Twickenham PRIMARY ACADEMY

Remote Education Policy
Whole School and EYFS

This policy is available to parents and prospective parents on the school's website and by request from the School Office. If you require a copy of this document in large print or audio format, please contact the School Office.

Policy Review Schedule

Policy Name	TPA Remote Learning Policy
Review Frequency	Every 3 Years
Statutory Policy	No
Policy Owner	Principal
Lead Reviewer	Blended Learning Lead
Approver and date of last approval	Principal, October 2026
Key review dates	**Changes made**
02/10/2020	Policy Written
18/10/2020	Flexible marking Live sessions Home learning timetable added Audit added
05/10/2023	Change to COVID regulations in line with national guidance. Cross checked against template from The Key for School Leaders.
05/10/2026	Removal of Purple Mash as this is no longer used by the school.
Next Review Date: 01/10/2029	

1. Statement of School Philosophy

Twickenham Primary Academy has always strived to be creative, innovative and support our parents/children in the best way possible to make learning excellent, purposeful and holistic. Our strategy for remote learning continues this.

2. Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (Inc. SEND) who aren't in school through use of quality Online and offline resources and teaching videos
- Provide clear expectations members of the school community with regards to delivery high quality interactive remote learning
- Include continuous delivery of the school curriculum, as well as support of Motivation, Health and Well-Being and Parent support
- Consider continued education for staff and parents (e.g. CPD, Supervision and Meet the Teacher)

- Support effective communication between the school and families and support attendance

3. Who is this policy applicable to?

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

Pupils receiving remote education will be marked absent in line with the Pupil Registration Regulations.

We will consider providing remote education to pupils 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 pupils, 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

The school will consider providing pupils 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, pupils, and if appropriate, a relevant medical professional. If the pupil has an education, health and care (EHC) plan or 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 pupil back into school
- Identify what other support and flexibilities can be put in place to help reintegrate the pupil back into school at the earliest opportunity
- Set a time limit with an aim that the pupil returns to in-person education with appropriate support

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

4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver Remote Education include:

- Use of google classroom and pre-recorded videos (videos during full closure only) for Start Day registration, instructional videos and assemblies
- Phone calls home

- Live sessions
- Printed learning packs
- Physical materials such as story books and writing tools
- Use of BBC Bitesize, Oak Academy and other online materials as appropriate to the age and stage of the child(ren) concerned.

5. Home and School Partnership

Twickenham Primary Academy is committed to working in close partnership with families and recognises each family is unique and because of this remote learning will look different for different families in order to suit their individual needs.

Twickenham Primary Academy School will provide a refresher online training session and induction for parents on how to use Google Classroom as appropriate and where possible, provide personalised resources.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Twickenham Primary Academy would recommend that each 'school day' maintains structure.

We would encourage parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils with work encouraging them to work with good levels of concentration.

Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on case-to-case basis.

All children sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on computers at home.

6. Roles and responsibilities

Teachers

Twickenham Primary Academy will provide a refresher training session and induction for new staff on how to use Google Classroom.

When providing remote learning, teachers must be available between 09:00 am and 3:00 pm

Teachers will be available to answers pupil / parent questions at 10:00 am, 12:00 pm and 2:00 pm

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:

- Setting work:
    - Teachers will set work for the pupils in their classes via google classroom
    - The work set should follow the usual timetable for the class had they been in school, wherever possible

- Weekly/daily work will be shared via google classroom
- Arrange 1 online class virtual meeting a week via google meets and 1 whole class session every two weeks (this may change dependent on the nature of the closure with more 'live' learning offered if needed)

- Providing feedback on work:
  - Reading, writing and maths work, all completed work submitted by 1pm to be guaranteed teacher response and comments by 5pm following the school's feedback policy – work submitted later than 1pm will be marked within 24 hrs

All other curriculum tasks submitted by 3.30pm and teachers will comment at the end of the week.

- Keeping in touch with pupils who aren't in school and their parents:
  - If there is a concern around the level of engagement of a pupil/s parents should be contacted via phone to access whether school intervention can assist engagement.
  - All parent/carer emails should come through the school admin account (office@twickenhamprimaryacademy.org)
  - Any complaints or concerns shared by parents or pupils should be reported to a member of SLT– for any safeguarding concerns, refer immediately to the DSL
  - The Principal will liaise with the Educational Welfare Officer where pupils are not accessing remote learning and there is no engagement from parents

Teaching Assistants

- Teaching assistants must be available between their contracted 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.
- During the school day, teaching assistant must complete tasks as directed by a member of the SLT.

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school inc daily monitoring of engagement.
- Monitoring the effectiveness of remote learning – explain how they'll do this, such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents

- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Supporting with issues with technology through contacting 123 ICT or speaking with parents.
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

Designated safeguarding lead

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

Being responsible for filtering and monitoring systems within school.

