Wootton Bassett Infants' School

Blended Learning (Remote Education) Policy

Author:	WBIS
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1. **Aims**

This remote learning policy for staff aims to:

Ensure consistency in the approach to remote learning for pupils who aren't in school

Set out expectations for all members of the school community with regards to remote learning

Provide appropriate guidelines for data protection

2. **Roles and responsibilities**

Teachers

When providing remote learning for a class bubble closure or national lockdown, teachers must be available between 9.00 am and 3.00 pm (unless they are the person who has tested positive).

Teachers will provide remote learning for a pupil/small group of pupils who are self-isolating.

If they are 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.

When providing remote learning for a class bubble closure, teachers are responsible for:

Online offer:

- Each day the child needs to be able to access:
    - 1 x maths activity – (Doddle Maths)
    - 2 x English activities (reading and writing)
    - 1 x Phonics activity
    - Foundation subject activities based on a designated topic
    - All learning will be available on the school website.
- There will always be an activity for the children to complete and upload for each lesson, every day.
- 'Teacher-time' – each child will be offered a weekly communication with the Teacher during a 10-day self-isolation period. This could take the form of an email, a phone call, or a message.

Paper offer:

- A weekly pack of paper worksheets/textbooks/activities will be provided for Phonics, English, maths, science and foundation subjects. Enough for one lesson each day.
- An appropriate book band reading book/decodable book and a reading for pleasure book will be provided in the pack.
- A family member/friend (who is not self-isolating) can collect or in exceptional circumstances a member of staff will deliver it to the household.
- The work will be returned when the next pack is collected and, feedback will be given.
- Again, during the self-isolation period the class teacher will contact the family – either through email, or a phone call once each week to check in and see if everyone is ok with the remote learning

When providing remote learning for the self-isolation of a pupil/small group of pupils, teachers are responsible for:

Online offer:

- Each day the child needs to be able to access:
    - 1 x maths activity – (Doddle Maths)

    - 2 x English activities (reading, writing and spelling – Doodle Spell/ spelling books)
    - 1 x Phonics activity
    - Foundation subject activities based on a specific topic
    - All learning will be available on the school website
- There will always be an activity for the children to complete and upload for each lesson, every day.
- Learning will be available on the school website and feedback will be provided by the teacher
- During the self-isolation period, the class teacher will contact the family – either through email, or a phone call once each week to check in and see if everyone is ok with the remote learning and offer support if/where needed.

Paper offer:

- A weekly pack of paper worksheets/textbooks/activities will be provided for English, maths, science and the foundation learning block. Enough for one lesson each day.
- An appropriate book band reading book / decodable book and reading for pleasure book will be provided in the pack.
- A family member/friend (who is not self-isolating) can collect or in exceptional circumstances we will deliver it to the household.
- The work can be returned when the next pack is collected and, feedback will be given.
- Again, during the self-isolation period the class teacher will contact the family – either through email, or a phone call once each week to check in and see if everyone is ok with the remote learning

Attending 'Teacher time' virtual meetings with pupils and parents:

- When any virtual face to face sessions have been concluded, the members of staff leading the meet must be the last person online. Once all pupils have left the room the teacher must delete the chat and link. There should always be two members of staff present during face to face online sessions.

Teachers can refer to their Acceptable User Policy (AUP) for acceptable communication advice when in contact with families.

In the event of a national lockdown, where teachers may be on a rota to work in school with key worker or vulnerable children as well as prepare remote learning, daily PPA time (of at least an hour) will be allocated to ensure they can still adequately provide remote learning.

In the event that the teacher is ill and therefore unable to provide remote learning the year group partner will ensure provision is met. If the year group partner is also unable to provide learning, the Headteacher will ensure the provision is met.

Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent
- Monitoring the remote work set by teachers in their subject

- Alerting teachers to resources they can use to teach their subject remotely

SENDCo/DSL

The SENDCo is responsible for:

- Ensuring all children with an EHCP or identified additional needs has appropriate provision for remote learning.
- Liaising with parents of SEND children to ensure they are supported in remote learning.
- Supporting teachers to ensure SEND children have appropriate learning opportunities during remote learning.
- Maintaining contact, collating, passing on information and responding to any concerns.
- Ensuring regular contact with child/families with an allocated social worker, vulnerable families, children with an EHCP and their families and LAC.
- See the COVID-19 amendments to the Child Protection Policy

2.4 **Senior leadership team**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations (this responsibility may be passed on to other members of staff who are unable to come into school)

Pupils and parents

Online learning will be offered to pupils in one of four scenarios:

- A child tests positive and must isolate for 10 days
- Where a class, group of pupils, or individual pupils need to self-isolate
- there are local or national restrictions requiring pupils to remain at home

If a child is off for less than 5 days, they should read daily, practise their spellings, and access the online learning links available on the school website

Staff can expect pupils learning remotely to:

- Be contactable during the school day
- Complete work set by teachers
- Seek help if they need it, from teachers or a member of the senior leadership team
- Alert teachers if they're not able to complete work
- Adhere to Online Safety guidelines

Staff can expect parents with children learning remotely to:

  - Seek help from the school if they need it

- Be respectful when making any complaints or concerns known to staff
- Ensure they are present during face to face learning

Governing board

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons. E safety lead, safeguarding team and data protection officers will ensure all measures are secure and shared with staff and governors.

Teaching assistants

Teaching assistants will assist the class teacher with remote learning in any way that the class teacher sees fit. Teaching assistants should be guided by the class teacher which children they will need to support and how. When assisting with remote learning, teaching assistants should be available during contracted hours.

If they're 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.

Behaviour

It will be expected that all children will engage with learning if they are absent from school for more than 5 days.

If it is the case whereby a child is healthy, but is not engaging with learning the child's parent will be contacted.

3. **Who to contact**

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

- Issues in setting work – talk to the relevant subject lead or SENCO
- Issues with IT – talk to Computing lead or IT support
- Issues with their own workload or wellbeing – Headteacher or Pastoral and Wellbeing Representative
- Concerns about data protection – Headteacher and Assistant Headteacher
- Concerns about safeguarding – DSL and DDSL

4. **Data protection**

Accessing personal data

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

- Only use an encrypted memory stick
- Only use laptops/ipads provided by school

Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Ensuring that any hard drives are encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends

5. Safeguarding

- COVID-19 amendments to the Child Protection Policy. This also details reference to remote learning curriculum and risks online.
- Staff should ensure that for any video calls, at least TWO members of staff are present, they are the last to leave the call and any chat is deleted.
- When calling children, staff should ensure that a parent/carer is present by asking to speak to them, ask for the call to be on loud speaker & at the end of the call, inform parents/carers that the call is ending.
- Any safeguarding issues should be reported directly to the DSL, or Deputy DSL either by email or calling them directly.

6. Monitoring arrangements

This policy will be reviewed termly by the Headteacher and senior leadership team and it will be approved by the full governing board.

7. Links with other policies

This policy is linked to our:

- Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy