REMOTE LEARNING Offer

Updated: September 2026
Signed: SJ
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London Colney Primary & Nursery School

Remote Learning Policy

Aim

Our remote learning guidelines aim to:

- Ensure consistency in the approach to remote learning for pupils who are not attending school;
- Set out expectations for all members of the school community with regard to remote learning;
- Provide appropriate guidelines for safeguarding and data protection;
- Reflect the school's commitment to the UN Conventions of the Rights of the Child, specifically Articles 28, 29 & 31.

Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we will continue to develop our capacity to support pupils' learning at home, through a strong model of 'blended learning', using Google Classroom as our learning platform. This will include:

- A curriculum sequence that allows access to high-quality online and offline resources and teaching videos, and that is linked to the school's curriculum expectations;
- Access to high quality remote education resources;
- Online tools that will be consistently used across the school in order to allow interaction, assessment and feedback, and make sure staff are trained in their use;
- Printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access;
- Working with families to deliver a broad and ambitious curriculum where younger pupils and some pupils with SEND may not be able to access remote education without adult support.

We will:

- Set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects;
- Teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject;
- Provide frequent, clear explanations of new content, delivered by a teacher in the school or through high quality curriculum resources and/or videos;
- Gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work
- Enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding;
- Plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers

We will:

- Consider these expectations in relation to the pupils' age, stage of development and/or special educational needs and demand on parents' help or support
- Avoid an over-reliance on long-term projects or internet research activities
- Continue to develop our comprehensive guidance to staff.

Blended Learning - A tiered approach

Our Remote Learning has been organised according to three tiers:

- Tier 1: Remote Learning for Individuals
- Tier 2: Remote Learning for Partial Closure (closure of a class/bubble/whole school for a short period of time, e.g. a circuit breaker)
- Tier 3: Remote Learning for Full Closure over an extended period of time (whole school)

Tier 1	Remote Learning
Remote Learning for Individuals	• Subjects: Reading/Phonics, Writing, Maths, Science, Geography/History (Optional) • Blocks of work: These will be available in Google Classroom arranged in numbered weeks. Teachers will communicate with the child to identify the corresponding week for the tasks. These tasks will mirror as closely as possible the current class curriculum. • Quantity of tasks: These will be dependent on age/stage of your child. • Teaching: Teachers will signpost children to the appropriate resources, e.g. Oak National Academy, Maths Mastery, BBC Bitesize, Essential Writing and First News. • Recording of work: Completed tasks should be recorded on paper or in your child's Home Learning book and uploaded to the Home Learning folder on Google Classroom. • Monitoring of work: The class teacher will monitor the work completed and give feedback by the end of the week. • Communication: Children can contact their class teacher regarding their work through Google Classroom. Please bear in mind that as the class teacher still has class teaching commitments throughout the day, responses will be limited. Parent communication should be via the school office at *Admin@londoncolney.herts.sch.uk* and not through Google Classroom.
Tier 2	Remote Learning
Remote Learning for Partial Closure A child's whole class is not permitted to attend school.	• Subjects: Reading/Phonics, Writing, Maths, Science, in addition to other subjects as directed by the teacher. • Blocks of work: A weekly timetable of daily tasks will be set prior to the beginning of each week on Google Classroom for all children who are well enough to participate. These tasks will mirror as closely as possible the current class curriculum. • Quantity of tasks: These will be dependent on age/stage of your child. • Teaching: Teachers will signpost children to the appropriate resources, e.g. Oak National Academy, Matsh Mastery, BBC Bitesize, Essential Writing and First News. • Recording of work: Completed tasks should be recorded in your child's Home Learning book and uploaded to the subject folders on Google Classroom. • Monitoring of work: The class teacher will monitor the work completed and give individual daily feedback on tasks in each subject through Google Classroom. • Communication: Each morning the children will receive a video on the Google Classroom 'stream' outlining the day ahead. There will also be a daily 'Google Meet' question and answer session/catch up each afternoon. This will be an opportunity for children to discuss their learning and for the teacher to address any misconceptions and/or celebrate work completed. Children can contact their class teacher regarding their work through Google Classroom. Parent communication should be via the school office at *Admin@londoncolney.herts.sch.uk* and not through Google Classroom.

