

Online Learning Policy

Reviewed by: JWh

Approved by: LGB

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1. Aims

This online learning policy for staff aims to:

- Ensure consistency in the approach to online learning for pupils who aren't in school or normal lessons
- Set out expectations for all members of the school community with regards to online learning
- Provide appropriate guidelines for data protection

2. Use of online learning

All pupils should attend school, in line with our attendance policy. Online education is not viewed as an equal alternative to attendance in school.

Pupils receiving online education will be marked absent in line with the Pupil Registration Regulations.

We will consider providing online 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
 - They are preparing for or recovering from some types of operation
 - They are recovering from injury and attendance in school may inhibit such recovery
 - Their attendance has been affected by a special educational need or disability (SEND) or a mental health issue

The school will consider providing pupils with online education on a case-by-case basis.

In the limited circumstances when online learning is used, we will:

- Gain mutual agreement of online education by the school, parents/carers, pupils, and if appropriate, a relevant medical professional. If the pupil has an education, health and care (EHC) plan or social worker, the local authority (LA) will also be involved in the decision
- Put formal arrangements in place to regularly review it and identify how to reintegrate the pupil back into school

- Identify what other support and flexibilities can be put in place to help reintegrate the pupil back into school at the earliest opportunity
- Set a time limit with an aim that the pupil returns to in-person education with appropriate support

Online education will not be used as a justification for sending pupils home due to misbehaviour. This would count as a suspension, even if the pupil is asked to access online education while suspended.

3. Roles and responsibilities

3.1 Teachers

When providing online learning, teachers must be available between 8.30am – 3.15pm Monday – Friday term time.

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 online learning, teachers should:

- Provide pupils with access to online education as soon as reasonably practicable, though in proportion to the length of absence and disruption to the learning of all learners
- Make reasonable adjustments for pupils with SEND to access online education, where required, informed by relevant considerations including the support families will require and the types of services that pupils can access online

They are also responsible for:

- Setting work for online learning:
 - For all students they teach across all classes
 - All work to be uploaded to Teams for each class for the half term ahead using instructions sent out by relevant staff
 - Making sure that work provided during periods of online education is of high quality, meaningful, ambitious and cover an appropriate range of content. This includes considering the needs of individual pupils, such as those with SEND or other additional needs, and the level of independent study skills
 - This also includes considering the needs of pupils' families or carers, including how much adult involvement is needed in each activity and whether pupils have a suitable place to study
- Providing feedback on work:
 - Once work has been completed online it must be emailed to the class teacher
 - Teachers should then respond with relevant feedback to that child via email or other forms of communication (in person or via phone)
- Keeping in touch with pupils who aren't in school and their parents:
 - Teachers will be accessible via email during work hours if contact is needed regarding the work provided

3.2 Teaching assistants

When assisting with online learning, teaching assistants must be available

When assisting with online learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning online by providing feedback and support if needed. This may not be accessible during lesson time but can be arranged for alternative times.

3.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate online learning
- Working with teachers teaching their subject online to make sure all work set is appropriate and consistent
- Working with other subject leads and senior leaders to make sure work set online across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Monitoring the online work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject online
- Making decisions about the use of online video lessons such as Oak National Academy

3.4 Senior leaders

Alongside any teaching responsibilities, senior leaders should continue to use the school's digital platform for online education provision and make sure staff continue to be trained and are confident in its use.

They should continue to overcome barriers to digital access where possible for pupils by, for example:

- Distributing school-owned laptops accompanied by a user agreement or contract (if possible)
- Securing appropriate internet connectivity solutions where possible
- Providing printed resources, such as textbooks and workbooks, to structure learning, supplemented with other forms of communication to keep pupils on track or answer questions about work
- Having systems for checking, ideally on a daily basis, whether pupils learning online are engaging in its use, and work with families to rapidly identify effective solutions where engagement is a concern

They are also responsible for:

- Co-ordinating the online learning approach across the school
- Monitoring the effectiveness of online learning – this will be done through auditing online learning platforms and reviewing work set
- Monitoring security of online learning systems
- Ensure staff are trained and confident in their use of digital education platforms
- Providing students, parents/carers with the relevant information regarding online education and how to access this

3.5 Designated safeguarding lead (DSL)

The DSL is responsible for:

- Responding to any safeguarding needs that are highlighted by staff or students whilst they are working remotely online.

3.6 IT staff

IT staff are responsible for:

- Fixing issues with the systems used to set and collect work
- Helping staff, students, parents/carers with any technical issues they experience

- Reviewing the security of online learning systems and flagging any data protection breaches
- Assisting pupils and parent/carers with accessing the internet or devices

3.7 Pupils and parents/carers

Staff can expect pupils learning online to:

- Be contactable during the school day – although they may not always be in front of the device the entire time
- Complete work to deadlines set by school staff
- Seek help if they need it from teachers or teaching assistants
- Alert teachers if they are unable to complete work
- Act in accordance with normal behaviour policy outlined in the behaviour policy and IT usage policy

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

- Engage with the school and support their children's learning and to establish a routine that reflects a normal school day as reasonably possible
- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from school if they need it
- Be respectful if making complaints or concerns

4. Who to contact

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

- Issues in setting work – talk to the relevant subject lead or SENCO
- Issues with behaviour – talk to the relevant head of phase or 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

5. Data protection

5.1 Accessing personal data

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

- Access data using a secure cloud service or a server in your IT network
- Use devices provided (eg. Laptops/tablets) by the academy to access rather than personal devices to access personal data

5.2 Processing personal data

Staff members may need to collect and/or share personal data as part of the online 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, which can be found in our privacy policy.

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

7. Monitoring arrangements

This policy will be reviewed every 2 years by Jessica Wheeler. At every review, it will be approved by the governing board

8. Links with other policies

This policy is linked to our:

- Behaviour policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy