



## HOLY TRINITY C of E PRIMARY SCHOOL

Benner Lane, West End, Woking, Surrey, GU24 9JQ

Headteacher: Mrs L Ambrose

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### Remote Learning Policy

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Policy Type:	<i>Non-statutory</i>
Approved by:	<i>Headteacher</i>
Last Reviewed:	<i>2021</i>
LAB Accepted:	
Next Review:	<i>February 2029</i>
Summary of Changes:	

## **Remote Learning Policy**

### **1. Introduction**

This Remote Learning Policy outlines the school's approach to providing high-quality learning for pupils who are unable to attend school but are well enough to continue learning from home. The purpose is to ensure continuity, consistency and clear expectations for staff, pupils and families.

The school uses Seesaw as its agreed digital platform for sharing learning and capturing pupil responses.

### **2. Aims**

This policy aims to:

- Provide accessible, meaningful learning for pupils working remotely.
- Ensure consistency across classes and year groups.
- Maintain clear communication channels between home and school.
- Support wellbeing, engagement and progress for all pupils.
- Ensure expectations for staff and families are manageable and appropriate.

### **3. When Remote Learning Will Be Provided**

Remote learning will be offered when:

- Due to an emergency school closure eg due to adverse weather.
- A pupil is absent due to illness for a prolonged period of time but is well enough to complete learning.
- A pupil is required to isolate or is awaiting medical advice.
- Exceptional circumstances occur, agreed by the Headteacher.

Remote learning is not required for pupils who are too unwell to participate.

### **4. Remote Learning Platform**

The school uses Seesaw to:

- Upload tasks and learning activities
- Provide instructions, demonstrations and resources

- Allow pupils to upload their completed work
- Issue feedback on work submitted

Families are provided with login details and support guidance annually.

## **5. Expectations for Teachers**

### **5.1 Uploading Learning**

- Remote learning will be uploaded to Seesaw within 48 hours of the school being informed of an eligible pupil absence.
- Learning will reflect the core content being taught in school where appropriate.
- Tasks may include videos, templates, photos, audio instructions and links to high-quality online resources.

### **5.2 Reviewing Learning**

- Work submitted by pupils will be reviewed within 48 hours of being uploaded.
- Feedback may take the form of a simple tick, written or audio comments, acknowledgement, or next-step prompts.
- Feedback will remain proportionate and achievable within normal workload expectations.

### **5.3 Seesaw – Communication Expectations**

- Seesaw must not be used for teacher–parent communication.
- Parents and carers must contact school via the school office email address for all communication and queries.
- Teachers will not reply to parent messages on Seesaw.

This ensures safeguarding consistency and protects staff workload.

## **6. Expectations for Pupils**

Pupils are expected to:

- Log in to Seesaw daily (where appropriate).
- Complete the learning activities set.
- Upload work, photos or recordings as requested.
- To ask parents for help – help can be via class teacher. Parent to email school and ask for teacher support if required.

Pupils should do their best, acknowledging that home circumstances vary.

## **7. Expectations for Parents and Carers**

Parents/carers should:

- Ensure their child can access Seesaw.
- Support engagement with activities where possible.
- Use the school office email for all messages to staff.
- Inform school if remote learning cannot be completed.

The school recognises that every home environment is different and will remain flexible and supportive.

## **8. Safeguarding and Online Safety**

- All parent communication must go through the school office email.
- Teachers will not use personal accounts or devices for communication.
- The school's Online Safety and Safeguarding Policies apply at all times.
- Weekly Teams call between staff member and pupil to check on well being – this call must be logged on CPOMs.

## **9. Monitoring and Review**

- Senior Leaders will monitor the quality and consistency of remote learning as part of regular teaching and learning review.
- This policy will be reviewed annually or sooner if national guidance changes.