

# PARKVIEW ACADEMY

  

# REMOTE LEARNING POLICY

Date Reviewed: March 2026



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## 1. Purpose and Aims

This policy outlines the approach to remote learning at Parkview Academy and aims to:

- Ensure a consistent and high-quality approach for pupils who are learning remotely.
- Set clear expectations for staff, pupils, and parents/carers regarding remote learning.
- Provide guidance on data protection, online safety, and safeguarding during remote learning.
- Support pupils' academic progress, wellbeing, and engagement while learning outside the school setting.

## 2. Roles and Responsibilities

### 2.1 Teachers and Tutors

Teachers and tutors are responsible for ensuring remote learners receive appropriate, planned, and accessible learning. Key responsibilities include:

- Being available during school hours (9:00–15:00) and following normal absence procedures if unavailable.
- Planning lessons that include all pupils, whether in school or remote.
- Uploading work to learning platforms (e.g., Google Classroom) or providing alternative materials.
- Streaming live lessons, coordinating with other staff for consistency, and supporting learners with limited device access.
- Providing timely feedback and guidance on completed work.
- Managing behaviour issues remotely, including non-submission of work.
- Following professional standards in virtual meetings (appropriate dress, background, and conduct).
- Regularly contacting pupils and parents/carers via agreed platforms (email, phone, Google Meet) while respecting working hours.
- Reporting safeguarding concerns immediately in line with Section 5 of this policy.

### 2.2 Learning Support Assistants (LSAs)

LSAs support teachers and pupils in remote learning. Responsibilities include:

- Being available during school hours (9:00–15:00) and reporting absences via normal procedures.
- Supporting assigned pupils with accessing and completing work remotely.
- Attending virtual meetings with staff, parents/carers, or pupils as required.
- Coordinating with teachers/tutors on work distribution, feedback, and behaviour management.
- Maintaining professional standards during virtual meetings (dress code, location, background).
- Following the school's Safeguarding Policy.

## 2.3 Senior Leadership Team (SLT)

SLT ensures consistency, quality, and compliance across the school's remote learning provision:

- Coordinating the remote learning approach across all subjects.
- Monitoring the effectiveness of remote learning, including reviewing pupil engagement and outcomes.
- Ensuring curriculum adaptations are made for remote delivery where necessary.
- Advising teachers on resources, online platforms, and tools to maintain high-quality learning.
- Reviewing deadlines and workload balance across subjects.
- Maintaining security and data protection standards.

## 2.4 Designated Safeguarding Lead (DSL)

The DSL is responsible for:

- Referring suspected abuse or neglect to local authorities as required.
- Supporting staff with safeguarding concerns related to remote learning.
- Liaising with external agencies, including the police and social care.
- Advising staff on online safety and ensuring staff follow the Safeguarding Policy.
- Reviewing and updating safeguarding procedures annually.

## 2.5 IT Staff

IT staff support remote learning by:

- Maintaining remote learning platforms and troubleshooting technical issues.
- Ensuring security and data protection compliance.
- Supporting pupils, parents/carers, and staff in accessing devices and online systems.

## 2.6 Pupils and Parents/Carers

Remote learners are expected to:

- Be available during the school day and communicate if unable to complete work.
- Complete work by set deadlines.
- Seek help from teachers, tutors, or LSAs if needed.

Parents/carers are expected to:

- Notify the school if a child is unwell or unable to complete work.
- Provide appropriate support for learning at home.
- Communicate respectfully with staff regarding concerns or feedback.

## 2.7 Executive Board

The Executive Board is responsible for:

- Monitoring the school's remote learning provision.
- Ensuring security and safeguarding compliance for remote learning systems.
- Evaluating the effectiveness and quality of learning outcomes.

## 3. Remote Learning Access and Platforms

- Remote learning will be delivered via Google Classroom, Google Meet, or physical resources sent to pupils' homes.
- Lessons and materials will be accessible to all learners, with additional support provided for pupils with EHCPs or limited device access.
- Staff will provide clear instructions and guidance for accessing work.

## 4. Data Protection

### 4.1 Accessing Personal Data

- Staff may access pupil data via secure cloud services or school servers.
- Only school devices or approved personal devices may be used, following IT security protocols.

### 4.2 Processing Personal Data

- Personal data may be shared for legitimate educational purposes only.
- Staff should minimise the collection and sharing of personal data wherever possible.

### 4.3 Device Security

Staff must ensure:

- Devices are password-protected with strong passwords.
- Google accounts and school platforms are secure.
- Devices auto-lock after inactivity.
- Personal devices have updated antivirus/anti-spyware software.
- Devices are not shared with unauthorized users.

## 5. Safeguarding

- All staff must follow the Safeguarding Policy and Online Safety Policy.

- Concerns during remote learning must be reported immediately to the DSL.
- Online interactions with pupils must maintain professional boundaries at all times.

## 6. Communication

- Staff will maintain regular communication with pupils and parents/carers through approved platforms.
- The school will provide clear guidance for responding to questions about work, behaviour, or pastoral issues.
- Staff are not expected to respond to messages outside working hours.

## 7. Links with Other Policies

This policy should be read alongside:

- Behaviour Policy
- Safeguarding Policy
- Data Protection Policy and Privacy Notices
- Home-School Agreement
- ICT and Internet Acceptable Use Policy
- Online Safety Policy

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