



Windmill Hill Primary School

“Windmill Hill is committed to lifelong learning within a caring environment. Together we make a difference.”

Remote Education Policy

1. Purpose and Aims

This Remote Education Policy sets out how Windmill Hill Primary School will provide a high-quality education for pupils who cannot attend school in person, in line with the Department for Education’s “Providing Remote Education: Guidance for Schools” (August 2024).

The aims of this policy are to:

- Ensure consistency in the school’s approach to remote education.
- Set out clear expectations for pupils, parents/carers, and staff.
- Outline procedures for safeguarding, accessibility, and data protection.
- Ensure remote learning supports continuity of education and wellbeing while promoting reintegration into school as soon as possible.

2. When Remote Education Will Be Used

Windmill Hill Primary School recognises that face-to-face education is the most effective and appropriate form of learning. Remote education will only be considered in limited circumstances when attendance in person is not possible or is contrary to government guidance.

For example:

- When the school is unable to open safely (e.g. extreme weather, local health advice).
- When an individual pupil is temporarily unable to attend due to recovery from an operation, injury, or infectious illness, short-term mental health or medical needs, or

circumstances related to an Education, Health and Care (EHC) plan or other identified needs.

Each case will be considered individually, taking into account medical or professional advice, input from parents/carers and the pupil, and advice from the local authority (where relevant).

Formal arrangements will be agreed and reviewed regularly, with the shared goal of returning the pupil to school-based learning as soon as possible. Remote learning will not be used as a disciplinary measure or alternative to suspension.

3. Roles and Responsibilities

Teachers

When providing remote education, teachers will make work available as soon as practicable after an absence begins. Learning will be meaningful, ambitious, and cover a broad range of subjects.

- 3 hours per day for Key Stage 1 (less for younger pupils)
- 4 hours per day for Key Stage 2

Teachers will use: Class Dojo, TT Rockstars, Maths.co.uk, and SPAG.com.

They will make reasonable adjustments for pupils with SEND and provide feedback through digital or paper methods.

Senior Leaders

The Headteacher has overall responsibility for the quality and consistency of remote education. Senior leaders will coordinate provision, monitor quality, train staff, oversee safeguarding and data protection, and ensure FSM pupils have access to a nutritious meal.

Pupils

Pupils are expected to be contactable during the school day, complete assigned work, seek help when needed, and follow online behaviour expectations.

Parents and Carers

Parents/carers are expected to support learning routines, communicate with school about illness or difficulties, ensure children follow online safety guidance, and engage respectfully with staff.

Governing Body

The governing body monitors the quality, equity, and security of remote learning and ensures the policy is implemented effectively.

4. Access to Remote Education

Where pupils do not have reliable digital access at home, the school will provide printed learning packs. For safeguarding reasons, the school does not loan digital devices or internet equipment.

5. Safeguarding

All safeguarding concerns during remote education will be managed in accordance with the Child Protection and Safeguarding Policy. The Designated Safeguarding Lead (DSL) is Miss P Newman.

Staff will use only approved platforms, report concerns promptly, and maintain professional conduct. Parents will be reminded of online safety expectations via the school website and Class Dojo.

6. Data Protection

Accessing Personal Data

When accessing personal data, staff will use secure systems managed by ESI Tech and school-provided devices. Personal devices should not be used for storing pupil information.

Processing Personal Data

The school may need to share limited personal data (e.g. names, email addresses) for educational purposes, in line with the Data Protection Policy and Privacy Notice.

Device Security

Staff will use strong passwords, update operating systems, lock devices when inactive, not share devices, and report any data breach or loss immediately.

7. Monitoring and Evaluation

The Headteacher and Governing Body will review this policy annually or after any period where remote education is implemented. Feedback from staff, parents, and pupils will inform updates.

8. Links to Other Policies

This policy should be read alongside the Behaviour Policy, Child Protection and Safeguarding Policy, Data Protection Policy, Privacy Notice, ICT and Internet Acceptable Use Policy, Online Safety Policy, and SEND Policy.

