



AYLWARD PRIMARY SCHOOL

Remote Learning Policy

GB Committee Responsible:	Quality and Standards
Reviewed by:	Louise Kelly
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Approved by Committee:	22 January 2026
Next Review Date:	January 2029

At the time of review of this Policy, restrictions and regulations regarding COVID-19 were removed, negating the need for children to undertake remote learning. However, the school continues to follow the local PHE and DFE guidance where cases of COVID-19 occur, including teachers providing lessons from home when self-isolation.

1. Aims

- Ensure consistency in the school's approach to remote learning
- Provide high quality learning provision for those children unable to attend school
- Set out clear expectations for all members of the school community with regards to remote learning
- Provide a detailed framework for parents and carers, to support their children to fully access remote learning
- Provide appropriate guidelines for data protection and safeguarding for all stakeholders

2. What will online learning look like in the event of an extended period of school closure – if continuing after 3 days (all learning will be set via SharePoint and Microsoft Teams):

- Teachers will create a weekly timetable of work for their year group in liaison with year group partners. The timetables will clearly indicate the live lessons and will be available for parents/carers on SharePoint at the start of each week.
- Online learning will cover all subject areas: English, Maths and Reading (Phonics and Story time in EYFS/KS1 or Destination Reader in KS2) will be taught live and daily, while other subjects (Science and other foundation subjects) will be timetabled during the afternoons.
- The Science/foundation subject lessons will either be live on Microsoft Teams, recorded or teacher directed towards a set task on SharePoint.
- Children in Reception and Year 1 will have links to the videos of the phonics' sounds they need to learn. This will be updated each week.
- Quality PowerPoints will be provided to aid online learning.
- Adapted worksheets (in pdf format) and tasks will be provided to ensure all children can access learning. The worksheets will not need to be printed but will be a resource for children to respond to, either via email or on paper.
- Teachers may choose appropriate videos / lessons from **Oak Academy** to support daily teaching in all subject areas.
- In all live lessons, children may be directed to work away from their screen and then rejoin the live lesson at a given time. While away from the screen, there will always be two members of staff live on Microsoft Teams, to answer any questions the children may have or to provide support for the completion of tasks.
- For other lessons which are not live, children may ask questions, either by messaging on Microsoft Teams or via SharePoint. There will be two members of staff available to answer questions during scheduled lesson times. The staff may not be live but will respond to communication straight away (via Teams or SharePoint), to support the children.
- At other times in the day, when there are no scheduled lessons, children/parents/carers can communicate via SharePoint and await a response (within 48 hours).
- Each pupil will be invited to two assemblies per week on a Wednesday and on a Friday (Aylward Achievement Award 'AAA' assembly). These will be via Microsoft Teams.
- Each pupil will be provided with free membership for some or all (depending on year group) the following programs via SharePoint:

- Mathletics (Y5-Y6): This will provide children with quality online Maths tasks that children can work through at their level.
- Timestable Rockstars (Y2-Y4): This will provide children with a platform to practise and strengthen their times tables knowledge.
- Numbots (Reception and Y1): This will provide children with a platform to practice their basic Maths skills.
- We will aim to reissue HeadStart booklets, as soon as possible after the start of an extended school closure, for all children in Years 1-6, covering Reading Comprehension, Mastering the Maths Curriculum and Spelling, Punctuation and Grammar. The HeadStart Primary booklets cover all the National Curriculum objectives taught throughout the term, and by working through them at home children will be supported in consolidating learning concepts taught in school.

These booklets will be used in two ways:

- 1) Children can work through the pages at their own pace, asking any questions they have along the way to their parents or teachers (booklets should not be brought back to school unless specifically requested by the Class Teacher).
- 2) Children may be directed to specific pages of a booklet by their teacher, as part of their Remote Learning. Children will not be required to bring the booklet into school following a Home Learning task.

To make the most of these booklets, we encourage parents and carers to use them as an opportunity to talk and ask questions about their child's work.

- Children will be in receipt of blank school workbooks where work can be recorded and returned to school.
- Children can send any completed work to teachers via SharePoint, by uploading it onto SharePoint or by completing an assignment on Microsoft Teams.

3. Roles and Responsibilities

Extended School Closure:

3.1 Teachers

- A rotation of staff will be online / contactable from 8.50am – 3.20pm.
- Teachers will respond to parent/carer emails promptly, and all emails must be acknowledged within 2 working days in line with the school's Positive Communications Policy.
- Phase leaders will take the lead in monitoring and contacting families whose children are not engaging with online learning. Phase Leaders/ the class teacher/ support staff or a member of the SLT will contact the families.
- Phase leaders will communicate with the class teacher regarding any families contacted/need to be contacted.
- For those children participating with online learning but not completing the tasks set, class teachers will take the lead on contacting those families (following communication with the Phase leader).
- Class teachers will set out weekly lessons in a timetable and give feedback on the previous day's work. Work can be uploaded either via SharePoint or via Microsoft Teams Assignments.
- At least a third of the work uploaded, for each lesson, will receive a written comment which will provide information for children so that they can improve their learning (teachers will need to keep a note of children they have focused on to ensure an even balance), whilst the other two thirds are acknowledged by a member of staff. Teachers will need to oversee this system.
- Class teachers will teach live, daily English, Maths and Reading lessons, and prepare a fourth online lesson (Science or foundation subject). For all live lessons, they need to ensure another member of staff is also online with them such as an additional teacher, LSA or a Nursery Nurse. The times of the live lessons should be clearly shown on the timetable on SharePoint.
- For other lessons which are not live, children may ask questions, either by messaging on Microsoft Teams or via SharePoint. Teachers will organise two members of staff to be available to answer questions during scheduled lesson times. The staff may not be live, but will respond to communication straight away, to support the children.
- Teachers will monitor the use of all subscription programs and signpost children accordingly. Differences in ability must be catered for.
- Teachers will make Phase Leaders aware of families where children are not accessing the live lessons, online learning tasks / programs, to find out why and to offer support and encouragement.
- Phase Leaders will keep a record of all contact made with children and families by telephone.

