



# Shipham C of E First School

Inspiring Growth Through Nature and Community

## Remote Learning Policy



This policy will be reviewed by the Local Partnership Board every 3 years.

Date Agreed: September 2025

Review Date: September 2028

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## Aims

This remote learning policy has been written as guidance for staff and parents should home-learning become necessary in the event of prolonged school closure. It sets out the systems and technology that staff will use to keep the learning experience going for children, and details how they can be used effectively and safely, while allowing for the differing needs of families. It should be read alongside the Virtual Learning Policy from The Wessex Learning Trust, the school's Online Safety Policy and staff and parental 'Acceptable Use Agreements' which will still apply at such times. This policy is an addendum to these documents, to be referenced in unprecedented circumstances.

The staff remote learning lead is Sarah Netto and any concerns, questions or feedback during periods of school closure can be communicated with her through Class Dojo.

If you are unable to access the internet or do not have enough devices to facilitate learning from home then please get in touch, we may be able to help.

## Our Approach

Keeping regular learning going during the period that schools are closed or when children have to stay at home is of great importance to reduce the impact on children's education, however we do understand that everyone's circumstances at home will be different. Some families have one child to support while others have several. Some families have one device to share while others may have more – and some things may work differently on different devices. Some parents will have plenty of time to help their children learn, while others will be working from home and may have much less time and some children will be able to work more independently than others or need greater challenge. Due to this we will always endeavour to provide a flexible approach to remote learning. We will offer a variety of learning activities across the curriculum so that pupils can work their way through as much as they are able, at a time that suits them.

## Remote Educational Provision for Children Who Are Self-Isolating or Shielding

In the event that individual pupils are required to be self-isolating or shielding, as such the experiences of some during the COVID-19 pandemic, and are fit and able to engage in their learning, class teachers will provide access to a variety of remote learning activities, to be

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shared through Class Dojo. This timetable will, as much as possible, link to our long-term curriculum plans and the learning those in school will be doing, while remaining manageable for staff to prepare on top of their usual weekly workload. To do this, we will make use of a number of ready prepared high quality online materials that fit with our school curriculum and supplement these with our existing teaching and learning materials. We appreciate that some families won't be able to engage with the full timetable, and in this case suggest they focus on key learning priorities to try to reduce the impact on children's core Maths and English skills. Staff will endeavour to view and feedback on as much of pupil's work as they are able, while balancing their workload inside of school. Pupils at home should receive feedback at least twice a week.

## Remote Educational Provision for Whole Classes

In the event that a whole class, or the whole school has to work remotely, class teachers will post weekly timetables on Class Dojo for their class. This will outline a range of learning activities for all subject areas (where possible) and contain tasks and links to follow (in any order and at a time that suits across the week). We appreciate that some families won't be able to engage with the full timetable, and in this case suggest they focus on key learning priorities to try to reduce the impact on children's core Maths and English skills. Opportunities to join in with time-scheduled 'live' events will be highlighted on the timetable as well as pre-recorded teaching videos will be posted for you to access throughout the day, along with further posts on Class Dojo to add extra detail or examples as necessary. Staff will approve portfolio posts as soon as possible and give regular feedback on a child's portfolio. Other optional events and enrichment activity ideas will be spread throughout the week to help keep the children engaged and enthusiastic, as well as supporting their social interaction and physical and emotional wellbeing at this time.

## Interaction with Class Teachers

In the event of it happening, we would always be keen to make remote learning an interactive experience through the submission and sharing of work by children and delivery of feedback from teachers and arranging opportunities for pupils and families to compete, interact and collaborate. We would also aim to provide some live face-to-face contact opportunities for children, to maintain a sense for them of being part of a class. We will use the Zoom Video Conferencing tool to do this. While teaching a primary age class this way is not practical, we would use it to provide some safe, supervised and structured opportunities for children to 'meet up' with their teacher and classmates.

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Please see the section further down regarding use of Zoom. Communication between staff and pupils / families must be through the authorised school systems above and not through personal email or social media accounts. It should follow the usual rules outlined in the Online Safety Policy and Acceptable Use Agreements. Due consideration should be put in by staff before sharing photo or video as to whether there are any issues regarding reputation, professional conduct, online safety or other safeguarding. We would strongly recommend that staff avoid using personal devices and should only use school provided equipment.

In the event of remote learning, during normal term time, class teachers will be available from 8.45am – 3.30pm for direct contact from parents and pupils through Zoom or Class Dojo. From 3.30pm – 5.30pm, they will be reviewing children’s work and will not be available for direct contact. Feedback for all children’s work will be provided within 24 hours, again through Class Dojo.

Should your child’s class teacher be off work, unwell and unable to teach during any period of remote learning, we will endeavour to continue provision, as best we can, within the existing staff team.

## Reading

It is imperative that you support your child with reading at home during periods of school closure. They will be supported with their phonics and other reading strategies through direct contact with their teacher online but please ensure you listen to your child read every day if possible. We will endeavour to provide reading books throughout any prolonged closures but this provision is subject to restrictions in place at the time. More details on the availability of reading books would be posted on Class Dojo when appropriate.

