

PIERVIEW ACADEMY

REMOTE LEARNING POLICY

Date Reviewed: September 2026



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1. Purpose and Aims

This policy outlines the approach to remote learning at Pierview 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