Policy Name:	**Remote Learning Policy**
Status:	
Issue Date:	June 2026
Review Date:	As required
Review Cycle:	Biannually
Further details and additional copies from:	School Reception/Administration Office
Responsibility for dissemination to new staff:	Headteacher

Signed Headteacher ……. *Date of Signature:* …….

Signed Chair of Governors ……. *Date of Signature*…….

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Vision Statement

Walking in the footsteps of Jesus with Love, Trust and Forgiveness

Children Flourish

Romsey Abbey Church of England Primary School will be a distinctive community, deeply rooted in Christian values, whose culture has limitless ambition, professionalism, engagement and caring at its heart.

Staff, parents and governors will work together closely to give every child the best possible education and life chances.

The school will make a positive contribution to the local community and beyond.

"Life in all its fullness" *John 10:10*

Our Mission

At Romsey Abbey CE School we believe that a world of opportunity lies at our feet. We see our role as a school as instilling in learners the confidence to enable success and relish challenge. We help children, families and staff to learn how to demonstrate love and grow in our ability to forgive each other, to aspire to be the best we can be. We feel it is important to both rejoice in our own success and equally in the success of others. As a church school our whole school life is based around our common values of, "walking in the footsteps of Jesus with love, trust and forgiveness."

Our Aims

Build a culture and ethos of support and respect, inclusive of language, ethnicity, ability and gender.

Create a healthy, safe environment through relationships, resources and opportunities which are accessible to all.

Provide an outstanding curriculum and learning environment that inspires, achieves the highest standards, creates a spirit of adventure, reflects culture and community and builds confident and independent learners.

Strive to build systems of communication that ensure all members of the school family have opportunities to contribute ideas and knowledge that will be valued.

Purpose of Policy

You should only consider providing remote education to pupils in circumstances when in-person attendance is either not possible or contrary to government guidance.

At Romsey Abbey Church of England Primary School, we understand the need to continually deliver high quality education, including during periods of remote working – whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.
Through the implementation of this policy, we aim to address the key concerns associated with remote working, such as online safety, access to educational resources, data protection, and safeguarding.

This policy aims to:

- Minimise the disruption to pupils' education and the delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high quality learning resources.
- Protect pupils from the risks associated with using devices connected to the internet.
- Ensure staff, parent, and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.

These are the responsibilities to ensure that children have good remote learning support…
Admin Staff will:

- Let the class teacher know if a member of their class requires remote learning support.
- Email the parent with a copy of the 'remote learning instructions' at the end of this document.
- If the child is on the SEND register, notify the SENDco of their absence.

Teaching Staff will:

- Make an initial phone call home and speak to the child, ensuring they have everything they need to complete their home learning. Inform SLT if the child is unable to access the online resources. Record the call on CPOMS.
- Phone the parent and child weekly. Check they are well and safe and able to complete their home learning. Record anything of concern on CPOMS. If you can't get through in the week please send an email via the school office requesting a reply.
- If the whole class is unable to attend, maintain your online learning. In Key Stage One and Key Stage Two this is through Google Classroom. Reception will send home resources via a document on the school website.
- Use the online resources linked in the appendix, alongside other high-quality resources and ensure that the children are working at the correct level.
- Ensure that the children are completing 3-5 pieces of work per day, including writing, reading and maths. Children should have enough work for a full school day at home.
- Ensure the children are using the internet safely. Record any unsafe usage on CPOMS.

SENDCo will:

- Ensure that children on the SEND register are called weekly.
- Support parents with any additional adaptions that are required for their child.

Parents will:

- Let the school know if their child requires remote learning.
- Let the school know if their child is unwell during a period of authorised absence.public
- Support their child in completing work from the listed of resources in the appendix.
- Ensure their child is using the internet safely and monitor their internet use.
- Answer weekly phone calls from their child's class teacher and ensure their child has the opportunity to speak.

My child is remote learning

We hope the following document will answer any questions you may have during a period of authorised absence for your child.

What happens if my child's class is sent home?
In this situation your child will have a bespoke learning plan delivered by their class teacher. All pupils will need to log in to their Google Classroom account to find the work set by their class teacher. Class teachers will 'meet' with the children at least once daily. These daily online 'meets' will be considered an attendance mark for your child.

How much support do I need to give?
Children in Key Stage 2 should be able to complete their work independently. Younger children may need parent support to complete the work set.

How much work should my child be doing?
We would expect your child to complete some writing, reading and maths work, alongside the other work set. You will need to ensure that your child is working during the school day. We would suggest that a Key Stage 1 child is working for 3 hours a day and a Key Stage 2 pupil for 4 hours. If the child is working for this amount of time, please take time to rest. Contact your child's class teacher if the workload is too much or too little.

What if my child is too unwell to complete their learning?
If your child is unwell then we wouldn't expect them to complete their home learning. In this situation we would appreciate an email or phone message to the school office letting us know and we will then inform your child's class teacher.

Will my child have contact with their class teacher?
Your child's class teacher will 'meet' your child online daily. They will also attempt to phone you every week to check how you are getting on at home. They will want to speak to your child to check with them personally.

Will my child get any feedback on their work?
Our teachers will be very happy to receive examples of the work your child has completed via email. Please send this to the school email address adminoffice@romseyabbey.hants.sch.uk. In Key Stage One and Two, children are able to submit work to their teacher using the Google Classroom platform. Teachers can then respond to this and communication with your child.

How will you assess my child's progress?
Where work has been completed online, teachers will see and comment on your child's work. This will build a picture of assessment for your child's class teacher. Where work has been completed on paper, photos can be submitted to the Google Classroom.

What if I don't have access to the internet or a device?
Let the school know if you can't access the home learning. We are happy to print online learning and deliver it to your home. If your child is struggling to access their own device or have internet access, please let us know so that we can

support.

How will they stay safe online?
Children are taught Online Safety during computing lessons in school. We expect parents to support their children to use the internet safety at home as they do in school. Parents need to monitor children's internet use to ensure that they are responsible online. Teacher's will contact you if they notice any unsafe behaviour online. They may also 'mute' your child on Google Classroom if necessary.

What if my child is on the SEND register?
Our SENDCo will be in contact with you to check how your child is getting on with their remote learning. Where possible she will support you offer support to ensure your child is able to complete their work.

What if my child is the only member of the class unable to attend in person?
Where individual pupils can't be at school but the majority of the class remains in school, remote education may differ slightly. In this instance, we will require much more support from the parents. Your child's class teacher will be in touch as soon as possible to support you with the remote learning process. They will guide you to resources that you can use to support your child's remote education. This may be using the resources linked below in the appendix or possibly a printed resource pack for you to collect from school. Whilst the class teacher will be busy teaching throughout the day, we will support as much as we can.

What if I have any other questions?
Please contact the school office at adminoffice@romseyabbey.hants.sch.uk or 01794512047

Appendix
Remote Learning Links

As a school we recommend the BBC Bitesize and Oak Academy resources. These give relatively good coverage of the curriculum using high-quality resources with the day planned out for you.
All of the following recommended websites are linked to from the Learning Zone on our website.
https://www.romseyabbeyschool.co.uk/learning-zone
BBC Bitesize
https://www.bbc.co.uk/bitesize/primary
Oak Academy
https://www.thenational.academy/
Please continue to use the following resources…

- Google Classroom
- MyMaths
- Times Table Rockstars
- Weekly homework

Please continue to read daily.

Further Information Sources

Links to other policies/documents

Social Media Policy
Curriculum and Planning policy

Role Holders

Names of all Role holders specified in this document can be found on the school website:
http://www.romseyabbeyschool.co.uk/