a responsible adult.
- Adhering to the Behaviour for Learning Policy at all times.

3. Resources

Learning materials

3.1. For the purpose of providing remote learning, the school may make use of:

- live teaching (online lessons)
- recorded teaching (e.g. Oak National Academy lessons, video/audio recordings made by teachers, BBC materials)
- printed paper packs produced by teachers (e.g. workbooks, worksheets)
- textbooks and reading books pupils have at home
- commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences
- long-term project work and/or internet research activities (as per the schools full opening guidance, schools full opening guidance, schools are expected to avoid an over-reliance on these approaches)

3.2. Teachers will review the DfE's list of online education resources and utilise these tools as necessary, in addition to existing resources.

Access to technology

We recognise that not all families have access to suitable devices or internet connectivity for remote learning.

Where a pupil needs to learn remotely for an extended period and does not have access to appropriate technology, we will:

• Assess the family's needs
• Explore options for providing or loaning devices where available (subject to school resources)
• Provide printed materials as an alternative where digital access is not possible
• Work with parents/carers to find solutions that enable the pupil to access learning

Parents/carers should contact school to discuss technology needs.

- Physical packs can be collected from school and returned for feedback on a rota basis
- We will provide copying/printing of any resources for families at home and also publicise free printing by companies in the local area.

3.3. Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning.

3.4. Lesson plans will be adapted to ensure that the curriculum remains fully accessible via remote learning, where practical – where this is not practical; the school will ensure pupils can catch up on these areas of the curriculum when they return to school.

- We teach the same curriculum remotely as we do in school wherever possible and appropriate. However, we have needed to make some adaptations in some subjects. For example, the more practical aspects of the Design Technology, Science, PE and Computing curriculum. Teachers will either move this learning to a period when

children return to school, or source alternative theoretical learning to mirror the learning intention (e.g. a video of a science experiment, or online simulation).
- Whilst PE cannot be taught remotely, we do expect that children take part in physical exercise and challenges as directed through our remote learning tasks.

3.5. Teaching staff will liaise with the SENCo and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period.

3.6. Any defects or issues with remote learning resources will be reported as soon as possible to the school. Email: admin@glusburn.n-yorks.sch.uk telephone 01535 632145

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

3.8. Pupils and parents / carers will be required to maintain the upkeep of any equipment they use to access remote learning resources.

3.9. Teaching staff will oversee academic progression for the duration of the remote learning period and will provide feedback on work in line with section 7 of this policy.

3.10. The arrangements for any 'live' classes, e.g. webinars, will be communicated via TEAMS

3.11. The ICT team are not responsible for providing technical support for equipment that is not owned by the school.

Costs and expenses

3.12. The school will not contribute to any household expenses incurred while pupils learn remotely, e.g. heating, lighting, or council tax.

3.13. The school will provide guidance and support with gaining free additional data

3.14. The school will not reimburse any costs for travel between pupils' homes and the school premises.

3.15. The school will not reimburse any costs for childcare.

3.16. If a pupil is provided with school-owned equipment, the pupil and their parent / carer will sign and adhere to the school's Online Safety/Acceptable Use Agreement email prior to commencing remote learning.

Online safety

Safe use of technology

When pupils are learning remotely using online platforms, we will ensure:

• Only school-approved platforms and tools are used for remote learning
• Staff and pupils follow our Online Safety Policy and Acceptable Use Agreements
• Parents/carers are informed about online safety measures and how to support their child
• Pupils are taught how to use technology safely and responsibly

Live online sessions (if used)

If live online sessions are used as part of remote learning provision, we will ensure:

• Sessions are conducted using school-approved platforms only
• Staff and pupils are in appropriate locations with suitable backgrounds (backgrounds should be blurred where possible)
• Staff and pupils wear appropriate clothing
• Professional language is used at all times
• Sessions are scheduled during school hours
• Parents/carers are informed in advance about live sessions
• Appropriate safeguarding measures are in place

Staff should refer to our Staff Code of Conduct and Online Safety Policy for detailed guidance.

Risk assessment

The school will risk assess any technology used for remote learning to ensure:

• There are no privacy issues
• There is no scope for inappropriate use
• Appropriate security measures are in place
• The technology is accessible to all pupils, including those with SEND

5. Safeguarding

This section should be read in conjunction with the school's Child Protection and Safeguarding Policy.

When a pupil is learning remotely for an extended period, the DSL will assess whether the pupil is vulnerable or at risk of harm and put appropriate safeguarding measures in place.

For pupils already identified as vulnerable (e.g., those with a social worker, those on a child protection plan, or those with an EHCP), the DSL will ensure that appropriate contact and support continues during the period of remote learning.

The DSL will maintain regular contact with vulnerable pupils and their families during any period of remote learning. This may include:

• Regular phone calls
• Video calls (where appropriate and with parental consent)
• Home visits (where necessary and safe to do so)
• Liaison with social workers or other professionals involved with the family

A record of all contact will be kept in line with our safeguarding procedures.

6. Data protection

This section of the policy will be in connection with the school's Data Protection Policy.

Staff members will be responsible for adhering to the GDPR when teaching remotely and will ensure the confidentiality and integrity of their devices at all times.

Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.

Any data that is transferred between devices will be suitably encrypted or have other

data protection measures in place so that if the data is lost, stolen, or subject to unauthorised access, it remains safe until recovered.

Parents'/ carers and pupils' up-to-date contact details will be collected prior to the period of remote learning.

All contact details will be stored in line with the Data Protection Policy and retained in line with the Records Management Policy.

The school will not permit paper copies of contact details to be taken off the school premises.

Pupils are not permitted to let their family members or friends use any school owned equipment, which contains personal data.

a. Any breach of confidentiality will be dealt with in accordance with the school's DataProtection Policy.

b. Any intentional breach of confidentiality will be dealt with in accordance with theschool's Behaviour for Learning Policy or the Disciplinary Policy and Procedure.

7. Engagement, marking and feedback

All schoolwork set through remote learning must:

i. The TEAMs platform allows teachers to feedback on all individual pieces ofwork – through both verbal and written feedback. Teachers have allocated time toprovide this feedback each day. The school day finishes at 3:00pm/3:15pm so teachers will respond to any messages the following day.
ii. The TEAMs platform provides instant feedback to children and staff regarding both engagement and performance.
iii. The rolling programme of phone calls give an opportunity for staff to praise and feedback in more depth, where required.
iv. Physical Packs are marked and returned
v. One to one sessions can be organised via TEAMs for direct verbal feedback
vi. Email is also used as a form of feedback

The school expects pupils and staff to maintain a good work ethic and a high quality of work during the period of remote learning.

Pupils are accountable for the completion of their own schoolwork – teaching staff will contact parents / carers via email / TEAMS or by phone if their child is not completing their schoolwork or their standard of work has noticeably decreased.

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.

Teaching staff will monitor the academic progress of pupils with SEND and discuss additional support or provision with the SENCo as soon as possible and on an ongoing basis.

Supporting pupils with SEND

We recognise that pupils with SEND may need additional support when learning remotely.

The SENCo will:

• Work with class teachers to ensure remote learning is appropriately differentiated
• Liaise with parents/carers to understand the pupil's needs and how best to support them at home
• Ensure that any support normally provided in school (e.g., from teaching assistants, external agencies) continues where possible during remote learning
• Adapt the remote learning offer where necessary to meet individual needs
• Review and update EHCPs or support plans as needed

For pupils with EHCPs, we will continue to work towards the outcomes in their plan and will hold annual reviews as scheduled (these may be conducted remotely if necessary).

8. Health and safety

This section of the policy will be read in conjunction with the school's Health and Safety Policy.

Teaching staff and ICT team will ensure pupils are shown how to use the necessary equipment and technology safely and correctly prior to the period of remote learning.

If using electronic devices during remote learning, pupils will be encouraged to take a screen break at least every hour

Screen break frequency will be adjusted to five minutes every hour for younger pupilsor pupils with medical conditions who require more frequent screen breaks.

9. School day

Expectations for remote learning

Amount of work set

When a pupil is learning remotely, we will provide work that is:

• Appropriate to the pupil's age, stage, and needs
• Broadly equivalent to the learning that would take place in school, adapted as necessary
• Manageable for the pupil to complete, taking into account their circumstances (e.g., if they are unwell)

We recognise that pupils learning remotely due to illness may not be able to complete the same amount of work as they would in school. We will work with families to agree appropriate expectations.

Timetable and routine

We encourage pupils learning remotely to:

• Maintain a regular routine similar to the school day where possible
• Take regular breaks
• Balance screen time with other activities

• Contact school if they are struggling to complete work

Pupils who are unwell are not expected to complete remote learning until they are well enough to do so.

10. Communication

The school will ensure adequate channels of communication are arranged in the eventof an emergency.

The school will communicate with parents / carers via letter, text, email, phone andthe school website about remote learning arrangements as soon as possible.

The Headteacher will communicate with staff as soon as possible via email about any remote learning arrangements.

Members of staff involved in remote teaching will ensure they have a working mobiledevice that is available to take phone calls during their agreed working hours.

The school understands that pupils learning remotely have the right to privacy out-of-hours and should be able to separate their school and home lives – communication is only permitted during school hours.

Members of staff will have regular contact with their line manager.

Parents / carers and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.

Issues with remote learning or data protection will be communicated to the school assoon as possible so they can investigate and resolve the issue.

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

The Headteacher will regularly review the effectiveness of communication and ensure measures are put in place to address gaps or weaknesses in communication.

11. Monitoring and review

This policy will be reviewed annually by the headteacher and governing body, or sooner if:

• There are changes to relevant legislation or guidance
• There are significant changes to the school's remote learning provision
• Issues are identified with the current policy

Any changes to this policy will be communicated to all staff, parents/carers, and other stakeholders.

The headteacher will monitor the effectiveness of remote learning provision and make adjustments as needed to ensure all pupils learning remotely receive high-quality education and support.

a. Any changes to this policy will be communicated to all members of staff and otherstakeholders.

b. The policy was written following the Guidance from Department of Education at that time. If the Guidance changes, the current guidance will take precedence in the event of a conflict with this policy, and if that is the only amendment following reviewit will not require approval from GB.