

The Levett School



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Positivity | Determination | Reflection | Integrity

Remote Online Learning Policy

<i>Policy agreed by Management Committee on:</i>	
<i>Review date for Management Committee:</i>	April 2026
<i>Allocated Group/Person to Review:</i>	Headteacher
<i>Agreed frequency of Review, by allocated person:</i>	Every Year
<i>Last Review date:</i>	5 th March 2026

Melton Road, Sprotbrough, Doncaster, DN5 7SB



City of
Doncaster
Council

1. Purpose

At The Levett School, we are committed to ensuring continuity of education when pupils are unable to attend school in person due to illness, medical needs, suspension, or exceptional circumstances.

Remote education will be high quality, inclusive, and aligned to our curriculum, ensuring pupils continue to make progress.

This policy aims to:

- Minimise the disruption to pupils' education and the delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high quality learning resources.
- Protect pupils from the risks associated with using devices connected to the internet.
- Ensure staff, parent, and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during the period of home learning.
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of home learning.

This policy operates in conjunction with:

- Child Protection and Safeguarding Policy
- SEND Policy
- Data Protection Policy
- Behaviour Policy
- Teaching and Learning Policy

2. When Remote Education Will Be Provided

Remote education will be provided when:

- A pupil is unable to attend school but is well enough to engage in learning
- School closure is required due to exceptional circumstances
- A pupil requires temporary alternative provision

The school will determine the appropriate format (live, blended, or paper-based), taking account of individual need.

3. Quality of Education

Remote education will:

- Reflect the ambition of the in-school curriculum
- Be meaningful and sequenced
- Include a range of learning approaches (live sessions, independent tasks, reading, structured activities)
- Provide appropriate feedback

Where appropriate, the school may use:

- Microsoft Teams
 - Telephone support
 - Printed work packs
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- Educational websites

Provision will be adapted for pupils with SEND and those with SEMH needs.

The SENCO will ensure reasonable adjustments are made and that EHCP provision continues as far as practicable.

4. Roles and Responsibilities

The Management Committee will:

- Ensure that the school has robust risk management procedures in place.
- Monitor and evaluate the effectiveness of the school's home learning arrangements.

The Headteacher will:

- Ensure remote provision meets statutory expectations.
- Ensure staff are trained and supported.
- Review provision regularly.

The Business Manager will:

- Oversee that all school-owned electronic devices used for home learning have adequate anti-virus software and malware protection.
- Ensure all staff, parents, and pupils are aware of the data protection principles outlined in the GDPR.
- Ensure that all computer programs used for home learning are compliant with the GDPR and the Data Protection Act 2018.
- Oversee that any ICT equipment used for home learning is resilient and can efficiently recover lost data.
- Arrange the procurement of any equipment or technology required for staff to teach remotely and for pupils to learn from home.
- Ensure value for money when arranging the procurement of equipment or technology.
- Ensure that the school has adequate insurance to cover all remote working arrangements.

The Leadership team will:

- Ensure that the relevant health and safety risk assessments are carried out within the agreed timeframes, in collaboration with the Headteacher.
- Put procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with home learning.
- Ensure that pupils identified as being at risk are provided with necessary information and instruction, as required.
- Manage the effectiveness of health and safety measures through a robust system of reporting, investigating, and recording incidents.

The DSL will:

- Ensure safeguarding arrangements remain robust in line with Keeping Children Safe in Education.
 - Maintain oversight of vulnerable pupils.
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- Ensure appropriate contact is maintained.

The SENCO will:

- Ensure accessibility and inclusion for pupils with SEND.

Staff will:

- Deliver remote education as directed.
- Monitor engagement and report concerns.
- Follow safeguarding and data protection procedures.

Parents will:

- Adhere to this policy at all times during periods of home learning.
- Ensure their child is available to learn remotely at the times set out in the timetable and that the schoolwork set is completed on time and to the best of their child's ability.
- Report any technical issues to the school as soon as possible.
- Ensure that their child always has access to home learning material during the times set out in the timetable.
- Report any absence in line the attendance policy.
- Ensure their child uses the equipment and technology used for home learning as intended.

