



Queen Elizabeth II School Remote Learning Policy

Effective from: **September 2023**

Signed by:
Helen Elphick

Reviewed: **September 2025**

Next review date: **September 2026**

This remote learning policy has been written as guidance for staff and parents during the Covid-19 Pandemic.

Following DfE guidance schools are expected to have the capacity to offer immediate remote education where a class, group or small number of pupils need to self-isolate, or there are local restrictions requiring pupils to remain at home. The DfE recognises that for many pupils with SEND the guidance around remote learning opportunities need to be adapted by their teachers who know their needs best, in order for these to be met most effectively to ensure that pupils continue to make progress wherever possible, if they are not able to be in school. Alongside this our key concern is for the welfare of both students and their families and therefore communication between school and home is crucial to support not only the remote learning but also the wellbeing of our families.

The purposes of this policy are:

- To outline procedures and practice for pupils who are not in school but are fit and healthy, to continue with their everyday skills tasks.
- To outline procedures and practice for staff in regards to remote learning; planning and setting tasks on eschools, offering feedback for work completed and shared by the parent and also staying in contact with parents.
- Provide appropriate guidelines for safeguarding and data protection.

This meets the expectations set out in the DfE guidance 'Remote Education Support' found [here](#)

OUR APPROACH

It is important to note that 'remote learning' is very different for the pupils and parents in our school. Teachers will offer suggested activities that continue the learning in our planned creative curriculum and build incrementally on our pupils' knowledge and skills. However, we recognize that parents / carers know best what their child needs and there is no expectation on parents / carers to complete all the set activities. Many of the life skills that our pupils are working to acquire can be developed through the day to day activities of home life. If a parent / carer feels that their child is enjoying a different activity which is giving them learning opportunities, then this should be pursued.

When a pupil is working from home, the school will make sure that suggested skills based tasks and support is provided remotely via the eSchools platform. Each class has their own homepage that includes daily lessons, instructional pre-recorded videos and resources to suit all abilities following the school curriculum. These are updated every week and offer those working at home the same structure as those in school.

Alongside the daily lessons pupils will also be sent home individual target work (related to their individual learning plans) and resources to support this so that they can still achieve their intended outcomes regardless of where they are studying. We know that parents and teachers know their child/pupil best and will be able to select the most appropriate work for each child.

If a child does not have access to a computer/laptop and/or the internet, the school will do all it can to support children, providing a laptop as appropriate or if necessary providing paper packs of learning. Parents will be reminded to make the school aware of any barriers to accessing remote learning.

PUPIL/STUDENT EXPECTATIONS

- Pupils can complete some of the activities set by their teacher on eSchools either independently or all with the support of their parent / carer.
- If completing the work becomes too strenuous for either parent or pupil then it does not need to be attempted or completed.

THE USE OF ZOOM CALLS GUIDANCE FOR TEACHERS

We recognize the importance of video calls, during these exceptional circumstances. Video calls between a pupil/their family to the class teacher enables relationships to be maintained, and also supports emotional and physical health.

Key safety points for teachers when using Zoom

- Only use school devices, not a personal one.
- Pupils must be supervised during the video call (make sure you can see the parent/ carer in the screen.)
- Staff and pupils must be appropriately dressed (No pyjamas)
- The video call must take place in a communal area/ living room (no bedrooms)
- Pre book the video call and inform Heads of School of your appointment (date/time)
- Log the video call and email feedback to Heads of School
- Share any concerns immediately with DSL/DDSL

*Teachers should be aware that they might unknowingly be recorded by parents/carers.

Additional guidance for teachers using Zoom

A pre-planned zoom meeting, led by the class teacher, is a good tool for keeping in touch with students and their families.

Teachers should follow the Zoom guidance and these additional safety points:

- Password protect the 'virtual' meeting room.
- Set Zoom up using your work email.
- Use a new meeting room each time
- Don't allow attendees to join before host (use the waiting room)
- Turn screen sharing off
- Don't publicise your meeting's link on social media
- Don't share the screenshot of everyone, especially when it shows the meeting ID
- Have 2 staff in the 'virtual' meeting room. 1. Someone silent to 'manage the digital safety of the room'. 2. The second person to 'lead the discussions/ content/ behaviour'

ROLES AND RESPONSIBILITIES

- Teachers are required to communicate with parents on a weekly basis by telephone call and email or direct message on eSchools.
- They should ensure that there is work that can be accessed by all on the class eSchool home page.
- Teachers will offer a daily/weekly timetable alongside resources to support all learning abilities. The resources will be relevant to what pupils will be covering in school.
- If parents send examples of work completed from home these should be collated and put with the students work for that term.
- Gems, Well Done postcards and Headteacher awards can still be given out.
- Pupils or their parents/carers can send any completed work/photographs to teachers via email. Work will receive an acknowledgement from a teacher or other school staff. This will not aim to replicate feedback on strengths and development in learning that parents/carers might expect when the school is open and working normally.

PARENT EXPECTATIONS

- Encourage and support their children's work, including finding an appropriate place to work, checking that set work is completed and ensuring they have some structure to the day: start and finish times and appropriate breaks.
- Share any work carried out with their teacher from photographs of life skills, such as cooking to more formal learning tasks.
- Keep in regular contact the class teacher and let them know if any support is needed.
- Think about what skills you would like your child to learn or what skills would benefit them most from making to baking, learning new signs and getting some exercise.

EHCP PROVISION

Parents will be provided with an ILP learning pack relevant to individual children's needs. This will include steps to work towards their EHCP outcomes. If a child is self-isolating and this EHCP includes provision provided by therapists we will endeavour to work with families to provide therapist support either remotely or through home visits.

SAFEGUARDING

Please refer to Child Protection and Safeguarding policy.

DATA PROTECTION

When accessing personal data, all staff members will: only use their official school email account and connect to the school network using their school laptop only. Staff members are unlikely to need to collect and/or share personal data. However, if it does become necessary, staff are reminded to collect and/or share as little personal data as possible online. All data collection will be compliant with GDPR guidelines.

This policy will be reviewed by the Leadership Team/Governors as and when updates to home/remote learning are provided by the Government.