Overthorpe C of E Academy

Remote Working Policy: continuing education in the event of a school closure.

Date Written: September 2025

Date Reviewed by SLT / Staff: September 2025

Review: Every three years (January 2028)

Overthorpe is more than a school, we are the heart of the community.
In our family, we nurture the courage and the skills to fly higher than the flock,
while always providing a nest to come home to.

This Policy is written to reflect the chosen aims and Christian values of our Academy.

- Friendship
- Forgiveness
- Hope
- Trust
- Endurance

As an Academy, we strive to show these values *Every Day* in *Every Way*.

Rationale

At Overthorpe C of E Academy, we take our role as educators extremely seriously. In the event of school closure, for any circumstances, we must ensure that we continue to provide the high-quality education that our pupils and families deserve.

These guidelines will allow teachers and school staff to provide pupils with continuing education in times of school crisis.

Aims

This remote learning policy for staff aims to:

- Ensure consistency in the academy's approach to remote learning;
- Set out expectations for all members of the academy community with regards to remote learning;
- To provide appropriate teaching platforms for pupils to develop knowledge, skills and understanding.

Use of Remote Learning

All pupils should attend school, in line with our attendance policy. Remote education is not viewed as an equal alternative to attendance in school. Pupils receiving remote education will be marked absent in line with the Pupil Registration Regulations. We will consider providing remote education to pupils in circumstances when in-person attendance is either not possible or contrary to government guidance.

This might include:
Occasions when we decide that opening our school is either:

- Not possible to do safely
- Contradictory to guidance from local or central government

Occasions when individual pupils, for a limited duration, are unable to physically attend school but are able to continue learning, for example because:

- They have an infectious illness
- They are preparing for or recovering from some types of operation
- They are recovering from injury and attendance in school may inhibit such recovery
- Their attendance has been affected by a special educational need or disability (SEND) or a mental health issue

The school will consider providing pupils with remote education on a case-by-case basis.
In the limited circumstances when remote learning is used, we will:

- Gain mutual agreement of remote education by the school, parents/carers, pupils, and if appropriate, a relevant medical professional. If the pupil has an education, health and care (EHC) plan or social worker, the local authority (LA) will also be involved in the decision
- Put formal arrangements in place to regularly review it and identify how to reintegrate the pupil back into school

- Identify what other support and flexibilities can be put in place to help reintegrate the pupil back into school at the earliest opportunity
- Set a time limit with an aim that the pupil returns to in-person education with appropriate support
- Remote education will not be used as a justification for sending pupils home due to misbehaviour. This would count as a suspension, even if the pupil is asked to access online education while suspended.

Roles & Responsibilities

Teachers

During any lockdown or school closure due to unforeseen circumstances, teachers must be available to work remotely or as a key worker in the academy between 8.30am and 3.30pm. If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure. Staff are to contact the Headteacher or Deputy Head Teacher to report an absence by 7am on the day they are not to be in work. This is via a phone call - text messages are unacceptable.

Whilst the academy is open - either with restrictions (Tier system) or lockdown, teachers are responsible for arranging for pupils to access the chosen platform for learning. During a lockdown with partial opening, the Attendance and Behaviour Officer and office staff may help contacting families about this.

Setting work:
- Setting an appropriate amount of work per day per subject. This work may be staggered to allow families with multiple children to have the opportunity to complete work and log on. Some lessons will be live and some will be recorded. There will also be a timetable for each key stage available on the website.
- In extreme circumstances, pupils with limited access to devices will be able to access work packs from the academy to complete. This should be requested by parents. The academy may provide some families with laptops when they receive them as part of the government scheme

Providing feedback on work:
- Pupils can keep all their completed work if it is on paper and return it to the academy on a weekly basis in accordance with their teacher.
- Teachers will have access to all learning platforms and can see how much work has been completed and provide comments where appropriate. Teachers will report to SLT, the attendance rates of pupils.

Keeping in touch with pupils and parents:
- Any emails from parents may be sent to the school office email address and forwarded to staff. Staff should respond within 48 hours.
- Any concerns or safeguarding concerns should be recorded on CPOMs.

Attending virtual meetings with staff, parents and pupils:
- Staff to follow the academy dress code and code of conduct policy.
- Pupils may wear casual clothes but must be fully dressed.
- Parents/guardians must always be fully clothed.
- There is to be no abusive or derogatory language used during any virtual sessions.
- Parents are advised to speak to the teacher after the session if they have any concerns so as not to impact on learning time.
- Any video lessons or Teams calls/videos to be made in classrooms or with a plain background in a home.
- All remote learning pupils should attend every session, unless there is a valid reason such as illness. If a pupil fails to attend and the parent/guardian does not answer the phone, then a member of staff will do a doorstep visit. The Education Welfare Officer for the authority may be alerted and asked to do home visits on behalf of the academy.

- Pupils must not be asked to babysit younger children during their sessions, they need to focus all of their attention on their learning. If there are any distractions such as babies crying, please try to take them into another room.

Teaching Assistants

During any lockdown or school closure due to unforeseen circumstances, teaching assistants must be available to work remotely or as a key worker in academy between 9am – 3.15pm (unless they are contracted for breakfast hours or work on a part time basis). If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure. Staff are to contact the Headteacher or Deputy Head Teacher to report an absence by 7am on the day they are not to be in work. This is via a phone call.

Whilst the academy is open, Teaching Assistants may be responsible for:
• Supporting pupils with learning remotely or working with pupils on site:
  ➢ When requested by the SENDCo
  ➢ When requested by class teachers
  ➢ When requested by SLT

• Attending virtual meetings with teachers, parents or pupils (if needed):
  ➢ Academy dress code to follow the code of conduct policy.
  ➢ Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:
- Coordinating the remote learning approach across the academy
- Monitoring the effectiveness of remote learning – through regular meetings with teachers, subject leaders or SLT, reviewing work set or reaching out for feedback from pupils and parents (if necessary)
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Pupils and Parents/Guardians

Staff can expect pupils to:
- Complete work set on a regular basis aiming for tasks completed daily (Monday – Friday)
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they are not able to complete work

Staff can expect parents/ guardians to:
- Seek help from the academy if they need it – staff should refer them to the academy website for learning links and support.
- Be respectful when making any complaints or concerns known to staff

Who to Contact

If staff have any questions or concerns, they should contact the following individuals:
- Issues in setting work – talk to class teacher, SLT or SENDCo
- Issues with behaviour – talk to the SLT or SENDCo
- Issues with IT – talk to SLT or contact 'Eduthing'
- Issues with their own workload or wellbeing – talk to their line manager or SLT
- Concerns about data protection – talk to the Trust Data Protection Officer (Neil Stott)
- Concerns about safeguarding – talk to the DSLs (this information is also on the website)

All staff can be contacted via the academy office email address:
office@overthorpe.enhanceacad.org.uk