Pupils will:

- Adhere to this policy at all times during periods of home learning.
- Ensure they are available to learn remotely at the times set out in their timetable and that their schoolwork is completed on time and to the best of their ability.
- Report any technical issues to a member of staff/parent as soon as possible.
- Ensure they have access to home learning material and notifying a responsible adult if they do not have access.
- Notify a responsible adult if they are feeling unwell or are unable to complete the schoolwork they have been set.
- Ensure they use any equipment and technology for home learning as intended.
- Adhering to the Behavioural Policy at all times.

5. Safeguarding

Safeguarding remains a priority during remote education. All staff will follow the Child Protection and Safeguarding Policy. Vulnerable pupils will be identified and monitored. Regular contact will be maintained. Concerns will be reported immediately to the DSL. Online interactions will take place through approved platforms only.

6. Online Safety

The school will:

- Use secure, risk-assessed platforms.
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- Set clear expectations for conduct during live sessions.
- Provide guidance to parents on keeping children safe online.
- Pupils must not record sessions or misuse technology.
- Any breaches will be addressed in line with the Behaviour Policy.

7. Data Protection

- All staff will comply with the Data Protection Act 2018 and UK GDPR.
- Only approved systems will be used.
- Devices must be secure.
- Personal data must not be shared inappropriately.

8. Monitoring Engagement and Progress

Teachers will:

- Monitor participation and engagement.
- Provide feedback in line with the school's live marking policy.
- Raise concerns about non-engagement promptly.
- Where engagement is a concern, the school will work with families to provide support.

9. Health and Wellbeing

The school recognises that remote education can present challenges. Pupils will be encouraged to take regular screen breaks. Staff will consider workload and wellbeing. Families will be supported where difficulties arise.

10. Remote Learning Online Code of Conduct

See appendix for the code of conduct to be read and signed by parents and pupils.

11. Review

This policy will be reviewed annually or in response to updated DfE guidance.

Appendix 1: Remote Learning Online Code of Conduct

This Code of Conduct applies to all staff and pupils participating in remote learning sessions delivered by The Levett School.

All remote interactions must reflect the same standards of behaviour, safety and professionalism expected within school.

Where possible, interactions will be textual and take place in group or public formats.

1. General Expectations (All Remote Sessions)

All participants must:

- Follow the school Behaviour Policy and Staff Code of Conduct.
- Use appropriate language at all times.
- Use school-approved platforms and equipment only.
- Use technology for its intended educational purpose.
- Not record, store, screenshot, or distribute any audio, video or written content without explicit permission from the school.
- Ensure any concerns or inappropriate behaviour are reported immediately.
- Understand that staff may end a session if behaviour expectations are not met.

Parents/carers must be available during remote sessions involving their child.

2. Video Communication Expectations

When participating in live video sessions:

Participants must:

- Wear suitable, school-appropriate clothing (this includes others visible within the household).
- Be located in a suitable shared living area (e.g. living room or kitchen).
- Not participate from private areas such as bedrooms or bathrooms.
- Ensure the background is appropriate and free from personal or sensitive information.
- Maintain behaviour consistent with in-school expectations.
- Ensure they are aware that they are visible at all times during the session.
- Ensure they have a stable internet connection to minimise disruption.

If behaviour becomes inappropriate, staff will end the session and report the incident to senior staff in line with school procedures.

3. Audio Communication Expectations

When participating in audio-only sessions:

Participants must:

- Use appropriate language at all times (including others within hearing distance).
 - Maintain behaviour consistent with in-school expectations.
 - Be aware that they can be heard at all times during the session.
 - Not record or distribute audio content without permission.
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- Ensure a stable connection where possible.

If behaviour becomes inappropriate, staff will end the session and report the incident in line with school procedures.

4. Parental Responsibilities

Parents/carers must:

- Ensure their child is supervised appropriately.
- Be available during the session.
- Support the school in reinforcing expectations around online conduct.
- Report any safeguarding or online safety concerns to the school immediately.

5. Breaches of the Code

Failure to follow this Code of Conduct may result in:

- Immediate termination of the session.
- Reporting to senior leaders.
- Sanctions in line with the Behaviour Policy.
- Temporary or permanent removal from live remote sessions where necessary.

Safeguarding concerns will be managed in accordance with the school's Child Protection and Safeguarding Policy and statutory guidance, including Keeping Children Safe in Education.

Declaration

I confirm that I have read and understood the Remote Learning Parent/Carer Agreement and agree to support The Levett School in maintaining safe, respectful and effective remote education provision.

Pupil Name: _____

Parent/Carer Name: _____

Signature: _____

Date: _____
