



Ash Grove
School

Belief Courage Honesty

Remote Education



Part of the

Oak 
Learning Partnership

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Version	Date	Amended by:	Substantive changes:	Purpose
1.0	January 2026		New document	First release



Rationale

At Ash Grove School, we recognise the importance of delivering high-quality education at all times, including during periods of remote learning—whether this is required for individual pupils or larger groups. We are committed to maintaining high expectations across all aspects of school life and ensuring that all pupils continue to have access to the learning experiences, resources, and support they need to achieve success.

This policy seeks to address the key challenges associated with remote learning, including online safety, equitable access to educational resources, data protection, and safeguarding. By establishing clear expectations and consistent approaches, Ash Grove School aims to ensure that remote learning remains safe, effective, and inclusive for all pupils.

Aims

This Remote Learning Policy aims to:

- Ensure a consistent and high-quality approach to remote learning for pupils who are unable to attend school
- Clearly set out expectations and responsibilities for all members of the school community in relation to remote learning
- Provide clear guidance on data protection, online safety, and safeguarding during remote learning

Use of Remote Learning

At Ash Grove School, we expect all pupils to attend school in line with our Attendance Policy. Remote learning is not considered an equivalent alternative to in-person attendance. Pupils who are accessing remote education will be recorded as absent in accordance with the Pupil Registration Regulations.

Remote education will only be considered in circumstances where attending school in person is not possible or where doing so would be contrary to government or medical guidance.

This may include:

- Situations where the school determines that opening to pupils is not safe or is inconsistent with guidance from local or central government
- Circumstances where an individual pupil is temporarily unable to attend school but is well enough to continue learning, for example where:
 - The pupil has an infectious illness
 - The pupil is preparing for, or recovering from, a medical procedure

- The pupil is recovering from an injury and attending school may delay recovery
- Attendance is impacted by a special educational need or disability (SEND) or a mental health need

Decisions regarding the provision of remote learning will be made on a case-by-case basis, considering the individual needs and circumstances of the pupil.

Where remote learning is agreed and implemented, Ash Grove School will:

- Seek mutual agreement between the school, parents/carers, and the pupil, and where appropriate, a relevant medical professional
- Involve the local authority where the pupil has an Education, Health and Care Plan (EHCP) or an allocated social worker
- Put formal arrangements in place to review remote learning regularly
- Identify and plan for reintegration back into school at the earliest appropriate opportunity
- Consider any additional support or reasonable adjustments required to support a successful return to in-person education

Roles and Responsibilities

Teaching Staff

Teaching staff at Ash Grove School are responsible for ensuring that pupils who are unable to attend school continue to be supported in their learning wherever appropriate. This includes the following responsibilities:

- Planning learning activities that align with the curriculum focus for their classes and, where possible, providing appropriate resources to support pupils learning at home
- Where a pupil is absent for medical reasons and is expected to be absent for an extended period, contacting parents/carers to discuss the most effective ways to support the pupil and their family during this time
- Facilitating remote learning where it is appropriate, meaningful, and beneficial to the pupil
- Providing alternative learning materials, such as physical resource packs, where families are unable to access remote learning electronically and where this would support the pupil's engagement
- Responding to communication from parents/carers in a timely and professional manner
- Maintaining regular contact with pupils who are not attending school and their parents/carers at least once per week, using agreed communication methods such as phone calls, emails, or text messages

- Ensuring that communication takes place during normal working hours, unless a parent/carer has specifically requested alternative arrangements and the member of staff has agreed to this.

Pupil and Family Roles

Parents/carers and pupils at Ash Grove School play an important role in supporting effective and safe remote learning. Expectations include the following:

- Parents and carers are encouraged to work in partnership with the school by identifying and communicating what support Ash Grove School can provide during periods of remote learning
- Pupils should be appropriately supervised when using the internet, in line with online safety guidance
- When taking part in Microsoft Teams meetings, pupils are expected to behave appropriately and be suitably dressed, as they would be for learning in school
- A parent or carer should be present at the start of any remote learning session as a minimum. Parents/carers are welcome to remain for the duration of the session and, in many cases, may need to stay to support their child to engage effectively with the learning
- Any concerns or complaints raised by pupils or parents/carers should be directed to the class teacher in the first instance

