Wellington Primary

Remote and Home Learning Policy

Approved by:	Governing Body	**Date:** February 2026
Last reviewed on:	February 2026	
Next review due by:	February 2027	

1. Purpose

This policy sets out how Wellington Primary will provide **high-quality, safe and inclusive remote education and home learning** for pupils who are unable to attend school but are well enough to learn.

It reflects statutory and non-statutory guidance from the **Department for Education (DfE)** and safeguarding requirements set out in **Keeping Children Safe in Education (KCSIE) – September 2025**.

Remote education will be used **only when necessary** and is **not a substitute for regular school attendance**.

2. Scope

This policy applies to:

- Remote education for individual pupils, groups, or classes who cannot attend school
- Home learning (homework) for all pupils
- Blended provision using **Google Classroom**, including **live and recorded lessons**

This policy should be read alongside:

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

3. Key Principles

Remote education at [School Name] will:

1. Be **curriculum-led**, not task-led
2. Be **ambitious and age-appropriate**
3. Be **inclusive**, with reasonable adjustments for pupils with SEND
4. Promote **routine, wellbeing and engagement**
5. Be delivered through **safe, school-approved platforms**
6. Maintain **robust safeguarding and professional boundaries**

4. Definitions

- **Remote education:** Education provided when pupils cannot attend school, delivered through digital platforms and/or paper-based resources
- **Home learning:** Planned activities that consolidate classroom learning
- **Live lessons:** Real-time teaching sessions delivered via Google Meet
- **Recorded lessons:** Pre-recorded teacher input or instructional videos shared via Google Classroom

5. When Remote Education Will Be Provided

Remote education may be provided when:

- A pupil is absent due to illness or medical need and is well enough to learn
- Attendance is not possible due to exceptional circumstances
- A class or group cannot attend school temporarily

Remote education will **not** be used as a routine alternative to attendance or to support term time leave.

6. Our Remote Education Offer

6.1 Platform

Google Classroom is our primary platform for remote education.

It will be used to:

- Share learning materials and recorded lessons
- Post assignments and deadlines
- Provide feedback
- Communicate learning expectations

Google Meet will be used for live lessons where appropriate.

6.2 Curriculum and Timetable (Primary)

Remote learning will broadly reflect the structure of a normal school day, adapted to be developmentally appropriate.

A typical remote learning day may include:

- **English** (phonics, reading, writing)
- **Maths**
- **Wider curriculum** (e.g. science, history, geography, RE)
- **PSHE / wellbeing**
- **Physical activity**

Live lessons will be **balanced with recorded input and independent work**, particularly for younger pupils.

6.3 Live and Recorded Lessons

- Live lessons will usually be delivered to **whole classes or groups**
- Recorded lessons will be provided to allow flexibility and revisit learning
- Not all learning will be screen-based
- Clear instructions and success criteria will be provided for all tasks

6.4 Feedback and Assessment

Teachers will provide feedback through:

- Comments in Google Classroom
- Whole-class feedback
- Quizzes and retrieval tasks
- Review of submitted work

7. Inclusion and SEND

We are committed to inclusive practice.

For pupils with SEND or additional needs, we will:

- Adapt tasks and expectations
- Provide alternative formats (e.g. paper packs)
- Liaise closely with parents/carers
- Follow SEND support plans and professional advice

Vulnerable pupils will be prioritised for contact and support.

8. Safeguarding and Online Safety

Safeguarding remains a priority during remote education.

All staff will follow:

- **KCSIE (2025)**
- The school's Child Protection Policy
- Safer Working Practice guidance

8.1 Safe Use of Technology

- Only school-approved platforms will be used
- Filtering and monitoring systems are in place
- Pupils and parents are given clear guidance on safe use

8.2 Staff Conduct During Remote Teaching

Staff will:

- Use only school Google accounts
- Maintain professional boundaries
- Avoid 1:1 live sessions unless risk assessed and authorised
- Teach from appropriate, professional environments
- Follow normal safeguarding reporting procedures

8.3 Live Lessons – Safeguarding Expectations

- Group sessions only, wherever possible
- Behaviour expectations apply
- Chat functions will be managed
- Any concerns will be logged and reported to the DSL

9. Data Protection and Privacy

Remote education will comply with:

- UK GDPR
- Data Protection Act 2018

We will:

- Use secure platforms
- Minimise personal data shared
- Follow school privacy notices

10. Roles and Responsibilities

Governing Body

- Approves and monitors this policy

Headteacher

- Overall responsibility for remote education

Designated Safeguarding Lead

- Safeguarding oversight during remote learning

SENDCo

- Ensures inclusion and reasonable adjustments

Teachers

- Plan, deliver and assess remote learning

Parents/Carers

- Support routines and engagement

Pupils

- Engage positively and follow online safety rules

11. Attendance, Engagement and Wellbeing

- Engagement will be monitored
- Concerns will be followed up promptly
- Attendance expectations remain high

12. Review

This policy will be reviewed annually or following any significant change in guidance.

Appendices

Appendix A

Remote Learning Agreement (Parents and Pupils)

Pupils agree to:

- Be respectful and ready to learn
- Follow online safety rules
- Report anything that makes them feel worried

Parents/carers agree to:

- Support routines and engagement
- Supervise access where appropriate
- Communicate concerns with school

School agrees to:

- Provide safe, appropriate learning
- Support wellbeing and inclusion

Appendix B

Staff Remote Teaching Protocols

Staff must:

- Use school Google accounts only
- Deliver group sessions where possible
- Maintain professional boundaries
- Record and report safeguarding concerns immediately
- Follow behaviour and safeguarding policies

Appendix C

Online Safety and Reporting Routes

- **DSL:** Debbie Norton
- **Deputy DSL:** Kuldip Kahlon & Louise Gleeson
- **School contact:** dsl@wellington.hounslow.sch.uk

Concerns should be reported:

- CPOMS
- Directly to the DSL if urgent

Appendix D

Device and Connectivity Support

Where access is a barrier, the school may:

- Provide paper learning packs
- Loan devices (subject to availability)
- Support families with access arrangements

Parents should contact the school office to discuss support.

Appendix E

Example Remote Learning Structure (KS1 & KS2)

Morning

- Live English or Maths lesson (Google Meet)
- Recorded input and independent task

Midday

- Reading or phonics
- Physical activity

Afternoon

- Wider curriculum task
- Wellbeing/creative activity