Communication & Accountability:

- Teachers will communicate either by Microsoft Teams or via SharePoint.
- Emails must be acknowledged within two days.
- Staff are not required to respond to emails before 8.30am, after 3.45pm or at weekends and during holidays.
- All staff will be accountable to the Senior Leadership Team and the Governors and must follow this policy when providing online learning support.

3.2 Support Staff:

Learning Support Assistants and Nursery Nurses will:

- In small teams, they support children learning in school through live lessons and online learning tasks.
- Liaise with class teachers so that they are fully informed of the week's planning.
- Support class teachers in creating resources for the groups of children they would normally work with.
- Send the resources to the teachers in time for them to be uploaded onto SharePoint.
- Support staff will assist Phase Leaders in contacting the children who are not engaging in online learning. They will also contact children that they are linked with, to find out how the children are, to let them know that the LSA is thinking about them and go through any work / give feedback where appropriate.

3.3 Senior leaders

Senior leaders are responsible for:

- Co-ordinating remote learning across the school
- Co-ordinating email correspondence across the school
- Monitoring and responding to safeguarding concerns

3.4 Children and parents

Staff can expect children to:

- Be contactable during the hours of the school day 9am – 3pm – although they may not always be in front of a device the entire time
- Access the live lessons and work set by teachers, and work through the daily tasks set.
- During live lessons:
 - Turn cameras on and apply a Teams background (unless otherwise directed by a teacher).
 - Mute microphones, unless asked to unmute by an adult.
 - Wear appropriate clothing to appear on the screen
- Seek help if they need it, from teachers or learning support assistants/nursery nurses through Microsoft Teams chat or SharePoint (The chat function should only be used in relation to the lesson and not once the lesson has ended or during break)

times).

- Alert teachers if they cannot complete work.

Staff can expect parents/carers to:

- Seek help from the school if they need it – staff should refer parents to SharePoint for weekly timetables and other useful links for learning e.g., Oak Academy videos and online subscriptions.
- Be respectful when making any concerns known to staff.
- Contact the school office and speak to a member of the Senior Leadership Team if they are reporting any safeguarding concerns.
- Be mindful of the number of emails sent to the class teacher (we would request that parents and carers wait for at least 48hrs before following up on any lack of reply).

3.5 Governing body

The governing body 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 systems are appropriately secure, for both data protection and safeguarding reasons

4. Communication

- Communication with families will be via telephone, face-to-face communication (limited to socially distanced and short exchanges in the playground for those children learning in school) and SharePoint.
- The school website provides clear guidance to support parents/carers in accessing remote learning live lessons, a tutorial for using SharePoint to access timetables and online learning tasks and further guidance to support the uploading of work and response to Microsoft Teams assignments.
- If there is an issue with accessing remote learning, parents/carers should contact the school office for support. If a pupil is unable to access SharePoint, a learning pack will be prepared by the class teacher, for collection from the school office.

Keeping in touch with children and parents:

- Emails received should be checked between 8.30am and 3.45pm, Mon- Fri. Staff are not required to respond to emails before 8.30am, after 3.45pm or at weekends and during holidays.
- Any concerns raised are to be dealt with professionally, initially by the class teacher, with the support of the Phase leader. Further support will be provided, when needed, from a member of the SLT.
- Phase Leaders will attempt to contact any children who are not accessing the work set, to offer support. They will liaise with Senior Leaders to highlight any issues that have arisen as a result.
- Contact should be polite and encouraging. Teachers must adhere to the email policy and not give out any personal details. Any concerns should be forwarded to a member of the SLT, who may choose to contact the parents directly.

5. Teacher Self-Isolating:

- Teachers will prepare and deliver lessons in line with the requirements for being in school. They will share/email timetables, planning documents (including PowerPoint/Notepad/resources) with the SLT (unless they have a contact for the cover teacher or support staff member who will be overseeing the class).
- Live lessons will be delivered by Microsoft Teams to the year group. Resources will be prepared in advance (where possible) and communicated to the cover teacher and/or associated LSAs/NNEBs.
- Teachers will continue to carry out Curriculum Leadership (where possible) duties, completing guidance/curriculum documents, responding to emails, and delivering Staff meetings.
- Teachers will attend all meetings (including briefings, FLT, SLT, staff meetings, PPA, phase meetings, pupil progress) via Teams and will prepare accordingly.
- Teachers will participate in all timetabled school events via Teams (including assemblies, sparkle, curriculum chats) and will prepare accordingly.

6. Safeguarding / Data Protection

6.1 Accessing personal data

When accessing personal data, the following protocols will be followed:

- Teachers will access parent contact details via Arbor using a secure password. These details will not be shared with any third parties and Arbor will always be logged off.
- Only school laptops and iPads should be used when accessing any personal information on children.

6.2 Sharing personal data

Staff members will only collect and/or share personal data such as emails or phone numbers as part of the remote learning system when absolutely necessary. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions.

6.3 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)
- Ensuring the hard drive is encrypted (this is enabled by the school IT department) – 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
- Not sharing the device among family or friends
- Antivirus and anti-spyware software are installed by the school
- Keeping operating systems up to date – always install the latest updates