



Remote Learning Policy

2025 - 2026

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REACH Learning Provision

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Policy Statement

In certain circumstances, it may be necessary for REACH Learning Provision to deliver education remotely. This policy ensures that students continue to receive high-quality learning opportunities and pastoral support when they cannot attend the provision in person, for example due to illness, exclusion, severe weather, or other enforced temporary closures.

REACH uses Google Workspace as its online platform. Each student will be provided with a Google account for access to:

- Google Classroom (virtual lessons and assignments)
- Google Docs/Sheets/Slides (classwork and homework submission)

Aims of this Policy

This policy sets out the procedures and expectations for remote education, including:

- Delivery of learning during temporary closures or periods when students cannot attend.
- Support for students in self-isolation (who are otherwise well enough to continue learning).
- Expectations for staff delivering lessons, setting work, marking, and providing feedback.
- The roles of parents/carers in supporting student learning at home.

Student Expectations

- Log in to Google Classroom at the time specified by the teacher or senior management.
- Access resources and posts for each lesson and complete tasks in a timely fashion.
- Submit completed work in the agreed format (upload, photo, scan, etc.).
- Use designated messaging within Google Classroom to ask teachers for help during normal teaching hours.
- Attend all remote sessions unless absent due to illness (reported by a parent/carer).
- Maintain appropriate behaviour online: respectful communication, classroom-level discussions only.
- Follow online etiquette: dress appropriately, blur backgrounds where possible, keep microphones muted unless invited to speak.

Teacher Expectations

- Upload lesson materials and resources to Google Classroom.
- Set work equivalent in scope to timetabled lessons, with appropriate differentiation and extension tasks.

- Provide feedback and marking through Google Classroom at the same frequency as face-to-face lessons.
- Be available during scheduled lessons to answer questions via Google Classroom Chat.
- Use rewards, sanctions, and praise as they would in the classroom, and contact parents/carers regarding ongoing concerns.
- Ensure all online interactions reflect professional classroom standards.
- Not conduct one-to-one video calls with students unless another staff member is present or invited to attend.

Senior Staff Expectations

- Monitor delivery of remote learning and ensure consistency across the provision.
- Check in regularly with students and/or parents to support engagement and wellbeing.
- Keep home schools informed of students' learning progress.

Parent/Carer Expectations

- Ensure their child has access to suitable equipment and internet (contact the admin office for support if needed).
- Encourage and support their child's learning at home, ensuring a suitable study environment.
- Check that work is completed and submitted daily where possible.
- Allow their child to engage in lessons without interruption.
- Communicate concerns with the provision in a timely manner.

Feedback and Assessment

- Teachers will continue to provide regular feedback via Google Classroom, using annotations, comments, and chat.
- Progress will be tracked to identify where additional support or intervention may be required.

Recording of Online Sessions

- To ensure quality and safeguarding, some online sessions may be recorded.
- Consent will be obtained from parents/carers prior to recording.
- Students will be notified if a session is being recorded.

Safeguarding

- All safeguarding procedures apply during remote learning.
- Any concerns disclosed during online sessions will be reported immediately to the Designated Safeguarding Lead (DSL).

(Appendix A)

Online Teaching Recording Consent Form

To maintain our offer of high-quality Provision and a safe learning environment for REACH Learning Provision students, we will make recordings of educational teaching sessions conducted online via Google Classroom.

CONSENT

To be completed by the learner's parent(s)/carer(s) – please tick.

(please note the form needs to be signed by a parent(s)/carer(s) if the student is under the age of 16.

I understand that:

- The recordings will be stored securely in appropriate file formats on equipment belonging to REACH Learning Provision
- All students will be notified at the start of a session that recording will be taking place

I agree for REACH Learning Provision to make recordings of any educational/remote learning sessions that may take place over an online platform (Google Classroom) that I am involved in.

By signing this form, you are agreeing to REACH Learning Provision recording any online sessions your child is involved in.

Signature _____ Date _____

Name (print) _____

Storage/Data Protection

REACH Learning Provision is committed to processing personal data in accordance with the Data Protection Act (DPA) 2018. The personal data collected on this form will be held securely, kept according to record retention guidelines, and will only be used for administration purposes. If you have any queries about this form or wish to update your details, please email admin@reachlearningprovision.org.

GDPR

The General Data Protection Regulation (GDPR) gives individuals the right to ask for their data to be deleted or removed. In the event that you would like us to delete or remove any recordings, please email REACH Learning Provision admin team at admin@reachlearningprovision.org stating the date of the recording and we will arrange to carry out your request.

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