

# **Remote Learning** **Policy**

Leasingham St. Andrew's Church of  
England Primary School

**‘Everything you do, do in love’**



**Reviewed and updated:** June 2025

**Next review:** June 2026

## **1. Introduction**

Leasingham St Andrew's CofE Primary School is committed to keeping children safe whilst using our online platform, Microsoft Teams, in school and at home. This ensures that our school's Christian Vision is lived out:

***Everything you do, do in love'***

*At St Andrew's, we seek to be a safe and happy environment, inspiring our school family to be positive participants in the world community. A place where we are all encouraged, through love and service, to be the very best.*

***John 13:34 'Love one another, as I have loved you'***

## **2. Objectives**

- To allow children, parents and staff access to Microsoft Teams.
- To set out the rules and acceptable use of Microsoft Teams in school and at home.
- To ensure that, should the need arise, there is a clear policy in place for remote learning.

## **3. Scope**

This policy applies to some members of the school community, including:

- Staff
- Parents and guardians
- Governors
- Visitors

## **4. Responsibilities**

### **4.1 Governing Body**

- The governing body is responsible for ensuring that the school complies with its legal obligations regarding GDPR.

### **4.2 Headteacher and Senior Leadership Team**

- The Headteacher and senior leadership team are responsible for implementing this policy and ensuring that any issues are addressed and recorded as needed.

### **4.3 Staff**

- All staff members are expected to uphold the principles of this policy and request SLT or Computing lead support if needed.

#### **4.4 Parents and children**

- Parents are expected to uphold the principles of this policy whilst the children are at home.
- Children are expected to uphold the principles of this policy in school and at home.

### **5. Remote Learning**

Should there be a need for a long term school closure (similar to that experienced during the Covid-19 pandemic) the staff at Leasingham St. Andrew's Primary school will continue to provide education and support to our children using remote learning. All learning will be conducted using: Teams, Zoom and Tapestry. This will allow staff to keep in regular contact in a professional and confidential manner with their class. Teaching and learning can be tailored, changed and updated as time progresses. In all communications, the wellbeing of the children is the priority.

As well as the above resources, the children in St. Andrews already had access, and continue to use other online platforms such as Mathletics, TTRockstars, Purple Mash etc.

#### **Flexibility of Learning**

We realise that the circumstances that could cause our school to close will affect families in a number of ways. In our planning and expectations, we are aware of the need for flexibility from all sides:

- Parents may be working from home so access to technology as a family may be limited.
- Parents may have two or more children trying to access technology.
- Teachers may be trying to manage their home situation and the learning of their own children.
- Technology is not always reliable.
- Some teaching staff may be teaching from school, with children in school as well as teaching those at home.

For remote learning to be successful, an understanding on all sides is essential.

#### **Expectation Management**

We believe that it is in the best interests of our children that we continue to provide structured support to the best of our ability. Bearing in mind the need for flexibility, deadline dates will be carefully considered and managed. It must be noted that the learning children engage in during a period of closure will be part of our current planning and so cannot be considered as optional. Children and parents should consider the arrangements as highly recommended.

Teaching Staff will:

- Share teaching and activities with their class through Teams (Y1-6), Tapestry (EYFS) and Zoom (EYFS). The school website is also used to share resources and updates.
- Continue to teach in line with the current planning that is already in place at the school.
- Accept that remote learning will be more difficult and tasks should be set with this in mind.
- Keep in contact with children using the above resources only. Personal accounts MUST not be used.
- Reply to messages, set work and give feedback on activities during normal teaching hours.
- Allow some flexibility with the completion of tasks, understanding that the circumstances leading to school closure will affect families in a number of ways.
- Record the times, dates of Zoom/Teams meetings, and keep a list of parents/children involved in meetings. Record any Zoom/Teams meetings where children have partaken.
- Only communicate on a 1:1 basis about work set and questions regarding work.
- Report to the Designated Safeguarding Lead if any problems/safeguarding concerns arise.
- Maintain professionalism during online meetings and activities.

