Remote Learning Policy
2026 -2027

Malvern Wells Church of England Primary School

Voluntary aided school in the Diocese of Worcester

Remote Education Policy

Prepared by: Jen Alford, Executive Headteacher

Updated: November 2026

Next review: November 2027, or earlier if guidance changes

Within this policy, Headteacher refers to the Executive Headteacher or Head of School.

1. Purpose and ethos

Rooted in our vision, "Let Your Light Shine", and our values of Commitment, Compassion, Community and Courage, we aim to help pupils continue learning and remain connected to school when they cannot attend.

Attendance in school remains our priority. Remote education is a temporary measure and will not replace efforts to remove barriers to attendance.

2. When remote education will be considered

The Headteacher will consider remote education when:

• An emergency prevents the school, or part of it, from opening safely.
• An individual pupil cannot attend but is well enough to learn, for example during recovery from an operation, injury or infectious illness.

Children who are too unwell to learn should rest and recover. Individual arrangements will be agreed with families, with a review date and support for returning to school. Relevant professionals and the local authority will be involved where appropriate, including where a pupil has an EHCP or social worker.

Remote education does not authorise absence. Attendance will be recorded using the appropriate statutory code.

Where health needs are likely to prevent attendance for 15 school days or more, consecutively or cumulatively, we will liaise promptly with Worcestershire County Council about suitable education under its section 19 responsibilities.

Remote education must not be used to send pupils home informally for behavioural reasons. During the first five school days of a suspension or permanent exclusion, the school will take steps to set and mark work, alongside applicable alternative provision requirements.

3. Our provision

Teachers will provide learning as soon as reasonably practicable, proportionate to the circumstances and likely duration of absence.

<u>Our school approach will include:</u>

• Sequenced learning linked to the class curriculum, including English, mathematics and an appropriate range of other subjects.
• Clear instructions, explanations, practice and opportunities for feedback.
• Resources shared through Microsoft Teams, with printed materials and telephone support where needed.
• Suitable existing resources, such as Oak National Academy or White Rose, where these match pupils' learning.
• Regular communication about engagement, progress and any difficulties.

Where possible, provision will reflect normal core teaching time, adjusted for age, development, health, SEND and family circumstances. Learning will include practical activities, reading and breaks from screens. Reception activities will prioritise play, talk, stories and early learning.

Live teaching may be used where appropriate. Teachers will explain how work should be completed, shared and reviewed.

4. Inclusion and access

Families should tell school about difficulties with devices, internet access, resources or adult support. We will explore available device loans and provide accessible alternatives.

Teachers and the SENDCo will work with families to adapt tasks, resources and support. Our duties towards pupils with SEND continue during remote education, including reasonable adjustments and best endeavours to secure required special educational provision.

We will also work with our caterer to arrange appropriate support for pupils eligible for benefits related free school meals during remote education.

5. Responsibilities and communication

The Headteacher oversees provision, staffing, access and review. Arrangements will take account of staff workload and any continuing classroom teaching.

Teachers plan suitable learning, explain expectations, provide feedback and follow up concerns.

The SENDCo and DSL team coordinate additional learning, welfare and safeguarding support.

Parents and carers should report absence as usual, encourage a manageable routine, support safe technology use and let school know when help is needed.

Pupils, with adult support appropriate to their age and needs, should attempt agreed activities, ask for help and follow online behaviour expectations.

Queries should be sent to office@mwprimary.co.uk and will be directed to the appropriate member of staff during normal working hours.

6. Safeguarding, wellbeing and data protection

The school's Child Protection Policy, staff code of conduct and current *Keeping Children Safe in Education* guidance apply throughout remote education.

• Staff will check pupils' safety and engagement each school day, using agreed systems, and follow up unexplained loss of contact promptly.
• Safeguarding concerns must be reported immediately to the DSL team through normal school procedures.
• Contact and pastoral support will reflect individual vulnerability and family circumstances.
• Staff will use school approved platforms and accounts, with appropriate access controls and professional boundaries.
• Families will receive clear expectations for any live sessions and guidance on reporting online concerns. Participants must not make or share recordings without school authorisation.
• Personal information will be handled securely in accordance with UK GDPR, the Data Protection Act 2018 and school policies.

7. Monitoring and review

The Headteacher will review learning quality, engagement, accessibility and welfare, making adjustments where needed. Governors will oversee the effectiveness of arrangements.

This policy will be reviewed annually and after any significant period of remote education. It should be read alongside the school's attendance, safeguarding, SEND, behaviour, online safety and data protection policies.