



Co-op Academy  
Clarice Cliff

## Co-op Academy Clarice Cliff Remote Learning Policy 2026

# Remote Learning - Guidance & Support

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Staff should read this document in conjunction with previous guidance from the Trust on **Communicating Digitally with pupils and parents:**

[https://docs.google.com/document/d/1MS\\_3tEktZzLWIAbLEY3g6dHz70-Kg1Rp8hXEa7P-C\\_A/edit?usp=sharing](https://docs.google.com/document/d/1MS_3tEktZzLWIAbLEY3g6dHz70-Kg1Rp8hXEa7P-C_A/edit?usp=sharing)

## 1.0 Introduction and Overview:

The aims of this guidance include:

- 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

## 2.0 Use of remote learning:

All pupils should attend school, in line with our attendance policy. 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 or when pupils are on a part time timetable.



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### 3.0 Roles and responsibilities:

#### Teachers:

In the instance that the whole school is closed, teachers are expected to be available online to pupils between the hours of 8:45 and 3:25. Work will be set using a combination of Class Dojo and Google Classroom.

In the instance that one child needs to access remote learning because of isolation or a part time timetable, class teachers will ensure that work is set in each subject at a suitable level using Class Dojo. Children will be able to submit this work using the portfolio option on Class Dojo that teachers will then respond to and mark

#### Support staff:

In the instance of a full school closure, support staff will be available online during their contracted working hours. During this time, they will support the class teacher with responding to queries, marking work submitted and contacting parents/ carers if needed.

#### Subject leads:

Subject leads will be available to provide support and guidance on the work being set for the purposes of remote learning.

#### Senior leaders:

Senior leaders will be responsible for overseeing the quality of the remote learning that is being set.

#### Designated safeguarding leads:

To ensure all members of staff follow the Co-op Academy Clarice Cliff child protection policy

#### Academy Community Council:

To monitor 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 both data protection and safeguarding reasons

### 4.0 Who to contact:

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



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- Issues in setting work – talk to the relevant subject lead or SENCO
- Issues with behaviour – talk to the relevant phase leader/ member of SLT
- Issues with IT – talk to IT staff
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the DSL

### 5.0 Data protection:

#### 5.1 Accessing personal data

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

Explain:

- How they can access the data, such as on a secure cloud service or a server in your IT network
- Which devices they should use to access the data – if you've provided devices, such as laptops, make staff use these rather than their own personal devices

#### 5.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses 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. 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.

#### 5.3 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

### 6.0 Safeguarding guidance

All parents and pupils must agree to Acceptable Use Policy which covers remote learning.



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When you are teaching/interacting via live video, please ensure that:

- There are no one-to-one lessons.
- The lesson is hosted on Google Classroom/ Class Dojo so only pupils and colleagues within the organisation can access this.
- Quick Access is turned off, which prevents pupils from accessing the session before a member of staff is present.
- The lesson is recorded. Please note, this video remains the property of the teacher and will not be used for quality assurance.

During online/remote learning, staff and pupils should continue to communicate and act in a professional manner as if in school.

Colleagues / staff should:

- Maintain their usual professional relationship with pupils.
- Use professional and 'safe' language at all times.
- Maintain normal expectations for pupils, as you would in school lessons.
- Ensure pupils are aware of these expectations when delivering live video lessons.
- Whichever method of remote learning is being used, ensure that appropriate privacy settings are in place and GDPR compliance is maintained. For example, don't share your screen with the class if it shows confidential information (e.g. SIMs).
- When delivering a live lesson, ensure that:
  - Only relevant pupils can access the lesson.
  - Pupils are not sharing personal information via the chat function.
  - Pupils have their microphone and camera turned off (this should be set by default)
  - Pupils use the 'chat', Q&A or 'raise hand' functions in a live lesson to ask questions.
  - All pupils have left the session before the teacher, or the teacher has the function to end the session for all participants (i.e. pupils are not left on the call unsupervised)
- Challenge any inappropriate behaviour from pupils and report it as you would in school. For serious concerns it may be necessary to remove pupils from the online learning activity to ensure the learning of other pupils can progress.
- Any safeguarding concerns should be reported to the relevant safeguarding leads using the usual channels.

Pupils:

- Should behave as if they were in school and in the classroom – they should be reminded of this, and that the session is being recorded, at the beginning of the lesson.
- Pupils should only access live lessons using their school accounts, not personal accounts. They must not share or access any inappropriate material.
- Pupils should ensure conversations using the chat function are appropriate and related to the lesson.