



Vita et Pax Preparatory School

6A Priory Close, Green Road, Southgate, London N14 4AT

Remote Education Policy

Date of Policy	February 2027
Review Date	February 2026
Headteacher	Mr Darren May
Chair of Proprietorial Body	Mr Pushkar Acharya

1. Purpose and Scope

1.1 This policy outlines Vita et Pax Preparatory School's approach to remote education and aims to ensure consistency in the approach to remote learning for pupils who are not able to attend school in person.

1.2 The policy applies to all pupils, staff, and parents/carers of Vita et Pax Preparatory School and covers situations where pupils are unable to physically attend school but are able to continue their education remotely.

1.3 This policy should be read in conjunction with our Safeguarding Policy, Online Safety Policy, SEND Policy, and Behaviour Policy.

2. When Remote Education May Be Provided

2.1 Remote education may be provided in the following circumstances:

- **Individual pupil absence:** When a pupil is unable to attend school due to illness, injury, or isolation requirements but is well enough to continue learning
- **Class or year group absence:** When specific groups need to isolate or cannot attend due to public health requirements
- **Local disruption:** When the school site is closed or inaccessible due to local circumstances (e.g., severe weather, building issues)
- **National disruption:** In the event of national guidance requiring school closures or restrictions on attendance

2.2 Remote education will only be considered when pupils are well enough to engage in learning activities. It is not a substitute for sick leave.

3. Roles and Responsibilities

3.1 Senior Leadership Team

The Senior Leadership Team will:

- Coordinate the remote learning approach across the school
- Monitor the effectiveness of remote learning arrangements
- Ensure staff receive appropriate training and support
- Review and update this policy regularly
- Communicate expectations to staff, pupils, and parents
- Monitor safeguarding procedures during remote learning

3.2 Teachers

Teaching staff will:

- Plan and deliver a curriculum sequence that allows skills and knowledge to be built incrementally
- Set appropriate work that is sufficiently challenging and aligned with the curriculum
- Provide clear explanations of new content through recorded or live sessions
- Set work daily across the full range of subjects
- Monitor pupil engagement and completion of work
- Provide timely feedback to pupils on their work
- Adjust teaching to respond to pupils' needs
- Maintain regular contact with pupils and parents
- Report safeguarding concerns immediately to the DSL
- Maintain professional standards in all online interactions

3.3 Teaching Assistants

Teaching assistants will:

- Support teachers in preparing and delivering remote learning materials

- Provide targeted support to pupils, particularly those with SEND
- Maintain contact with allocated pupils and families
- Report concerns about pupil welfare or engagement to class teachers

3.4 Parents and Carers

Parents and carers are expected to:

- Support their child's remote learning by establishing routines and appropriate workspace
- Ensure their child engages with the remote learning provided
- Monitor completion of work set by teachers
- Contact the school if their child is unwell or unable to complete work
- Seek help from the school if they are experiencing difficulties with remote learning
- Ensure appropriate supervision during online sessions
- Adhere to the school's Acceptable Use Policy for technology

3.5 Pupils

Pupils are expected to:

- Engage with remote learning activities to the best of their ability
- Complete work set by teachers to appropriate standards
- Submit work as requested by teachers
- Attend live online sessions where scheduled
- Follow the school's behaviour expectations in online settings
- Ask for help if they are struggling with work
- Use technology responsibly and only for learning purposes

4. Curriculum Expectations During Remote Learning

4.1 We aim to provide a curriculum sequence that allows pupils to build on their previous learning and make good progress. Remote learning will maintain the breadth and ambition of our curriculum.

4.2 For individual pupils learning remotely, we will provide access to:

- Daily English and mathematics activities
- A range of foundation subjects across the curriculum
- Age-appropriate physical activity opportunities
- Links to high-quality online resources where appropriate

4.3 The quantity and content of remote learning will be broadly equivalent to the core teaching pupils would receive in school, adjusted appropriately for the home learning environment.

4.4 For Early Years Foundation Stage pupils, remote learning will focus on the prime areas of learning while maintaining opportunities across all seven areas.

