



**KING EDWARD VI
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**KING EDWARD VI
ACADEMY TRUST
BIRMINGHAM**

Remote Education Policy

Responsible Board/Committee	Foundation and Academy Trust Board
Policy Type	School Policy
Policy Owner	N/A
Statutory	No
Publish Online	Yes
Last Review Date	June 2026
Review Cycle	Biannual This policy will not expire but will be reviewed as per its designated cycle. This policy remains effective whilst the review is taking place and will only become non-applicable once the updated version has been approved.
Next Review Date	June 2028
Version	1
School	King Edward VI Aston School
School Policy Owner	Assistant Headteacher – Teaching & Learning (Max Plackowski)

This document should be read alongside the school's Remote Education Provision document, which is available on the school website and sets out the overarching principles and expectations for remote education.

Rationale

This policy is to ensure the ongoing education of students at King Edward VI Aston School in circumstances where in-person attendance to school is either not possible or contrary to government guidance.

Circumstances where this may be applicable include, but are not limited to:

- a) Occasions when the Head teacher decides that it is not possible for the school to open safely, or that opening would contradict guidance from local or central government; or
- b) Occasions when individual pupils or groups of pupils, for a limited duration, are unable to physically attend school but are able to continue learning, for example pupils with an infectious illness such as Covid-19 who are otherwise well.

In these circumstances, contact with their teachers is important for students to continue feeling a part of the school community and of what is going on in classrooms.

In relation to b) above, remote education will only be offered to students who are required to self-isolate. Students who are absent through unrelated illness, or because they have chosen to self-isolate (although not required by government guidance), are not routinely entitled to remote education. However, departments may choose to set work at their discretion where this is proportionate and feasible. If an individual is unable to attend school due to a medical condition, either physical or mental, for which they are receiving medical support, then the Medical Needs Policy will provide guidance on the appropriate provision.

Our commitment to remote education

In the event that the Headteacher decides that it is not possible for the school to open safely (for example where closure due to bad weather is necessary), or that opening would contradict guidance from local or central government, remote education will be provided from the second day of closure.

In the event that individual pupils or groups of pupils, for a limited duration, are unable to physically attend school but are able to continue learning, for example pupils with an infectious illness such as Covid-19 which does not make them unwell, remote education will be provided no later than one working day after notification of that absence and request for remote education. This reflects government guidance that remote education should be provided in proportion to the length of absence and disruption to student learning (see

[Providing remote education: guidance for schools - GOV.UK](#)).

Remote education may include live teaching, recorded materials and independent work. Live or blended learning will be used where this is feasible and proportionate to the nature and duration of absence. Students who are dual registered will have access to learning materials via the school's online platform but live lessons will not be offered.

1. Aims of this policy

This remote education policy aims to:

- Ensure consistency in the approach to remote education for students who are not in school.
- Set out expectations for all members of the school community with regards to remote education provision.
- Act as a reminder of the appropriate guidelines for data protection.

2. Roles and responsibilities for all staff

To ensure that remote education is delivered effectively and consistently, it is important that all members of the school community understand their roles and responsibilities. The following section sets out expectations for staff, students, parents and governors in supporting high-quality remote education.

Governing Body

The Governing Body is responsible for:

- Monitoring the school's approach to remote education to ensure education remains consistent, inclusive and of high quality.
- Ensuring that appropriate systems are in place for safeguarding and data protection and that remote education platforms are secure.

Senior Leaders

Senior leaders, alongside any teaching responsibilities, are responsible for:

- Leading and coordinating the overall remote education strategy across the school.
- Monitoring the quality and effectiveness of remote education through reviewing provision, work set and feedback from staff, students and parents.
- Supporting staff to develop confidence and consistency in delivering remote education, including use of digital platforms.
- Ensuring equitable access to remote education by addressing barriers such as access to devices, connectivity and learning resources.
- Ensuring systems are in place to monitor student engagement and to intervene where engagement is low.

- Overseeing safeguarding, behaviour and data protection in the remote context.

DSL Team

The DSL team is responsible for:

- Leading safeguarding and child protection arrangements during periods of remote education.
- Ensuring that all safeguarding concerns identified during remote education are responded to in line with school policy.

