

Remote Teaching and Learning Policy

Waddesdon Village Primary School – a *Pathway to Excellence*



Approved by: Laura Forchione

Date: September 2025

Last reviewed on: September 2025

**Next review due
by:** September 2028

1.Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are not in school.
- Set out expectations for all members of the school community with regards to remote learning.
- Provide appropriate guidelines for data protection.
- Ensure pupils unable to attend school remain fully included within the school community.
- Continue to ensure that every child receives the best education the school can provide them.

2.Roles and responsibilities

Senior leaders

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.
- If the class teacher is unwell and unable to lead remote learning, then the Senior Leadership team will take direct responsibility for this. If this is the case, home learning provision and systems may need to be adapted.

Designated Safeguarding Lead

The DSL is responsible for:

- Safeguarding concerns, including those related to Remote Learning.

Please refer to Child Protection Policy.

Teachers

When providing remote learning, teachers must be available between their current class start and end times on Monday to Friday and their class start time to 12 noon on their PPA day. Each Teacher's PPA afternoon will be clearly marked on the class timetable and will also be posted on Teams/Tapestry via the 'Posts' function.

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, teachers are responsible for:

a) Setting work:

At Waddesdon Village Primary School, all children have access to a virtual learning platform (VLP).

Virtual Learning Platform	
Reception and Year 1	Microsoft Teams Tapestry
Years 2 to 6	Microsoft Teams

For those children, who do not have access to the virtual learning platform, paper copies of learning will be provided.

In the case of a:

A Single Class Closure

- Work will be set daily and this will be outlined by the class teacher, via Microsoft Teams/Tapestry, as per appendix 1.
- In addition to live teaching, teachers will use resources provided by the Oak National Academy, BBC Bitesize, White Rose Maths, Purple Mash as well as other resources identified by school curriculum leaders including Times Tables Rock Stars, Numbots and Teach Your Monster to Read.
- Teachers will upload the weekly timetable and daily task sheets to the school website. If a child is unable to access learning remotely, packs will be printed by staff who are on site, ready to be **posted/delivered** to the child's home address.

- In the instance where a child does not have access to an electronic device, a tablet will be loaned to the child and a declaration form completed.
- If the class teacher is unwell and unable to lead remote learning, then the Senior Leadership team will take direct responsibility for this. If this is the case, home learning provision and systems may need to be adapted.

Full closure of school

- Work will be set daily and this will be outlined by the class teacher, via Microsoft Teams/Tapestry, as per appendix 1.
- In addition to live teaching, teachers will use resources provided by the Oak National Academy, BBC Bitesize, White Rose Maths, Purple Mash as well as other resources identified by school curriculum leaders including Times Tables Rock Stars, Numbots and Teach Your Monster to Read.
- Teachers will upload the weekly timetable and daily task sheets to the school website. If a child is unable to access learning remotely, packs will then be **printed** by staff who are on site, ready for parents to collect/staff to deliver.
- In the instance where a child does not have access to an electronic device, a tablet will be loaned to the child and a declaration form completed.
- If the class teacher is unwell and unable to lead remote learning, then the Senior Leadership team will take direct responsibility for this. If this is the case, home learning provision and systems may need to be adapted.

b) Providing feedback on work:

- Pupils can receive feedback on their work in a variety of ways: uploading assignments to Microsoft Teams and/or Tapestry, self-marking, during a 'review' session and via discussions in the following day's lesson for example. All work submitted will be acknowledged by the class teacher – either verbally or written.
- Feedback will be given for English and Maths on an individual, group or whole class basis. Feedback will be age appropriate.

c) Keeping in touch with pupils who are not in school and their parents:

- In the event of a self/class closure, communication will be via Microsoft Teams.
- If there has been no communication from either a parent or child via Microsoft Teams by day 3 of closure, the teacher or SLT member will call parents/pupils on day 4.
- Vulnerable pupils will be called fortnightly by the school's SENCo and/or DSL.
- Messages received from pupils are to be checked between 9am and 3pm, Mon- Fri. All correspondence from pupils must be via Microsoft Teams.
- Emails received from parents are to be checked between 9am and 3pm, Mon- Fri. All correspondence from parents must be via the school office email: office@waddesdonprimary.com
- Teachers should respond to pupil/parent emails within 48 hours.

Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9am and 3pm. 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 assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who are not in school with learning remotely
 - When requested by the SENCo
 - Will liaise with class teachers to support planning and resourcing differentiated learning

Pupils and parents

Staff can expect pupils to:

- Be contactable during the hours of the school day – although they may not always be in front of a device the entire time
- Seek help from teachers if they need it
- Alert teachers if they're not able to complete work

Staff can expect parents to:

- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

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.

3. Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals. Here are some suggested issues and the most likely points of contact:

- Issues in setting work – talk to the relevant subject lead or SENCO
- Issues with behaviour – talk to the Head teacher/Deputy Head teacher
- Issues with IT – contact JSL/Computing Lead
- Concerns about data protection – talk to the Head teacher/Deputy Head teacher
- Concerns about safeguarding – talk to the DSL/Deputy DSL

4. Data protection

Accessing personal data

When accessing personal data:

- All Teachers have access to parent contact details via SIMS using a secure password. Do not share any details with third parties and ensure SIMS is logged off.
- School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

Keeping devices secure

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

- Keeping the device 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)
- Ensuring the hard drive is 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

Please refer to Child Protection Policy.

6.Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government by Laura Forchione. At every review, it will be approved by SLT.

7.Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Home-school agreement

- ICT and internet acceptable use policy
- eSafety policy

Appendix 1

Outline of the Day session timetable

Class 6	8am and 11.05am
Class 5	8.25am and 11.30am
Class 4	8.50am and 12noon
Class 3	9.15am and 12.30pm
Class 2	9.40am and 1pm
Class 1	10.05am
Class R	10.30am

Suggested weekly timetable

Monday	Tuesday	Wednesday	Thursday	Friday
Assembly English Maths SPaG/Phonics Topic activity (could be Science/History/ Geography/RE /Art for example)	English Maths SPaG/Phonics Topic activity (could be Science/History/ Geography/RE /Art for example)	English Maths SPaG/Phonics Topic activity (could be Science/History/ Geography/RE /Art for example)	English Maths SPaG/Phonics Topic activity (could be Science/History/ Geography/RE /Art for example)	English Maths SPaG/Phonics Topic activity (could be Science/History/ Geography/RE /Art for example)

Suggested daily timetable

Activity	Suggested timings		
	Reception and Year 1	Years 2 to 6	Including live teacher 'Meet' input
Outline of the day	5 minutes	5 minutes	
Maths	30 minutes	45-60 minutes	20 minutes
English	30 minutes	45-60 minutes	20 minutes
SPaG/Phonics	30 minutes	30-45 minutes	20 minutes (Class R and 1 phonics)
Reading	10 minutes	15 minutes	
Physical Education	30 minutes	30 minutes	
Topic activity	30 minutes	30-45 minutes	
Review of day/feedback	15 minutes	15 minutes	

Suggested daily breakdown

Activity	Details
Maths	<p>Years R and 1: Each day, teachers will upload a pre-recorded video to Tapestry. After the video, they will be required to complete a maths task.</p> <p>Years 2 to 6: Each day, teachers will host a live 'Meet' via Microsoft Teams. Children join this 'Meet' and take part in the remote lesson. After the live session, they will be required to complete a maths task.</p>
English	<p>Years R and 1: Each day, teachers will upload a pre-recorded video to Tapestry. After the video, they will be required to complete an English task.</p> <p>Each day, teachers will host a live 'Meet' via Microsoft Teams. Children join this 'Meet' and take part in the remote lesson. After the live session, they will be required to complete an English task.</p>
SPaG/Phonics	<p>A daily SPaG activity will be set for children in Classes 2 to 6.</p> <p>Each day, Class R and 1 teachers will host a live 'Meet' via Microsoft Teams. Children join this 'Meet' and take part in the remote lesson. After the live session, they will be required to complete a Phonics task.</p>
Reading	<p>Reading will be personal to each child and will consist of three elements:</p> <ol style="list-style-type: none"> 1. Reading a book to your child 2. Reading a book with your child 3. Listening to a book read by your child
Physical Education	<p>Each week, teachers will upload a series of physical education activities (to Teams/Tapestry) to ensure children remain active during their time away from school. These may be ideas you can do in and around your home or they may be links to online activities.</p>
Topic activity	<p>Every day, teachers will upload a topic activity (to Teams/Tapestry) that links to an area of the curriculum.</p>