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Tier 3	Remote Learning
Remote Learning for Full Closure over a period of time (whole school) We enter a 'lockdown' with total school closure.	• Subjects: Reading/Phonics, Writing, Maths, Science, in addition to other subjects as directed by the teacher. Blocks of work: A weekly timetable of daily tasks will be set prior to the beginning of each week on Google • Classroom for all children who are well enough to participate. • These tasks will mirror as closely as possible the current class curriculum. Quantity of tasks: These will be dependent on age/stage of your child. Teaching: Regular 'live' virtual lessons by a member of staff and pre-recorded videos will be used as a tool to teach new content. In addition, teachers will signpost children to appropriate resources to enhance learning, e.g. Oak National Academy, Maths Mastery, BBC Bitesize, Essential Writing and First • News. Recording of work: Completed tasks should be recorded in your child's Home Learning book and • uploaded to the subject folders on Google Classroom. Monitoring of work: The class teacher will monitor the work completed and give individual daily feedback on tasks in each subject through Google • Classroom. Communication: There will be a daily 'Google Meet' question and answer session/catch up each afternoon. This will be an opportunity for children to discuss their learning and for the teacher/staff member to address any misconceptions and/or celebrate work completed. Children can contact their class teacher regarding their work through Google Classroom. Parent communication should be via the school office at Admin*@londoncolney.herts.sch.uk* and not through Google Classroom.

Safeguarding Protocols

Guidance for staff

Online teaching should follow the same principles as set out in the School's Code of Conduct and Teacher Standards.

It is important that all staff who interact with pupils, including online, continue to look out for signs a child may be at risk. Any concerns should be dealt with as per the Safeguarding and Child Protection Policy, and where appropriate, referrals should still be made to children's social care and as required, and the police. Members of the Designated Safeguarding Team, along with senior leader, will oversee and monitor online teaching.

Safe learning from home:

- Teachers and Teaching Assistants will be available for teaching during their normal working hours.
- Language must be professional and appropriate, including any family members in the background.
- The Teaching Assistant attending a live lesson will take an attendance record and submit it to the school office straight after the live lesson has finished.
- Staff and pupils must wear suitable clothing.
- Teachers should only use devices used in appropriate areas (e.g. not in bedrooms) and the background should be appropriate.
- Two members of staff should be present during virtual lessons to ensure safeguarding of all parties.
- Both members of staff must 'join' the meeting 10 minutes before the start of the lesson for safeguarding of all parties.
- The live lesson will be set up using a 'nickname' for access by pupils to prohibit early entry and/or re-joining after the staff have finished and left the 'Google Meet'.
- Staff should record the length, time, date and attendance of any sessions held.
- The live class should be recorded for easy Cloud access at a future date and time for those pupils unable to attend and for safeguarding.
- Live classes should be kept to a reasonable length of time – 45 minutes maximum; at least one live lesson a day plus one guided group lesson a day (teaching/feedback).
- Virtual lessons will be identified on the weekly timetable which will be uploaded on the Google Classroom each Friday so that parents are aware.
- Virtual lessons will be presented to whole class or groups of pupils only (no 1:1 teaching).
- Streaming of live lessons can take place from school for those pupils working from home.
- Staff to have cameras on when necessary, during the live lesson (introduction, plenaries and at the end).
- Cameras off and microphones on mute for pupils. Teachers to ask individuals to unmute in order to answer questions and give feedback.
- Classwork and prep that can be handed in online will be set through the Google Classroom and marked online.
- Staff should not engage in personal dialogue as part of feedback or requests from pupils or parents.

Keeping devices secure:

All staff members will take appropriate steps to ensure their work 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 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 of time.
- Not sharing the device among family or friends.
- Installing anti-virus and anti-spyware software.
- Keeping operating systems up to date – always install the latest updates.

