



Remote Learning Policy (Whole School including EYFS)

Independent Day School

Our Lady of Sion School

Last Reviewed: July 2025

Frequency of Review: Annually

Next Review Due: July 2026

1. Policy Statement

Our Lady of Sion School is committed to ensuring continuity of education in the event that physical school closure is required. This policy outlines expectations for staff, pupils, and parents when learning is delivered remotely, including live lessons via Microsoft Teams or Google Classroom, and recorded content where appropriate.

The policy aligns with:

- **KCSIE 2025 (safeguarding, online safety, misinformation/disinformation risks)**
- **DfE guidance on remote education**
- **Working Together to Safeguard Children (2023)**
- **School policies on AI, photography, social media, and online safety**

2. Scope

This policy applies to:

- All pupils and staff of Our Lady of Sion School.
- External providers or contractors involved in delivering online content (e.g., Molokini for marketing-related materials).
- Platforms used for remote learning, including Teams, Google Classroom, and school-approved educational software.

3. Roles and Responsibilities

Headteacher / SLT:

- Ensure remote education provision is consistent with statutory requirements.
- Oversee safeguarding, monitoring, and quality of online teaching.

Teachers:

- Deliver lessons according to the remote timetable.
- Monitor pupil engagement and provide feedback.
- Follow professional standards for online teaching, including safeguarding and safe AI use.

Parents / Carers:

- Support pupils in accessing lessons safely.
- Encourage adherence to school rules for online conduct.
- Communicate concerns to the school promptly.

Pupils:

- Follow online behaviour expectations.
- Engage actively and respectfully in lessons.
- Use AI tools and other online resources responsibly, per school policies.

Designated Safeguarding Lead (DSL):

- Monitor remote teaching to ensure safeguarding practices are maintained.
- Oversee pupil welfare, interactions, and content shared in online lessons.

Attendance Lead:

- Track attendance in live and asynchronous lessons.
- Follow up promptly on absences to safeguard pupils and ensure engagement.

4. Safeguarding and Online Safety

- **All live lessons must comply with safeguarding procedures:**
 - Staff must use school-approved accounts.
 - Lessons should be recorded only for teaching purposes and stored securely.
 - Cameras should be on only if appropriate, and consent is required for recording.
- Pupils' personal information and images must be protected, especially EYFS and nursery children, in line with the Photography and Images Policy.
- Content shared must not contain misinformation, disinformation, conspiracy theories, or unsafe AI-generated material.
- Online conduct must reflect the school's behaviour and professional standards policies.
- The DSL will maintain a focus on safeguarding during remote education.
- The Attendance Lead will monitor online attendance, identifying any safeguarding concerns or patterns of disengagement.

5. Remote Teaching and Learning

- Teachers will provide a full timetable of lessons remotely, including live lessons via Teams or Google Classroom.
- Learning may include:
 - Synchronous (live) teaching sessions.
 - Asynchronous tasks, including worksheets, recorded lessons, or AI-supported activities (monitored for accuracy and safety).
- Pupils must submit work through the school's approved platforms.
- Staff must provide timely feedback to support learning.

6. Use of Technology

- Only school-approved platforms may be used for remote education.
- Staff must follow guidance for safe use of AI, social media, and digital content.
- Parents and pupils must not share login details or school content on personal or public platforms.
- Recorded lessons must be stored securely and deleted according to retention policies.

7. Communication

- School communications will remain through official channels (email, Teams, Google Classroom, and school website).
- Parents and pupils should report any concerns, inappropriate content, or online safety issues immediately to the DSL.
- Feedback and support will be provided regularly to ensure engagement and wellbeing.

8. Accessibility and Inclusion

- Remote learning resources will be made accessible to all pupils, including those with special educational needs.
- Staff will provide alternative formats if pupils cannot access standard materials or live lessons.

9. Monitoring and Evaluation

- Engagement, participation, and learning outcomes will be monitored by:
 - DSL, focusing on safeguarding and ensuring pupils are safe in online learning environments.
 - Attendance Lead, monitoring attendance in live and asynchronous lessons to identify safeguarding or welfare concerns.
 - Headteacher, SLT, and teaching staff, monitoring learning outcomes and quality of teaching.
- Safeguarding incidents or breaches of this policy will be addressed in line with the school's safeguarding and behaviour policies.
- The policy will be reviewed annually or after a period of remote learning.
- **Next scheduled review: July 2026**

10. Links to Other Policies

- Safeguarding Policy
- Photography and Images Policy
- Social Media Policy
- AI Policy
- Acceptable Use Forms
- Online Safety Policy

This policy ensures that remote education is safe, effective, and aligned with statutory guidance, safeguarding pupils, staff, and the school's reputation, while maintaining engagement and educational standards.

Approved by Board of Governors August 2025