SENDCo

The SENDCo is responsible for:

- Coordinating remote education provision for students with SEND.
- Supporting staff to ensure reasonable adjustments are made so that all learners can access remote education.

Subject Leaders

Subject leaders, alongside any teaching responsibilities, are responsible for:

- Ensuring that the curriculum remains broad, balanced and accessible when delivered remotely.
- Monitoring the quality, appropriateness and consistency of work set across classes and teachers.
- Supporting teachers with planning, resources and subject-specific approaches to remote education.
- Monitoring student engagement and addressing concerns through departmental processes.
- Working with senior leaders to ensure consistency across subjects and year groups.

Heads of Year

Heads of Year, alongside any teaching responsibilities, are responsible for:

- Monitoring student engagement, attendance and wellbeing during remote education.
- Liaising with form tutors, families and senior staff where engagement or wellbeing concerns arise.

- Reporting safeguarding concerns in line with school procedures.

Teachers

Teachers are responsible for:

- Delivering remote education in line with the school timetable wherever possible.
- Setting appropriate work that aligns with curriculum expectations and timetabled lessons.
- Providing clear instructions and ensuring students can access learning resources.
- Using a range of approaches (e.g. live, recorded or independent tasks) to support learning as appropriate.
- Providing feedback to support student progress, in line with school policy.
- Monitoring and responding to student attendance and engagement, including recording attendance at live remote lessons where these are scheduled and following up absence with students and families in line with school procedures.
- Maintaining regular communication with students, including through online platforms and school email systems.
- Making reasonable adjustments to meet the needs of all learners, including those with SEND.
- Following all safeguarding, behaviour and data protection policies when teaching remotely.
- Attending virtual meetings and contributing to whole-school monitoring and development of remote education.

Please note, in the event of some students in the class self-isolating while others are in school, hybrid teaching (simultaneous in-person and remote delivery) is not expected as standard but may be used when a teacher feels that it is feasible and would support student learning.

IT/Network Support

IT staff are responsible for:

- Maintaining and troubleshooting the digital systems used for remote education.
- Providing technical support to staff, students and families.
- Ensuring the security and integrity of remote education platforms, including identifying and reporting data protection risks.

Students

Students are expected to:

- Engage with all remote learning provided and attend live lessons where possible.
- Be contactable during the school day.
- Complete work to the required standard and by set deadlines.
- Seek help from staff when needed.
- Follow school behaviour expectations, including those for online learning.

Parents and carers

Parents and carers are expected to:

- Support their child's engagement with remote education and help establish a suitable routine.
- Inform the school via normal means if their child is unable to participate due to illness or other circumstances.
- Communicate with the school and seek support where needed.
- Engage respectfully with staff regarding remote education provision.

3. Who to contact

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

- Issues in setting work – talk to the relevant subject lead or SENDCo
- Issues with behaviour– talk to the relevant Head of Year
- 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

If parents have any questions or concerns about remote education, they should contact their son's Head of Year as the first point of contact.

4. Data protection

All staff must ensure that they adhere to the school's Data Protection (GDPR) policy and privacy notices at all times when delivering remote education.

When accessing and handling personal data for remote education purposes, staff must:

- Use school-approved systems and platforms to access, store and share information.
- Access data securely, ensuring that devices are locked or logged off when not in use.
- Use school devices wherever possible, rather than personal devices.
- Ensure that any communication with students takes place through school-approved accounts and systems.

Staff must take appropriate steps to ensure that devices used for remote education remain secure. This includes:

- Using strong, password-protected access.
- Ensuring devices are encrypted where appropriate.
- Locking devices when unattended and not sharing them with others.
- Keeping software, operating systems and security protections up to date.

Any concerns regarding data protection or potential breaches must be reported promptly to the designated data protection lead or a member of the senior leadership team.

All staff must remain vigilant to ensure that remote education systems are secure and used appropriately, with due regard to safeguarding and confidentiality at all times.

5. Safeguarding

Staff must refer to the school's Safeguarding and Child Protection Policy, available on the school website.