Computing Coordinator

The Computing Coordinator is responsible for:

- Reporting and supporting issues with systems used to set and collect work via 123ICT
- Ensuring that all children have a Google Classroom log in and access to other remote learning tools as needed.

The SENCO

Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.

- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs
- Identifying the level of support needed for children to access remote learning.

The Office Manager

- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.

Pupils and parents

Staff can expect pupils learning remotely to:

- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers
- Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it – if you know of any resources staff should point parents towards if they're struggling, include those here
- 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

0. Links with other policies and development plans

This policy is linked to our:

- Safeguarding policy
- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Online safety acceptable use policy
- Digital and hardware Development Planning
- Staff Handbook

Annex 1: Example Home Learning Timetable

Reception

Twickenham PRIMARY ACADEMY

	Monday	Tuesday	Wednesday		Thursday	Friday
8.45-9.00	Go online for daily schedule in stream and getting resources prepared for lessons	Go online for daily schedule in stream and getting resources prepared for lessons	Go online for daily schedule in stream and getting resources prepared for lessons		Go online for daily schedule in stream and getting resources prepared for lessons	Go online for daily schedule in stream and getting resources prepared for lessons
9.00-9.15	Assembly	Maths	Maths	Small Group Google Meets	Maths	Maths
9.15-10.00	Maths					
10.00-10.30	Break	Break	Break		Break	Break
10.30-11.15	English/Phonics	English/Phonics	English/ Phonics		English/Phonics	English/Phonics
11.15-11.30	Break	Break	Break		Break	Break
11.30-12.00	Handwriting	Handwriting	Handwriting		Handwriting	Handwriting
12.00-1.00	Break	Break	Break		Break	Break
1.00-1.30	Reading	Reading	Reading		Reading	Reading
1.30-2.30	PSHE	Topic	Computing		Topic or Art and DT	Art and DT
2.30-3.00	Break	Break	Break		Break	Break
3.00-3.30	Choice of PE or Outdoor Activity	Choice of PE or Outdoor Activity	Choice of PE or Outdoor Activity		Choice of PE or Outdoor Activity	Choice of PE or Outdoor Activity

Twickenham PRIMARY ACADEMY

Annex 2: KS1/KS2 Example

	Monday	Tuesday	Wednesday		Thursday	Friday
8.45-9.00	Go online for daily schedule in stream and getting resources prepared for lessons	Go online for daily schedule in stream and getting resources prepared for lessons	Go online for daily schedule in stream and getting resources prepared for lessons		Go online for daily schedule in stream and getting resources prepared for lessons	Go online for daily schedule in stream and getting resources prepared for lessons
9.00-9.15	Assembly	Times table practise	Maths	**Small Group Google Meets**	Times table practise	Times table practise
9.15-10.00	Maths	Maths			Maths	Maths
10.00-10.30	Break	Break	Break		Break	Break
10.30-11.15	English	English	English		English	English
11.15-11.30	Break	Break	Break		Break	Break
11.30-12.00	Phonics	Phonics	Phonics		Phonics	Phonics
12.00-1.00	Break	Break	Break		Break	Break
1.00-1.30	Reading	Reading	Reading		Reading	Reading
1.30-2.30	PSHE	Topic	Computing		Science	Art and DT
2.30-3.00	Break	Break	Break		**Whole Class Google Meet 2.00-3.15 (every fortnight)**	Break
3.00-3.30	Choice of PE or Outdoor Activity	Choice of PE or Outdoor Activity	Choice of PE or Outdoor Activity			Choice of PE or Outdoor Activity

Annex 3: Hours Required

We expect that remote education (including remote teaching and independent work) will take pupils broadly the following number of hours each day:

EYFS and Key Stage 1	At least 3 hours per day
Key Stage 2	At least 4 hours per day

Annex 4: Remote Learning Monitoring Form

Date –	**Subject –**	**Teacher – All staff**
Focus – Remote Learning		
Videos Are the videos clear? Does the teacher provide good/outstanding learning? Is the learning relevant and pitched well? Is there a clear of sequence of learning? Does the lesson/s match the curriculum objectives / terms planning? Is there opportunity for the pupils to pause and answer questions?		
Google Classroom Is it laid out effectively so parents can access easily? Are the teachers solving issues on the feed? Is work turned in and marked? Is all work up and in line with remote learning policy?		
Work Set Is the worksheet appropriate and demanding high quality learning? Is the work well differentiated and meeting the needs of the pupils? Are the worksheets easily accessible? Is the work that is turned in for English and Maths marked in a reasonable amount of time? Is the work that is turned in for Topic and Science Marked on a weekly basis? Is feedback given to other work handed in (Timetables, Art/Dt…)?		
Targets		
Autumn	**Spring**	**Summer**
Target Review		
Autumn	**Spring**	**Summer**
Signed Reviewer	**Signed Teacher**	