The Governing Board

The Governing Board at Ash Grove School is responsible for:

- Monitoring the school's approach to remote learning to ensure that pupils continue to receive a high-quality education
- Ensuring that remote learning systems and practices are secure and comply with requirements relating to data protection and safeguarding

Who to Contact

If staff have any questions or concerns relating to remote learning, they should contact the appropriate member of staff below:

- Curriculum and learning provision: Deputy Headteacher – *Kate Vincent*
- Technical or IT issues: Deputy Headteacher – *Kate Vincent*
- Workload or wellbeing concerns: Headteacher – *Dave Herbert*
- Data protection concerns: Business Manager – *Heather Simms*
- Safeguarding concerns: DSL– Roxanne Redmond or Headteacher – *Dave Herbert*

All safeguarding concerns must also be recorded on CPOMS in line with the school's safeguarding procedures.

Data Protection

Accessing Personal Data

When accessing or handling personal data for the purposes of remote learning, all staff at Ash Grove School must adhere to the following expectations:

- Pupil personal data must only be accessed through Arbor
- Staff should use school-issued laptops or computers rather than personal devices when contacting families or delivering remote learning via Microsoft Teams
- Where pupil personal data needs to be taken off site, it must be stored securely on a password-protected device and signed out in line with school procedures
- To maintain confidentiality and data security, staff must work in an appropriate private workspace and avoid accessing or discussing personal information in public places

Processing Personal Data

As part of the delivery of remote learning, staff may need to collect and/or share limited personal data, such as email addresses. Where this processing is necessary for the school to carry out its official functions, consent is not required. All data will be handled in accordance with the school's Data Protection Policy and Privacy Notice.

Staff are reminded to:

- Collect and share only the minimum amount of personal data necessary
- Follow all data protection responsibilities in line with school policies and procedures
- Avoid sending 'blanket' emails to parents and carers; the BCC function must be used to prevent the sharing of personal email addresses

In the event of a GDPR or data protection breach, staff must report the incident immediately to the Business Manager so that appropriate action can be taken.

Keeping Devices Secure

All staff at Ash Grove School are expected to take appropriate measures to ensure that school-issued devices and any associated information remain secure at all times. This includes, but is not limited to, the following expectations:

- Ensuring all devices are password protected. Strong passwords should be a minimum of 8 characters and include a combination of upper- and lower-case letters, numbers, and special characters (for example, symbols such as an asterisk or currency sign)
- Ensuring that device hard drives are encrypted, so that data cannot be accessed if a device is lost or stolen

- Setting devices to automatically lock after a period of inactivity
- Not allowing school devices to be shared with family members or friends
- Avoiding the use of shared or public Wi-Fi networks when accessing school systems or sensitive information
- Keeping all computers, laptops, tablets, and any paper-based files or documents stored securely when not in use
- Ensuring that devices and paper records are never left unattended in vehicles or in any other unsecured location during transport
- Working with ICT Support to ensure that antivirus and anti-spyware software is installed and kept up to date
- Ensuring that operating systems and security updates are applied promptly, in collaboration with ICT Support

These measures are essential to maintaining data security and protecting both staff and pupil information in line with the school's data protection and safeguarding responsibilities.

Safeguarding

Ash Grove School has a separate Safeguarding and Child Protection Policy. Staff must remain vigilant to the fact that remote learning arrangements can present additional safeguarding concerns and must be familiar with the procedures for identifying and reporting any worries.

All safeguarding concerns must be reported and recorded in line with the school's Safeguarding and Child Protection Policy and logged on the CPOMS system without delay.

Monitoring Arrangements

This policy will be reviewed biennially by the Deputy Headteacher for Curriculum, or sooner in response to any changes in Department for Education (DfE) guidance.

At each review, the policy will be approved by the Headteacher and published on the school website.

Links with Other Policies

This policy should be read in conjunction with the following Ash Grove School policies:

- Behaviour Policy
- Safeguarding and Child Protection Policy
- Data Protection Policy and Privacy Notices
- ICT and Internet Acceptable Use Policy
- Online Safety Policy



