Remote Learning Policy
Lawley Primary School

Approved by:	Carol McQuiggin	**Date:** September 2026
Last reviewed on:	September 2026	
Next review due by:	September 2027	

1. Purpose

This policy sets out the arrangements for remote education at Lawley Primary School. It reflects the school's commitment to ensuring continuity of education during periods of pupil absence, emergency school closure or other exceptional circumstances. The policy aligns with the school's Digital Strategy, Safeguarding Policy, Online Safety Policy and Filtering and Monitoring arrangements.

2. Digital Platforms

The school uses a range of approved digital platforms to support remote learning and communication, including:

- Showbie (primary learning platform)
- Microsoft 365
- Teams (staff collaboration and planning)
- Spelling Shed

- Approved curriculum-specific applications

All platforms are subject to the school's filtering, monitoring and safeguarding arrangements.

3. Device Access and Digital Inclusion

3.1 Access to Technology

The school operates a 1:1 device scheme to support learning both in school and remotely.

The School Business Manager maintains a five-year device replacement roadmap to ensure pupils and staff have access to reliable and fit-for-purpose technology.

Where barriers to access are identified, the school will work with families to provide appropriate support.

Assistive Technology

Pupils with SEND, EAL or additional needs may access:

- Predictive Text
- Dictation
- VoiceOver
- Live Speech
- Zoom and Magnifier
- Text-to-Speech tools
- Display and accessibility adjustments
- Spelling Shed and other approved intervention programmes

The SENDCo reviews the effectiveness of assistive technology regularly as part of ongoing SEND monitoring.



4. Safeguarding

Safeguarding remains the school's highest priority during remote learning.

All staff must continue to follow:

- Child Protection Policy
- Online Safety Policy
- Code of Conduct
- Filtering and Monitoring Procedures

Any safeguarding concerns must be reported immediately through CPOMS and escalated to a Designated Safeguarding Lead without delay.

Staff must not use personal email accounts, messaging services or personal devices to communicate with pupils.

All remote learning activities must take place through approved school platforms.

5. Filtering and Monitoring

5.1 Filtering and Monitoring

The school uses:

- Lightspeed Systems for filtering
- Senso for monitoring

These systems help ensure pupils remain safe online whilst using school devices both on and off-site.

Any concerns regarding:

- inappropriate content
- attempts to bypass filtering
- safeguarding alerts
- technical failures

must be reported using the school's Filtering and Monitoring Reporting Pathway.

Staff must never attempt to circumvent filtering controls.

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6. Staff Responsibilities

Teachers

Teachers are expected to:

- Maintain professional standards online.
- Follow the Acceptable Use Policy.
- Use only approved digital platforms.
- Report safeguarding concerns immediately.
- Follow filtering and monitoring procedures.

Senior Leaders

Senior leaders will:

- Monitor the quality of remote education.
- Monitor safeguarding arrangements.
- Review digital engagement levels.
- Ensure digital inclusion is maintained.
- Report relevant compliance matters to governors.

6. Data Protection

Staff must:

- Use only school-approved systems.
- Follow GDPR requirements.
- Keep school devices secure.
- Use strong passwords and Multi-Factor Authentication where available.
- Report any data breach immediately.

Personal information must not be stored on personal devices unless authorised by the school.

7. Remote Education During Extended Absence

Where a pupil is absent for an extended period due to illness or other exceptional circumstances, remote learning provision will be considered on a case-by-case basis, taking account of:

- Medical advice
- SEND requirements
- Access to technology
- Safeguarding considerations

Provision will be coordinated by the class teacher in partnership with school leaders and the SENDCo where appropriate.

7. Monitoring Arrangements

This policy will be monitored through:

- Remote learning participation data.
- Learner engagement reviews.
- Safeguarding monitoring.
- Filtering and monitoring reports.
- Parent and pupil feedback.
- Digital strategy reviews.
- Governor monitoring.

The policy will be reviewed annually by the Headteacher, DSL and Digital Lead.

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8. Linked Policies

Update section 8 to include:

- Safeguarding and Child Protection Policy
- Online Safety Policy
- Acceptable Use Policy
- Data Protection Policy
- Staff Code of Conduct
- Behaviour Policy
- Digital Strategy 2026-2029
- Filtering and Monitoring Audit
- SEND Policy