Remote Learning Policy 2026

Approved by	Trustees
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1. Policy Statement

At HKKGS, we are committed to ensuring that all pupils have access to high-quality education regardless of circumstances that may prevent attendance at school. Remote education will be provided where appropriate to ensure continuity of learning, maintain engagement, safeguard pupils and support academic progress.

This policy operates alongside the school's:

- Safeguarding and Child Protection Policy
- Online Safety Policy
- Behaviour Policy
- Attendance Policy
- Staff Code of Conduct
- Data Protection Policy
- SEND Policy

Safeguarding remains paramount during any period of remote education.

2. Aims

The aims of this policy are to:

- Ensure continuity of education during periods when pupils cannot attend school in person.
- Provide accessible, high-quality remote learning.
- Promote pupil engagement, progress and wellbeing.
- Maintain effective communication between school and home.
- Support vulnerable pupils and those with additional needs.
- Ensure online safety and safeguarding arrangements remain robust.
- Meet statutory obligations and safeguarding expectations.

3. Circumstances Where Remote Education May Be Used

Remote education may be provided where:

- School closure occurs due to exceptional circumstances.
- A pupil is absent for an agreed extended period.
- Medical needs prevent attendance.
- Alternative arrangements have been agreed with the Headteacher.
- Other exceptional circumstances make attendance temporarily impossible.

Remote education is not intended to replace regular school attendance where attendance is possible.

4. Roles and Responsibilities

Governing Body

The Governing Body will:

- Monitor the effectiveness of remote education arrangements.
- Ensure safeguarding responsibilities are met.
- Support equitable access to education.

Headteacher

The Headteacher will:

- Ensure appropriate remote education arrangements are in place.
- Monitor pupil engagement and attendance.
- Oversee safeguarding arrangements.
- Ensure staff receive appropriate training.

DSL and Deputy DSLs

The Designated Safeguarding Lead (DSL) and Deputy DSLs will:

- Continue to oversee safeguarding during periods of remote learning.
- Respond promptly to safeguarding concerns.
- Support vulnerable pupils and families.
- Liaise with external agencies where required.
- Ensure online safety concerns are addressed.

Teachers

Teachers will:

- Provide high-quality remote learning tasks.
- Set appropriate work and assignments.
- Monitor engagement and completion of work.
- Provide feedback where appropriate.
- Report safeguarding or welfare concerns promptly.

Pupils

Pupils are expected to:

- Engage positively with remote learning.
- Attend live lessons where required.
- Complete assignments by deadlines.
- Communicate respectfully online.
- Report any safeguarding concerns to a trusted adult or member of staff.

Parents and Carers

Parents and carers are expected to:

- Encourage regular engagement with learning.
- Support pupils in establishing routines.
- Inform the school of any difficulties accessing learning.

- Report concerns relating to wellbeing or safeguarding.

5. Delivering Remote Education

Remote education may include:

- Live lessons via Microsoft Teams.
- Recorded teaching materials.
- Independent learning tasks.
- Subject-specific digital platforms.
- Reading and research activities.
- Revision and retrieval practice.
- Assessment activities.

Learning provided will be appropriate to pupils' age, needs and stage of education.

6. Attendance and Engagement

Pupils are expected to engage with remote learning as directed.

The school will:

- Monitor participation and engagement.
- Follow up concerns regarding attendance or welfare.
- Contact parents where engagement is a concern.
- Provide support where barriers to engagement are identified.

Particular attention will be given to:

- Vulnerable pupils.
- Pupils with SEND.
- Pupils known to Children's Social Care.
- Pupils at risk of becoming disengaged.

7. Safeguarding During Remote Education

Safeguarding remains everybody's responsibility.

Staff will:

- Remain professionally vigilant during online interactions.
- Report concerns immediately in line with safeguarding procedures.
- Record concerns on the school's safeguarding system.
- Follow the Staff Code of Conduct when communicating online.

Where concerns arise regarding:

- Neglect
- Abuse

- Online exploitation
- Child-on-child abuse
- Sexual harassment
- Sexual violence
- Harmful sexual behaviour
- Radicalisation
- Mental health concerns

Staff must follow safeguarding procedures without delay.

8. Online Safety

Online safety forms a fundamental part of safeguarding.

Pupils will be taught to:

- Stay safe online.
- Protect personal information.
- Use technology responsibly.
- Report inappropriate content or behaviour.
- Understand risks associated with social media, online communication and emerging technologies.

When participating in online learning pupils must:

- Use school-approved platforms.
- Communicate respectfully.
- Follow school behaviour expectations.
- Protect passwords and personal information.

Any misuse of technology may be dealt with under the school's Behaviour Policy and Safeguarding Policy.

9. Vulnerable Pupils and SEND

The school recognises that some pupils may require additional support to access remote education.

Reasonable adjustments may include:

- Adapted learning materials.
- Additional staff support.
- Alternative methods of accessing learning.
- Regular welfare checks.
- Additional contact with families.

Provision will be tailored according to individual needs wherever possible.

10. Technology and Access

The school will endeavour to support pupils who experience barriers to accessing remote education.

Parents and carers who experience difficulties with:

- Internet access
- Devices
- Software
- Digital learning platforms

should contact the school as soon as possible.

11. Staff Conduct During Remote Education

Staff must:

- Maintain professional boundaries.
- Use approved school systems only.
- Follow safeguarding procedures.
- Conduct online interactions in a professional manner.
- Ensure communication with pupils remains transparent and appropriate.

Personal social media platforms must never be used for communication with pupils.

12. Data Protection and Privacy

All remote education activities must comply with:

- Data Protection legislation.
- UK GDPR requirements.
- School Data Protection policies.

Staff, pupils and parents must ensure that personal information remains secure and confidential.

13. Monitoring and Review

The Headteacher and Governing Body will monitor:

- The quality of remote education provision.
- Pupil engagement.
- Accessibility arrangements.
- Safeguarding effectiveness.
- Online safety arrangements.

This policy will be reviewed annually or sooner if changes to legislation or statutory guidance require amendment.