

Woodlands Secondary School	Remote learning policy	
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Date	Review Date	Author	Nominated Governors
July 2026	July 2028	Caroline Lowry	Headteacher
Website	Statutory Policy	Source	Ratification Date
Yes	No	The Key for School leaders	June 2026

1. Aims

This remote learning policy aims to:

- Ensure consistency in the approach to remote learning for students 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. Use of remote learning

All students should attend school, in line with our attendance policy. Remote education is not viewed as an equal alternative to attendance in school.

Students receiving remote education will be marked absent in line with the Student Registration Regulations.

We will consider providing remote education to students in circumstances when in-person attendance is either not possible or contrary to government guidance.

This might include:

- **Occasions when we decide that opening our school is either:**
 - Not possible to do safely
 - Contradictory to guidance from local or central government
- **Occasions when individual students, for a limited duration, are unable to physically attend school but are able to continue learning, for example because:**
 - They have an infectious illness
 - They are preparing for or recovering from some types of operation

- They are recovering from injury and attendance in school may inhibit such recovery
- Their attendance has been affected by a special educational need or disability (SEND) or a mental health issue

For students experiencing long term illness, the school may feel that medical tuition is more appropriate.

The school will consider providing students with remote education on a case-by-case basis.

In the limited circumstances when remote learning is used, we will:

- Gain mutual agreement of remote education by the school, parents/carers, students, and if appropriate, a relevant medical professional. As all our students have an education, health and care (EHC) plan, and many will have a social worker, the local authority (LA) will also be involved in the decision
- Put formal arrangements in place to regularly review it and identify how to reintegrate the student back into school
- Identify what other support and flexibilities can be put in place to help reintegrate the student back into school at the earliest opportunity
- Set a time limit with an aim that the student returns to in-person education with appropriate support

Remote education will not be used as a justification for sending students home due to misbehaviour. This would count as a suspension, even if the student is asked to access online education while suspended.

3. Roles and responsibilities

3.1 Teachers

Providing remote learning due to a school closure

When providing remote learning due to a school closure, teachers must be available between normal working hours

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:

- Keeping in regular touch with families with a daily email or phone call.
- When providing online sessions from home or at school, teachers should be accompanied by their class team.
- Staff should dress appropriately i.e. as per a normal working day.
- Sessions should be provided from a location that avoids background noise and there should be nothing inappropriate seen on screen.

The platforms that departments use when the school is closed are as follows:

- WISERR, PMLD use Youtube and Teams
- SLD use Teams

SLD classes

- Setting work for their class - work should be shared with families by 10am on the day of remote learning. This can be done live or via email / telephone. A maximum of 3 hours work per day
- One daily live session (via Teams)
- Work should be high quality, meaningful, ambitious and cover a range of subjects balanced with ensuring accessibility for students and families in the home environment. Consideration will be given as to how much adult involvement is required.

WISERR and PMLD

- One daily live session (via Teams) of no more than one hour.
- Sensory resource packs to be sent home with students, if appropriate

Providing remote learning for individual cases where a student is unable to attend school but is able to learn

When a student is absent, the school will always seek to overcome the barriers to attendance and provide support for the student to attend, regularly reviewing any barriers in conjunction with the student, parents or carers, and if appropriate, a relevant medical professional.

In the limited circumstances when the school decides to use remote education for individual students when they are absent, Department Leaders will ensure an appropriate timetable is organised that is carefully tailored to the needs of the student.

For students who are unable to attend school due to long-term illness or medical needs, but are able to continue learning, the school may consider the use of an AV1 robot or similar telepresence technology.

3.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during normal working hours. 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:

- Attending virtual meetings with teachers and students.
- Supporting the class teacher in the delivery of online sessions
- Supporting the class teacher in the preparation of resources.

3.4 Senior leaders

The Senior Leader with responsibility for Curriculum has overarching responsibility for the quality and delivery of remote education. Alongside any teaching responsibilities, senior leaders should continue to use the school's digital platform for remote education provision and make sure staff continue to be trained and are confident in its use.

They should continue to overcome barriers to digital access where possible for students by:

- Distributing school-owned devices accompanied by a user agreement or contract (if possible)
- Securing appropriate internet connectivity solutions where possible
- Providing printed resources, such as worksheets.

- Having systems for checking, ideally on a daily basis, whether students learning remotely are engaging in its use, and work with families to rapidly identify effective solutions where engagement is a concern

They are also responsible for:

- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Ensuring staff remain trained and confident in their use of online digital education platforms.
- Providing information to parents / carers and students about remote education.
- Working with the catering team to ensure students eligible for free school meals (FSM) are provided with good quality lunch parcels or food

3.5 Designated safeguarding lead (DSL)

Please refer to the school's Safeguarding and Child Protection Policy

3.6 IT staff

IT staff are responsible for:

- Helping staff and parents / carers with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the Deputy Headteacher with responsibility for Data Protection who will report on to the Data Protection Officer (DPO)

3.7 Students and parents/carers

Staff can expect students learning remotely to:

- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete the work
- Act in accordance with normal behaviour rules of the school.

Staff can expect parents/carers with children learning remotely to:

- Engage with the school and support their children's learning, and to establish a routine that reflects the normal school day as far as is reasonably possible.
- Make the school aware if their child is sick or otherwise can't complete their work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff.

3.8 Governing board

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains of as high quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.

4. Who to contact

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

- Issue with IT – talk to the IT team
- Issues with their own workload or well-being – talk to their line manager

- Concerns about data protection – talk to the Deputy Headteacher with responsibility of Data Protection
- Concerns about safeguarding – talk to the DSLs

5. Data protection

5.1 Accessing personal data

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

- follow its data protection policy / privacy notice in terms of handling data,

5.2 Processing personal data

Staff members may need to collect and/or share personal data as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen. The school will follow its data protection policy / privacy notice in terms of handling data, which can be found on the school website: <https://www.woodlands.luton.sch.uk/school-policies/>

However, staff are reminded to collect and/or share as little personal data as possible online, and to remind themselves of their duties in terms of data protection in accordance with the school's policies and procedures.

5.3 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)
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

6. Safeguarding

Staff can find the safeguarding policy on the school website:

<https://www.woodlands.luton.sch.uk/school-policies/>

7. Monitoring arrangements

This policy will be reviewed every two years by the Senior Leader with responsibility for Curriculum. At every review, it will be approved by Governors.

8. Links with other policies and documents

This policy is linked to our:

1. Behaviour in School Policy
2. Safeguarding and Child Protection Policy.
3. Data Protection Policy
4. Internet and acceptable use policy
5. Online Safety Policy