



St James'
Church of England School

Every Child Every Chance Every Day

Remote Learning Policy

School Leader: D Walls

Link Governor: A Cruickshank

Policy Approved

Date:
15.07.25

Rationale

This policy covers all aspects of remote learning in the school including online and distance learning

This includes Home Learning (Homework) and enrichment activities as well as any interventions that support learners off site to catch up any missed learning or to keep up with current learning delivered by the school.

In the event of a school closure, the school is committed to providing continuity of education to its learners and will do so through a process of remote (online) learning. Extensive remote learning would apply particularly in a situation in which the school is closed for an extended period of time, but a high proportion of learners and teachers are healthy, and able to work as normal from home.

This policy does not normally apply in the event of short-term school closures (e.g. as a result of inclement weather) or a short-term learner absence. There is no obligation for the school to provide continuity of education to learners who absent themselves from school, with or without parental permission, in contravention to school or government guidance. This may apply, for example, if parents choose to take learners on holiday during term time. Similarly, this would apply if parents made the decision, without prior agreement with the school, to absent their children from school 'as a precaution', against official guidance, in the event of an outbreak of infectious disease.

Remote learning can be accessed by a child and their siblings if they are absent because they are awaiting test results and their household is required to self-isolate or if a child's class is not permitted to attend school because they, or another member have tested positive for an infectious disease.

Our Aims are:

- To have structured learning opportunities to connect with children across the school week.
- To provide continuity of learning and skills development in the event of a school closure.
- To ensure planning for opportunities for pupil achievement and attainment including additional enrichment and Home Learning activities.
- To ensure we give opportunities for every child and that all children are safe, respected, respectful and responsible.
- To respect the rights of children as set out in our Good Behaviour and Anti Bullying policies.

What is 'Remote Learning'?

Remote learning, also referred to as distance learning, gives children who aren't in a physical location due to illness or school closure in-person education, access to online training materials, and the ability to communicate with their school staff from their own home through an Internet based application.

At St James' CofE Juniors we use two primary applications to facilitate remote learning and communication – Google Classroom and Class Dojo.

What is Google Classroom?

Google Classroom is a GDPR compliant digital hub that brings conversations, content, assignments, and apps together in one place, this allows teachers to:

- create learning environments,
- build collaborative classrooms,
- connect in professional learning community, and connect with colleagues remotely.

Within Google Classroom, staff can converse with children through a class conversation. This is fully visible at all times by all members of the class. 1-1 discussions (calls and chats) between a class teacher or another child will be disabled from the application to avoid any safeguarding issues. These conversations are also stored on Google Classroom "Cloud" Network within St James' CofE Juniors Primary School tenancy and can be reviewed if and when a need arises. Staff and children can share files and websites and distribute and grade 'assignments'. This allows teachers to organise interactive lessons and provide effective and timely feedback. Google Classroom can be used for announcements and topical conversations. Staff can share instructional material using these professional learning communities.

What is Class Dojo?

ClassDojo is an educational technology company. It connects primary school teachers, students and families through communication features, such as a feed for photos and videos from the school day, and messaging that can be translated into more than 35 languages. Staff can post messages, pictures and files. Children can have their own area where they are able to upload learning, videos and photos.

User accounts, licences and security:

For security reasons, children have been disabled from viewing the global directory of users normally available through Google Classroom, this is to ensure children cannot send emails or obtain addresses of St James' CofE Juniors School staff; this protects the security of both the member of staff and the child.

Children will not be able to view or comment on any Google Classroom, other than the Class that they have been assigned to. They will also not be able to create their own Google Classroom, becoming an owner, and invite members to a Class they have created. This is to ensure all Google Classroom can be monitored and overseen by the class teacher, the Head

teacher, senior leaders, the Data and Network Manager and the Computing and Distance Learning lead as well as our network filtering system.

Google Classroom uses Microsoft 365 capabilities to authenticate users and provide services. Staff and children have identities established to facilitate collaboration. User names are set using the child's name and passwords will be generated by the school using a unique set of 6 random digits.

Roles and Responsibilities **The role of staff:**

- To become familiar with new technology when needed and research Google Classroom, Class Dojo and understand how they can be used most effectively;
- To ensure comments are disabled for children other than in the Google Classroom for educational purposes.
- To provide a learning platform where all children have the opportunity to engage in learning.
- To promote an ethos of inclusion, respect, fairness and equality;
- To deliver age-appropriate lessons or meetings through video conferencing when appropriate, taking into account the audience and awareness of the audience;
- Ensure that cyber resilience and Internet safety is central to all digital technology use as set out in the Computing and eSafety Policy;
- To observe and monitor children's learning;
- To provide support and guidance for pupils and parents when needed;
- To keep abreast of research and national agenda and demonstrate an ongoing commitment to professional learning;
- To engage with effective learning and teaching resources.

The role of the pupils:

- To participate in online learning and activities as published by their teachers;
- To ensure everyone feels valued, respected and included: children, staff and parents;
- To promote respect in relation to the rights of others;
- To contribute their views through Google Classroom and Class Dojo when required;
- To offer peer support and guidance through shared learning;
- To show respect to any teaching staff who conferences through to them via Google Classroom video link and be made fully aware that all videos are recorded and kept.
- If borrowing/being lent school equipment to support this policy to have read, understood, signed and returned our Device/Equipment User Agreement – Pupils.

The role of parents:

- To encourage pupils to access learning through Google Classroom/Class Dojo and associated activities;
- To support the school values as set out in the Good Behaviour, eSafety and AntiBullying policies on the website;
- To foster an open pathway of communication between the school and home where appropriate;

- To encourage children to participate in video learning lessons via Google Classroom and show respect through their comments and behaviours remotely;
- To be made aware that all video lessons are recorded by the teacher and stored securely on the Google Cloud platform.
- To have read, understood, signed and returned our Class Dojo and Google Classroom Parent User Agreement.
- If borrowing/being lent school equipment to support this policy to have read, understood, signed and returned our Loaning School Equipment Agreement – Parents.

Expectations for learning provision:

- Teachers to provide regular planning, as far as possible, with reinforcement and consolidation of skills and concepts;
- All classes within St James' CofE Juniors School to have individual access to Google Classroom through an Office 365 account, and Class Dojo through a unique username and password;
- All teachers are responsible for planning, assessment (if necessary), providing comments/annotations on work produced and for meeting the needs of all children;
- To ensure continuity of provision in the event of staff illness or key workers working on site while other staff are working from home;
- SLT and Data and Network Manager will also be able to access each Class on Google Classroom as well as the class teacher;
- Independent research and learning should be encouraged, using assigned websites available on Google Classroom under IT and Distance Learning;
- The assignment function within Google Classroom should be used to enable pupils to submit evidence of their learning;
- Regular check-ins with pupils to provide direction, give feedback and provide an opportunity for pupils or parents to ask questions.

Pastoral Care

At all occasions staff will exercise their professional duties to support children's mental health and wellbeing ensuring provision, behaviour and expectations are maintained so that all children receive inclusive positive learning experiences. In the event of a school closure, the primary responsibility for the pastoral care of a learner rests with their parents / carers. However, staff (under the guidance of the Senior Leadership Team) should check in regularly to monitor both academic progress and general wellbeing. Staff will be expected to pass on feedback to Senior Leadership Team, which will be overseen by Safeguarding/Pastoral team.

Safeguarding

At all occasions and in the event of a school closure, pupils, parents, carers and teachers are reminded that the school's Child Protection and Safeguarding Policy still applies to all interactions between pupils and teachers. In that policy, there are specifically prohibited behaviours and reporting obligations to which teachers must adhere, whether they are at home, in the community or at school. The DSL and Deputy DSLs are contactable via email or phone.

When teaching live lessons we will endeavour to ensure two adults will be online or in the Google classroom.

Staff Wellbeing

The school will only expect staff to be available to support online, distance and remote learning during normal school hours as set out in the School Communication Policy.

In the event of a school closure, all staff will be contacted by a member of the senior leadership team to give staff the opportunity to communicate how they are feeling and offer to support individuals experiencing stress or difficulty.

SEND and Inclusion

The school will endeavor to offer technology that meets a range of needs in order to it to be accessible to all children, for example by ensuring settings are changes for large text for Visual Impaired pupils etc.