



Remote Education Policy

Approved by:	Chair of Governing Board	Date:
Last reviewed on:	29 th September 2026	
Next review due by:	29 th September 2027	

Purpose

This policy sets out how Etruscan Primary School will support pupils to continue learning when they cannot attend because their class or the school is closed. ClassDojo will be used to share work for Years 1 to 6 and to communicate with families. Suitable alternatives will be provided where families cannot access learning online.

The Remote Education Policy aims to:

- Keep staff and pupils safe when using online resources and communicating remotely.
- Provide a consistent approach using appropriate online and paper resources, including support for pupils with special educational needs and disabilities (SEND).
- Continue the school curriculum as far as possible and give pupils clear explanations and achievable tasks.
- Set clear expectations for staff, pupils and parents and carers.
- Maintain contact with families, support engagement and respond to barriers to learning.

Who this policy applies to:

This policy applies to teaching and support staff, pupils and families when a class, part of the school or the whole school is closed and remote learning is required. The Head of School will confirm the arrangements and communicate these to families.

Etruscan's approach to remote learning:

- Years 1 to 6: teachers will upload work, instructions and suitable resources to ClassDojo. Work will reflect the curriculum being taught and be adapted to pupils' ages and needs.
- Nursery and Reception: teachers will share suitable practical and play-based activities, including early language, reading and number activities, through ClassDojo or paper resources.
- ClassDojo will be used for communication between class teachers and parents and carers across the school.
- Paper resources will be arranged for families who cannot access ClassDojo or do not have a suitable device or internet connection. Families should contact school so an accessible way of receiving and returning work can be agreed.
- Teachers will explain how work should be completed and returned, for example through a private ClassDojo message or by returning paperwork.

Responsibilities of teachers:

- Be available during normal school working hours when providing remote learning, unless absent or undertaking other duties agreed with senior leaders.
- Upload work for Years 1 to 6 to ClassDojo by 3pm the day before, wherever possible. For an unexpected closure, provide work as soon as practicable and keep families informed.
- Provide clear instructions, suitable explanations and manageable tasks. Include reading, English and mathematics alongside other curriculum subjects as appropriate.
- Adapt work for pupils with SEND and other pupils who need additional support or challenge. Liaise with the SENCo or the staff coordinating SEND provision to agree suitable resources and support.
- Take account of pupils' access to devices, internet connections and adult support. Provide alternatives where needed.
- Review returned work and provide feedback that helps pupils understand what they have done well and what they need to improve. Feedback may be individual or shared with the class, as appropriate.
- Monitor engagement and keep a record of contact and any barriers identified. Contact parents and carers through ClassDojo initially, followed by telephone contact if needed. Refer unresolved concerns to senior leaders.

- Refer safeguarding concerns immediately to the designated safeguarding lead (DSL) or deputy DSL, following school safeguarding procedures.

Responsibilities of teaching assistants:

- Support pupils with remote learning as directed by the class teacher and senior leaders.
- Help prepare or adapt resources and support pupils who need additional explanations or practice.
- Provide individual or small-group support where appropriate and where arrangements have been agreed by senior leaders.
- Attend remote meetings when required, using school-approved systems and following safeguarding procedures.
- Complete other reasonable duties assigned by the class teacher or senior leaders.

Responsibilities of senior leaders:

- Coordinate the remote learning approach and ensure families receive clear information about arrangements.
- Monitor the quality, accessibility and effectiveness of provision, including for pupils with SEND and families experiencing barriers.
- Agree staff responsibilities and cover arrangements where staff are absent.
- Support staff to follow safeguarding, online safety and data protection procedures.

Responsibilities of designated safeguarding leads:

- Ensure staff understand how to recognise, record and report concerns arising during remote learning.
- Maintain appropriate contact and support for vulnerable pupils and families, working with other agencies where needed.
- Ensure staff follow the school code of conduct and safeguarding procedures in all remote contact.

Expectations of pupils and families

We recognise that pupils will need different levels of adult support and that families may have competing demands at home. School will work with families to agree manageable arrangements.

Pupils, with support from an adult where needed, should:

- Complete the work set by their teacher within the agreed timescales.
- Ask for help when they do not understand and let their teacher know if they cannot complete a task.
- Use online resources safely and communicate respectfully.

- Parents and carers should:
- Check ClassDojo regularly during the school week for work, messages and updates.
- Help their child establish a manageable routine for learning, with suitable breaks.
- Let school know if their child is unwell or unable to take part, or if there are difficulties accessing or completing work.
- Be contactable during the school day where reasonably possible or agree an alternative time or method of contact.
- Support younger pupils with accessing resources and returning work, without completing tasks for them.

Communication and feedback

Teachers will respond to ClassDojo messages during normal school working hours, as soon as reasonably practicable. Families should contact the school office by telephone for urgent matters during school opening hours. ClassDojo is not an emergency reporting service.

Completed work and feedback relating to an individual pupil will be shared privately. Teachers will recognise effort and participation and use returned work to identify where further teaching or support is needed.

Online safety and recorded lessons

- Staff will use school-approved accounts and communication systems and follow the school code of conduct.
- Staff will not record lessons in which pupils are in attendance. Staff may pre-record explanations or instructions with only themselves on screen.
- Any live sessions must be agreed by senior leaders and follow school safeguarding and online safety procedures.
- Parents and carers should supervise access to online resources as appropriate to their child's age and needs. Login details should be kept secure.
- Staff and families must not share images, recordings or personal information about other pupils. Personal information will be handled in line with school data protection procedures.

Monitoring and review

The Head of School will monitor provision, feedback, participation and barriers to access, and use this information to improve remote learning arrangements. This policy will be reviewed annually, or sooner if arrangements change, and submitted to the local governing body for approval.

This policy should be read alongside the school's safeguarding, online safety, data protection and Relationships Policy, and the staff code of conduct.