5. Platforms and Tools

5.1 The school uses **Microsoft Teams** as its primary platform for remote learning. This enables:

- Live teaching sessions
- Distribution of learning materials
- Submission of work
- Feedback between teachers and pupils
- Secure communication between school, pupils, and parents

5.2 Additional resources are made available through the **school website**, including:

- Curriculum overviews and learning sequences
- Links to approved online learning platforms
- Support materials for parents
- Wellbeing resources

5.3 The school may also use supplementary platforms that have been risk-assessed and approved by the Senior Leadership Team.

6. Safeguarding During Remote Education

6.1 The school's commitment to safeguarding pupils remains unchanged during remote education. All staff must continue to follow the school's Safeguarding Policy and report concerns immediately to the Designated Safeguarding Lead.

6.2 Designated Safeguarding Lead: Mr Darren May

Deputy Designated Safeguarding Lead: Mrs Kate Newton

Safeguarding Governor: Mrs Maria Poulos

6.3 Staff will maintain awareness that pupils may be at increased risk during remote learning and will remain vigilant to signs of abuse, neglect, or mental health concerns.

6.4 Online safety considerations include:

- All live sessions will be scheduled through official school channels
- Staff will ensure appropriate professional conduct in all online interactions
- Pupils will be taught to use technology safely and responsibly
- Parents will be provided with guidance on online safety at home
- Monitoring systems will be in place to identify concerning online behaviour
- Private messaging between staff and pupils will only occur through approved school platforms

6.5 Staff working from home will ensure appropriate privacy and professional boundaries during video sessions.

7. SEND Provision During Remote Education

7.1 The school is committed to ensuring pupils with Special Educational Needs and Disabilities (SEND) receive appropriate support during remote learning.

7.2 Provision for pupils with SEND will include:

- Differentiated materials and activities tailored to individual needs
- Regular contact from teaching assistants and specialist staff
- Adapted resources and alternative methods of accessing learning
- Additional support for parents in facilitating learning at home
- Liaison with external agencies as appropriate

- Review and adjustment of provision based on pupil progress

7.3 Individual Education Plans (IEPs) and support plans will be reviewed and adapted for the remote learning context.

8. Assessment and Feedback

8.1 Teachers will assess pupils' progress during remote learning through a combination of:

- Review of submitted work
- Questioning during live sessions
- Quizzes and short assessments
- Discussion with pupils and parents

8.2 Feedback will be provided regularly and will be timely, meaningful, and motivating. The form of feedback may vary depending on the nature of the work and may include:

- Written comments on submitted work
- Verbal feedback during live sessions
- Whole-class feedback addressing common misconceptions
- Model answers or worked examples

8.3 Teachers will monitor engagement with remote learning and follow up with pupils and families where engagement is a concern.

9. Data Protection Considerations

9.1 The school will process personal data in accordance with data protection legislation, including the UK GDPR and Data Protection Act 2018.

9.2 When providing remote learning, the school will:

- Only use platforms and tools that have been approved by the school
- Ensure appropriate privacy settings are in place
- Not share personal data with unauthorized third parties
- Inform parents about the platforms and tools being used

- Record and store online sessions only where necessary and with appropriate safeguards

9.3 Staff, pupils, and parents will be expected to comply with the school's Acceptable Use Policies when using technology for remote learning.

10. Links to Other Policies

10.1 This policy should be read in conjunction with:

- Safeguarding and Child Protection Policy
- Online Safety Policy
- SEND Policy
- Behaviour Policy
- Data Protection Policy
- Acceptable Use Policy
- Staff Code of Conduct

11. Monitoring and Review

11.1 The effectiveness of remote education provision will be monitored by the Senior Leadership Team through:

- Review of pupil engagement data
- Assessment of pupil progress
- Feedback from staff, pupils, and parents
- Observation of online teaching sessions
- Analysis of safeguarding concerns

11.2 This policy will be reviewed annually or sooner if required by changes in legislation, guidance, or school circumstances.

11.3 The policy has been developed in line with guidance from the Department for Education for independent schools and reflects our commitment to providing high-quality education for all pupils in all circumstances.

