The Poplar Adolescent Unit
Therapeutic Education Department

Remote Learning Policy

| Reviewed | February 2026 |
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Contents

1. 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

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available 09.45am – 15:00pm.

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 are responsible for:

- Setting work:
    - Key Teachers and Core Subject Leads will set work for all timetabled lessons and may need to provide work when they are covering other lessons.

    - There should be sufficient work set for duration of the lesson as detailed in the timetable. Teachers should be careful they do not set an insufficient or an excessive amount of work

    - Work needs to be set in time for the students to access according to their agreed timetables. Some work will be set live.

    - Work should be uploaded to the relevant remote learning area or sent to the students by other means when necessary or appropriate.

    - Key Teachers should co-ordinate and collaborate with other teachers and learning assistants, including those teaching in school, to ensure consistency, avoid duplication of work and to make sure pupils with limited access to devices can still complete the work

- Providing feedback on work
    - Key Teachers will instruct their key students in the use of remote learning and ensure they have access to completed work from students.

    - Feedback can be shared via remote learning or by other means when necessary/appropriate.

- Keeping in touch with students who aren't in school and their parents/carers
    - Key teachers are expected to make regular contact with students and their parents/carers via emails and phone calls.

    - The frequency of contact should be adapted as appropriate when the student's regular school is coordinating their learning. Key teachers should continue to liaise closely with the student's school in order to monitor progress and troubleshoot when necessary.

    - Teachers shouldn't be expected to answer emails or respond to other communications outside of working hours.

    - Any complaints or concerns communicated by parents and students should be shared immediately with the Executive Headteacher. Where appropriate, the key teacher should agree a strategy for response with the Executive Headteacher. For any safeguarding concerns, see the relevant section below.

- Key Teachers should be prepared to handle any behavioural issues, such as failing to complete work in a way commensurate with the policies and ethos of the Poplar Adolescent Unit Therapeutic Education Department.

- Attending virtual meetings with teaching staff, other professionals, parents and students

    - Teachers should dress appropriately

    - No images of the classroom or students (still or moving) may be recorded, downloaded or otherwise saved

    - No unauthorised persons should be present in the same room as the teacher(s) or have audio or visual access to the meeting or teaching session.

    - Teachers should be mindful of the background in the room they are speaking and remove any items/images that would be inappropriate in the context of a school setting.

    - If any other person in a live meeting or teaching session should behave inappropriately the teacher should stop the meeting or close that individual's access immediately. The teacher should report any behaviours that are a safeguarding concern to the DSL as soon as possible.

If teachers are also working in school, they will still need to provide remote learning when required. Key teachers will need to ensure remote work is sent in a timely manner and may choose to communicate live or stream parts of lessons in school to pupils learning remotely.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available 09.30am – 15:00pm.

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

    - Key teachers will instruct teaching assistants as to which students they support remotely.

    - Support may be provided via remote learning or in other ways as discussed with the Key teacher.

- If teaching assistants attend any virtual meetings with teachers, other professionals, parents/carers and students they should adhere to the same guidelines as teachers (detailed above).

2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning

- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent

- Working with other subject leads to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other

- Monitoring the remote work set by teachers in their subject

- Alerting teachers to resources they can use to teach their subject remotely

2.4 Executive Headteacher and Head of School

Alongside any teaching responsibilities, the Executive Headteacher and Head of School are responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning. This will be achieved through feedback in weekly reports, a regular agenda item at weekly team meetings, reviewing work set or gathering feedback from students and parents/carers.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

2.4 (a) SENCO

Monitoring teaching and planning in line with the Special Needs Policy.

2.5 Designated safeguarding lead

The DSL is responsible for safeguarding in accordance with the schools Child Protection Policy.

2.6 Students and parents/carers.

Staff can expect students learning remotely to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time
- 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

Staff can expect parents/carers with children learning remotely to:

- 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

2.7 Management Committee

The Management Committee is responsible for:

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

3. Who to contact

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

- Issues in setting work – talk to colleagues, the relevant subject lead or SENCO
- Issues with behaviour – talk to colleagues, supervisor or line manager
- Issues with IT – talk to IT staff
- Issues with their own workload or wellbeing – talk to their supervisor or line manager
- Concerns about data protection – talk to the Executive Headteacher or data protection officer (Schools' Choice)
- Concerns about safeguarding – talk to the DSL

4. Data protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will use school devices e.g. PC's or school issue laptops.

4.2 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.

However, staff are reminded to collect and/or share as little personal data as possible online.

4.3 Keeping devices secure

All staff members will take appropriate steps to ensure the school 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)
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends

5. Safeguarding

See Child Protection Policy.

6. Monitoring arrangements

This policy will be reviewed annually. At every review, it will be approved by the management committee.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy
- Wi-fi Acceptable Use

Appendix 1: Pupils ICT acceptable use agreement

When I use the school's ICT systems (like computers) and get onto the internet I will:

- Always use the school's ICT systems and the internet responsibly and for educational purposes only
- Only use them when a member of staff is present, or with a staff member's permission
- Keep my username and passwords safe and not share these with others
- Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of a staff member or parent/carer
- Tell a staff member immediately if I find any material which might upset, distress or harm me or others
- Always log off or shut down a computer when I'm finished working on it

I will not:

- Access any inappropriate websites including: social networking sites, chat rooms and gaming sites unless a staff member has expressly allowed this as part of a learning activity
- Open any attachments in emails, or follow any links in emails, without first checking with a staff member
- Use any inappropriate language when communicating online, including in emails
- Log in to the school's network using someone else's details
- Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision

I will not bring a personal mobile phone into school unless agreed with my teacher beforehand for a specific reason.

Photographs

I will not take photographs of any one. Staff will ask permission if they want to take photographs and I have the right to say no to my photo being taken, the right to have any image featuring me deleted and the right to say no to my photograph being displayed.

I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules up to and including being banned from using the internet and computers.

Remote Learning

I understand that:

- these expectations are in place to help keep me safe when I am learning at home using remote learning.
- I should read and talk about these rules with my parents/carers.
- remote learning will only take place during usual school times.
- My use of remote learning is monitored to help keep me safe.
- I will not share my login/password with others
- I will not share any access links to remote learning sessions with others.

When taking part in remote learning I will behave as I would in the classroom. This includes:
- Using appropriate language.
- Not taking or recording images/content without agreement from the teacher and those featured.

If taking part in live sessions, I will:
- mute my video and microphone when instructed.
- wear appropriate clothing including no nightwear and be in a suitable location.
- ensure backgrounds of videos are neutral and personal information is not visible.
- attend the session in full. If I cannot attend a session, I will let my teacher know.
- attend lessons in a shared/communal space or room with an open door and/or where possible when I can be supervised by a parent/carer or another appropriate adult.

If I am concerned about anything that takes place during remote learning, I will report my concerns to the member of staff running the session or tell a parent/carer

I understand that inappropriate online behaviour or concerns about my safety during remote learning will be taken seriously. This could include:
- restricting/removing access
- informing parents/carers
- contacting police if a criminal offence has been committed.

Name	
Signed (pupil):	**Date:**