Data protection:

The school will ensure any use of online learning tools, apps and systems is in line with privacy and data protection/GDPR requirements.

These protocols have been designed to keep everyone safe.

School Procedures:

1. The lesson will be scheduled by the member of staff.

2. The school will arrange the date and times of the sessions and these will be shared by the lead member of staff. Where possible, an additional member of staff should be added to the session.

3. Class teachers will use the 'mute' function at times during the meeting to allow everyone to hear/be heard.

4. Pupils should use the text function to show they want to ask a question.

5. If the member of staff has any concerns regarding safeguarding or behaviour, they may contact the parent after the lesson to discuss their concerns. They will also inform the Designated Safeguarding Lead.

6. If the member of staff has any concerns regarding behaviour, they will remind the pupil how to behave. If the behaviour, continues the member of staff may decide to end the session. The member of staff will speak to the parent to discuss behaviour

7. Sessions will be recorded by the school.

8. The member of staff will stay in the session until everyone has 'logged off'.

Pupil Protocols:

- All pupils must ensure that they are wearing suitable clothing (e.g. not pyjamas).
- We ask that all pupils engage in sessions to the best of their ability.
- Pupils must adhere to the school's usual behavioural expectations.
- It is the pupil's responsibility to ensure they attend all scheduled sessions on time.
- They must sign in using their school Google account.
- All pupils' cameras must be turned off and only turned on when the teacher requests.
- No sessions are to be recorded or photographed by pupils in any way.
- Pupils should mute their microphones until asked to speak.
- The text function should only be used to ask and answer questions not just to chat to other pupils.

Parent Protocols:

- Organise your child to be in a quiet room/area for the session to reduce background noise and allow them to focus.
- Consider the background where your child is sitting, ideally ensure it is plain and blank. It should not include any personal Information (e.g. photos)
- We ask that pupils are wearing appropriate clothing for these sessions.
- When the session is over, pupils will be asked to leave the session.
- There should never be a situation where a session takes place on a 1:1 basis with one teacher and pupil without another adult
- Present.
- Face to face sessions are for pupils and teachers only. All parent/teacher communication should be via the usual procedures.
- Parents may not record, share or comment on public forums about individual teachers.
- An appropriate adult must remain in the same room at home as the child during the session to monitor and ensure they are safe and using it appropriately.
- All sessions will be recorded by the school and used in Google Classroom.

<u>Appendix 1 - Expectations</u>

The school will:

- Set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects.
- Teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practiced in each subject.
- Provide frequent, clear explanations of new content, delivered by a teacher in the school or through high quality curriculum resources and/or videos.
- Gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work.
- Enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding.

- Plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers.
- Consider these expectations in relation to the pupils' age, stage of development and/or special educational needs, access to devices, apps and broadband and as well as demands on parents' help or support.
- Avoid an over-reliance on long-term projects or internet research activities.
- Continue to develop comprehensive guidance and training to staff.

The parents and pupils will:

- Agree to the Home-School Agreement and the IT Code of Conduct.
- Agree to the remote learning protocols.
- Review weekly and daily timetables to support their child's remote learning.

Remote Learning Infrastructure

The following will be in place:

- Staff and pupils have access to a home device and the school's online platforms.
- Staff will have access to key resources remotely at home via Google Drive. Staff are encouraged to save files to the Google Drive rather than to devices.
- Staff and pupils will receive appropriate training.
- All staff members will take appropriate steps to ensure their work devices remain secure. INTERM IT will offer support.
- Pupils will be provided with personal login details and passwords. These will be disabled for email use.
- Parents will be offered training and support in the use of the school's online platforms.

Appendix 2 -

Links with other policies

- Behaviour Policy
- Safeguarding and Child Protection Policy
- Data Protection Policy and Privacy Notices
- Home – School Agreement
- ICT and Internet Acceptable Use Policy
- Online Safety Policy
- Code of Conduct