## Expectations of Parents and Pupils

Staff can expect pupils to:

- be contactable during the hours of the school day (8.45am – 3.15pm) although they may not always be in front of a device the entire time
- seek help if they need it, from teachers or teaching assistants
- alert teachers if they’re not able to complete work

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Staff can expect parents to:

- ensure their child(ren) is engaged with the learning that is being set by the school and support them in completing tasks, engaging in online teaching sessions and uploading completed for teachers to review
- seek help from the school if they need it via Class Dojo or access resources from the 'Remote Learning' section of the school website and for other useful links for learning
- be respectful when making any complaints or concerns known to staff

## Teaching Assistants

Teaching assistants must be available during their usual contracted hours. During this time, they are expected to check work emails and be available when called upon to support the children with their learning. If they're unable to work for any reason during a school closure, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure. Teaching assistants are responsible for assisting the class teachers in supporting pupils with learning remotely and, where appropriate and necessary, attending virtual meetings with teachers, parents and pupils.

## Use of Video Conferencing technologies (Zoom)

If whole classes are required to work from home, we will arrange group meetings for children to connect and interact with their teacher and peers. Further details will follow through Class Dojo. Like the rest of our online offer, these meetings would not be compulsory but we would strongly encourage you to support your child in taking part when at all possible. If you would like to attend these sessions but are unable to due to technology restraints, please get in touch in case we can help.

The safety of both children and staff when using this technology is paramount and we will be following relevant advice from Zoom, the Children's Commissioner and the NSPCC. In order to protect both children and staff, we require that if you wish to take advantage of these opportunities on Zoom, you agree to the following:

- A free Zoom account is needed so that we can ensure only registered users can access meetings. As Zoom is not intended for use by children under 16 this must therefore be their

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parent's account and kept secure by them - only to be used by their child when supervised by an adult. Sign up here <https://www.zoom.us/signup>

- An appropriate adult must remain in the same room as the child during video or conference calls to monitor and ensure they are safe and using it appropriately.
- When joining any school Zoom meeting you will need to briefly be onscreen with your child so we know that they have an appropriate adult nearby. This will also give us a chance to talk with you if we need to.
- Children must take part in the meet up in a suitable communal environment (not a bedroom) and be appropriately dressed (uniform isn't necessary, but they should be fully dressed in clothing that covers top and bottom half of the body).
- All members of the household must be aware that the meeting is taking place and make sure they are also suitably dressed and use appropriate language and behaviour when nearby or in the background. Zoom has a built-in option to use a virtual background - you may feel this is an appropriate feature to turn on.
- You must make sure you and your child have 'logged off' the call correctly once it is finished - before turning off any devices.
- You and your child will not try to contact any staff using these online tools outside of the pre arranged meet ups which will be arranged through Class Dojo. If you need to contact staff for any reason you will do so through Class Dojo as normal.
- Screenshots, photos or recordings of Zoom meetings must not be made and the links must not be shared with others.

We will ensure that:

- No staff member will contact you or your child using Zoom outside of any pre-arranged meetings and if they do need to contact you they will arrange to do so with you using Class Dojo.
- Teachers will ensure appropriate security settings are in place for the meeting. They will ensure that access is only granted to the expected registered users invited with a password or direct link. Screen sharing, file-sharing, annotation and chat will be restricted.

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- Participants will be held in a virtual waiting room while their identity is confirmed. Your Zoom account must clearly identify you by name and renaming during the meeting will not be allowed. Participants' audio or video may be muted until appropriate and they may be removed from the room if rules are not being followed.
- In groups of more than one child, a teacher and one other staff member will be present throughout the video call to help safeguard all participants and monitor appropriate use.
- Teachers will stay in the meeting until everyone has 'logged off'.
- Teachers and any other adults on the call (or in the background) will use appropriate language / behaviour throughout the call.
- We shall be seeking your consent to these measures before allowing your child to join in with these sessions.

## Resources

We aim to deliver remote learning with the support of online and physical resources, most of which are part of our usual provision for children. Folders of resources, including for spelling, reading, writing and mathematics will be prepared for children to take home if and when the need for remote learning arises. Children's work at home can also be stored in these folders if they cannot be uploaded to Class Dojo. Resources will also be uploaded via Class Dojo and, where there are large files, to the 'Remote Learning' section of the school website.

Class Dojo is our main method of communication between school and families and is used for posting daily timetables and text, video and photo updates between staff and families.

Any use of online learning tools and systems is in line with privacy and data protection / GDPR requirements.

## Safeguarding & Remote Learning

With the increased use of digital technologies that comes with remote learning, safeguarding implications need careful consideration. Parents are advised to spend time speaking with their child(ren) about online safety and reminding them of the importance of

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reporting to an adult anything that makes them feel uncomfortable online. While we will be doing our best to ensure links shared are appropriate, there may be tailored advertising which displays differently in your household or other changes beyond our control.

Online safety concerns should still be reported to the school's Online Safety Lead as normal. Parents can do this through Class Dojo messaging or by emailing the school office on [office@shiphamfirstschool.co.uk](mailto:office@shiphamfirstschool.co.uk)

The following websites offer useful support:

- Childline - for support
- UK Safer Internet Centre - to report and remove harmful online content
- CEOP - for advice on making a report about online abuse In addition, the following sites are an excellent source of advice and information
- Internet matters - for support for parents and carers to keep their children safe online
- Net-Aware - for support for parents and carers from the NSPCC
- Parent info - for support for parents and carers to keep their children safe online
- Thinkuknow - for advice from the National Crime Agency to stay safe online
- UK Safer Internet Centre - advice for parents and carers

If parents have any safeguarding concerns that need discussing, they can contact Sarah Netto (the Headteacher and DSL) via the school office [office@shiphamfirstschool.co.uk](mailto:office@shiphamfirstschool.co.uk) Staff should continue to be vigilant at this time and follow our usual online safety and safeguarding / child protection policies and procedures, contacting a safeguarding lead directly by phone in the first instance.

