

Grateley House School

Remote Education Policy 2026-27

Policy Reviewed By	Terry Kelly, Head of Education
Date of Review	February 2026
Date of SLT review/approval	February 2026
Date of Next Review	February 2027

Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

Use of remote learning

All students should attend school, in line with our attendance policy. We will consider providing remote education to students in circumstances when in-person attendance 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 students, for a limited duration, are unable to physically attend school but are able to continue learning, for example because they have an infectious illness.

Roles and responsibilities

The following members of staff have responsibility for the setting of and monitoring of work set for remote learning:

- Vice Principal
- SENCO
- Teachers

Teachers

When providing remote learning, teachers must be available between 8:30am - 3:30pm on Monday, Tuesday, Wednesday, Thursday and Friday.

Teachers are not expected to be available on a Saturday, Sunday or during published school holiday dates.

If they're 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.

When providing remote learning, teachers should:

- Provide students with access to remote education as soon as reasonably practicable, though in proportion to the length of absence and disruption to the learning of all learners;
- Make reasonable adjustments for students with SEND to access remote education, where required, informed by relevant considerations including the support families will require and the types of services that students can access remotely.

They are also responsible for:

- Setting work for any lesson which they would normally deliver to a class/cohort.
- Upload required work onto Google Classroom - **INCLUDING** clear instructions on what needs to be carried out and how work should be completed.
- A copy of the set work also needs to be emailed to the Vice Principal who will monitor the quality and content of work being set. The amount of work to be set shall be as follows:

Key Stage	Total Hours of work per day
Key Stage 3	5 hours
Key Stage 4	5 Hours

- Any set work needs to be uploaded to Google Classroom by the time the lesson would normally take place within school.
- Where students do not have access to the internet then hard copies must be provided by 3:00pm on the previous day to the lesson so that these copies can be delivered to students accessing remote learning.
- Providing feedback on work – as soon as they can once the lesson time has finished.
- Contact any students who have not accessed the set remote learning to ascertain why the work has not been accessed and to provide necessary support so that they can access the set work.
- Support the Vice Principal by enabling welfare checks as required and to provide written feedback.
- Respond to emails from parents and students as per the school's protocol for communicating with parents and students.
- To pass on any received complaints to the appropriate member of the Senior Leadership Team.
- To follow the GHS procedure for reporting any safeguarding concerns.
- Virtual meetings with staff, parents and students must be conducted in the same manner as a face-to-face meeting would be conducted.
- Any virtual meetings are preferably held from a school classroom but if they are to be conducted outside of school then they should take place in a room that has plain walls and are non-descript. (e.g., a kitchen or study **NOT** a bedroom or lounge).
- If teachers are still required to work in school then they will be responsible for delivering any timetabled lesson on the school site and will only need to provide remote learning for any students who are not on site.

Teaching Assistants

When assisting with remote learning, teaching assistants must be available 8:30am-3:30pm on Monday, Tuesday, Wednesday, Thursday and Friday.

Teaching assistants are not expected to be available on a Saturday, Sunday or during published school holiday dates.

If they're 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.

When assisting with remote learning, teaching assistants are responsible for:

- Supporting students who aren't in school with learning remotely, especially those who are supported 1:1 during lesson times.

- Attending virtual meetings with teachers, parents and students as required and when attending these meeting conduct themselves in the same manner as a face-to-face meeting would be conducted.
- If teaching assistants are still required to work in school then they will be responsible for supporting in any timetabled lesson on the school site and will only need to provide remote support for any students who are not on site.

Vice Principal

The Vice Principal is responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

Designated safeguarding lead (DSL)

The DSL is Mrs Jean North.

Refer to GHS Child Protection and Safeguarding Policy for details of how young people are protected at Grateley House School. Safeguarding needs remain a priority and must be brought to the attention of the DSL team immediately through raising a CFC on Behaviour Watch.

IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work.
- Helping staff and parents with any technical issues they're experiencing.
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer.
- Assisting students and parents with accessing the internet or devices.

Parents and Students

Staff can expect students learning remotely to:

- Be contactable during the school day.
- Complete work to the deadline set by teachers.
- Seek help if they need it, from teachers or teaching assistants.
- Alert teachers if they're not able to complete work.
- Act in accordance with normal behaviour rules of the school (and specifically to abide by your online safety rules).

Staff can expect parents with children learning remotely to:

- Engage with the school and support their children's learning and to establish a routine that reflects the normal school day as far as reasonably possible.
- Make the school aware if their child is sick or otherwise can't complete work.
- Seek help from the school if they need it.
- Be respectful when making any complaints or concerns known to staff.

Governing board

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains of as high a quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for data protection and safeguarding reasons.

Barriers to Digital Access

We will aim to overcome barriers to digital access, where possible, for students. For example:

- Distributing school-owned laptops accompanied by a user agreement or contract, if possible;
- Securing appropriate internet connectivity solutions, where possible;
- Providing printed resources, such as textbooks and workbooks, to structure learning, supplemented with other forms of communication to keep students on track or answer questions about work;
- Having systems for checking, ideally on a daily basis, whether students learning remotely are engaging in its use, and work with families to rapidly identify effective solutions where engagement is a concern.

Who to contact?

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in setting work – Vice Principal
- Issues with behaviour - Parents/Tutors/Vice Principal
- Issues with IT - ICT Help Desk/Onsite Adult in Charge of ICT
- Issues with their own workload or wellbeing - Line Manager/24 hour MH Assistance line
- Concerns about data protection - Principal
- Concerns about safeguarding - DSL

Data Protection

Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

- Use School provided equipment.
- Access School only web-based platforms. e.g., Behaviour Watch, Google Classroom, etc.
- Endeavour to set any remote learning work from a computer located on the school site.
- Not use third party platform providers.
- Only use links to verified educational web-based sites.

Processing personal data

Staff members may need to collect and/or share personal data such as their work email (name.name@cambiangroup.com) as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen. The

school will follow its data protection policy/privacy notice in terms of handling data, which can be found by asking the School Office to provide a copy/link.

However, staff are reminded to collect and/or share as little personal data as possible online, and to remind themselves of their duties in terms of data protection in accordance with the school's policies and procedures.

Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g., asterisk or currency symbol).
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device.
- Making sure the device locks if left inactive for a period of time.
- Not sharing the device among family or friends.
- Installing antivirus and anti-spyware software.
- Keeping operating systems up to date – always install the latest updates.

Links with other policies

- Positive Behaviour Policy
- Safeguarding and Child Protection Policy
- Data Protection Policy and Privacy Notices
- ICT and internet acceptable use policy
- Online safety policy

Availability

This policy is made available to parents, carers, staff and students from the school office and website

Monitoring and Review

This policy will be subject to continuous monitoring, refinement and audit by the principal.

The Proprietor undertakes an annual review of this policy and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if changes in legislation, regulatory requirements or best practice guidelines so require.

Signed:



Andrew Sutherland
Operations Director - Education Services
February 2026

Signed:



Eva Pereira
Principal
February 2026