Children will:

- Be assured that wellbeing is at the forefront of our thoughts and this will be encouraged with regular breaks away from the screen.
- Only send messages that are in relation to the tasks set or in a response to a direct question.
- Only access material shared by the teacher and ask for parental permission to use technology for anything beyond that.
- Use the technology respectfully and still adhere to the school's online safety rules.
- Only message the teacher and not other children in the class.

Parents will:

- Support their child's learning to the best of their ability.
- Encourage their child to access and engage with posts from their teacher.
- Must NOT screenshot or copy any information, messages or posts from their teacher.
- Know that they can contact a teacher via the Enquiries email address ([enquiries@st-andrews.lincs.sch.uk](mailto:enquiries@st-andrews.lincs.sch.uk)) and Tapestry (EYFS) if they require support of any kind. Messages MUST NOT be sent to teacher's personal accounts or social media accounts.
- Check their child has completed some work each day and encourage the progress that is being made.

- Be mindful of mental well-being of both themselves and their child and encourage their children to take regular breaks, play games, get fresh air and relax.
- To ensure parental controls are on the technology and that children's access is closely monitored to the best of their ability.
- To ensure children are dressed appropriately and in a suitable space for video calls.

### Remote Learning Year Group Information

#### **EYFS**

The teacher in EYFS will use 'Tapestry' to set tasks and activities for children to complete (this resource was used before school closure). Tapestry is a secure school resource that uphold GDPR regulations. Teachers can send relevant messages to parents and can receive responses. This should be done in a professional manner and only relate to school based issues/questions. EYFS will also use Zoom to conduct catchup meetings and online lessons.

#### **Year 1 - 6**

- Learning packs available online on the school website. Parents are able to access and download these from home.
- Class 'X' (Twitter) pages have been created as a way for teachers to share ideas and for children to share their work. Teachers do not share names of children.
- Microsoft Teams – Microsoft Teams will be used as the main platform for remote learning. There will be daily updates on Teams containing the work for the day and any resources needed. This platform will also be used to conduct video calls for catchups or online lessons. These will be as and when appropriate according to the teacher's discretion. Please read the Microsoft Teams section of the policy below which contains all necessary information about acceptable use.
- Where possible, any online meetings should be held on the school premises. If there is extenuating circumstances (e.g. self-isolation due to COVID), meetings may be conducted off the school site. Teachers must ensure they are in a suitable location, dressed appropriately and that the meeting is recorded.
- Teachers may email/Team's message parents regarding the learning or well-being of a pupil. Teachers should forward emails via the enquiries email address ([enquiries@st-andrews.lincs.sch.uk](mailto:enquiries@st-andrews.lincs.sch.uk)) when sending or replying to an email. The Headteacher should be made aware of this correspondence.

### **6. Microsoft Teams**

Microsoft Teams has been set up in school to promote collaboration between home and school. The system will be used for task setting and communication between the teacher and the children during periods of school closure. It is also used as a homework setting tool. It is a secure, GDPR conforming system, which allows children more communicate with their class teacher.

Using Microsoft Teams is a form of distance learning. It is expected that pupils will engage in learning in a manner that is similar to regular classroom learning as much as possible. Behaviour when using the system should be as expected in the normal classroom environment. Pupils who do not adhere to the expectations may be removed from the group.

Parents and teachers must take a flexible approach, knowing that each individual's circumstances are different when working at home. This will be considered when setting tasks and deadlines.

#### Parents will

- Help their child use the platform to engage with learning from school.
- Accompany and support their child while using Microsoft Teams.
- Not screenshot or copy any information, messages or posts from their teacher or other pupils.
- Check their child has completed the work set and encourage the progress that is being made.
- Remind children of the expectations when working online.
- Report any problems/issues arising to the DSL (David Hodgson).

#### Children will

- Use the platform for school related activities only.
- Log in with their own account only and not share their personal information.
- Not alter other people's posts on class page.
- Only make appropriate comments.
- Work hard to aim to complete the tasks.
- Use the 'feed' section to ask questions when needed (including questions about what they can use on Microsoft Teams).
- Not use the chat function with other pupils.
- Not use the video function with other pupils or staff.

### **7. Monitoring and Evaluation**

- The school will regularly monitor and evaluate the effectiveness of this policy through data collection, feedback from stakeholders, and review of practises.