



**St James' C of E Primary School**  
**Remote Education Policy**  
**Reviewed by:** Mrs Caryn Smith  
**Date of Policy:** February 2026



## **Ethos of school**

St James' Church of England Primary School provides the highest quality education within the context of caring Christian beliefs and practices, in close affiliation with St. Philip and St. James' Church. Our curriculum connects home, school and church, and reinforces the fact that the values we celebrate in school shape the whole of our children's lives. Children, of any faith or none, are given the opportunity to develop their own spirituality, to be curious and ask big questions, to celebrate and to make good choices.

At St. James' the children are at the heart of everything we do. Each and every child is cherished and given the best educational opportunities in order that they can realise their potential.

## **1. Policy Purpose**

This policy explains how **St James' C of E Primary School (Cheltenham)** will provide **high-quality remote education** when pupils cannot attend school due to exceptional circumstances (e.g., school closure, pupil self-isolation), in line with **Department for Education (DfE) guidance**. Remote education is a contingency for when in-person attendance isn't possible and is not intended to be an ongoing replacement for everyday classroom teaching.

## **2. Aims**

St James' aims to ensure that:

- All pupils receive **meaningful and ambitious** work that allows them to continue learning.
- Remote education is **inclusive, accessible and safe** for all pupils.
- Pupils stay **connected to the curriculum, their teachers and peers** even when working from home.

This policy should be read alongside our **online safety, safeguarding/child protection, attendance, assessment and SEND** policies.

## **3. Remote Education Provision**

### **Types of Remote Learning**

At St James' we will use a blend of:

- Live or recorded teaching sessions (where appropriate)
- Tasks and activities on our learning platform
- Independent challenges and practice linked to class learning
- Curriculum resources that mirror classroom content

Remote education will be **planned lessons linked to our curriculum**, sequenced to build knowledge and understanding.

## 4. Roles and Responsibilities

### 4.1 School

St James' will:

- Provide **clear remote learning guidance** and expectations for pupils and parents.
- Ensure remote education is **planned in advance** and prepared in the event of a closure.
- Identify a **senior leader responsible for quality and delivery** of remote education.
- Support families with **technology access issues**, including lending devices or offering printed materials where needed.
- Train and support staff to use digital tools safely and effectively.
- Monitor engagement and follow up where pupils are not accessing learning.

### 4.2 Teachers

Teachers will:

- Set work that is meaningful, curriculum-linked and differentiated.
- Provide clear instructions for tasks and activities.
- Be available to pupils and parents during agreed times for questions and feedback.
- Provide regular feedback on remote learning and celebrate pupils' efforts.
- Keep records of pupil engagement and participation.

### 4.3 Pupils

Pupils are expected to:

- Engage with remote learning to the best of their ability.
- Follow the **school's behaviour and online safety expectations** when online.
- Submit work or show understanding where directed by their teacher.

### 4.4 Parents and Carers

Parents/carers should:

- Support children's access to remote learning and help set routines.
- Communicate with school if there are **barriers to learning** or wellbeing concerns.
- Encourage safe and responsible online behaviour.

## 5. Access and Inclusion

We will make remote education accessible to all pupils at St James' by:

- Providing **different formats** (digital, printed packs) where needed.
- Making reasonable adjustments for pupils with special educational needs and disabilities, in line with statutory duties.
- Ensuring tasks are **age-appropriate and achievable**.
- Where access to devices or internet connectivity is an issue, the school will offer solutions to ensure children are not disadvantaged.

## 6. Curriculum and Teaching

Remote provision at St James' will:

- Reflect the sequence and intent of our curriculum.
- Include a broad range of subjects so children continue to receive a balanced education.
- Provide opportunities for practice, retrieval and new learning.
- Offer interactive elements such as collaborative tasks and feedback.

Tasks will be equivalent in length to typical teaching time in school.

## 7. Safeguarding and Online Safety

Remote education at St James' will be delivered in line with our **safeguarding and online safety policies**.

Key expectations:

- Live sessions use **school-approved platforms** (Microsoft Teams) and accounts.
- Staff and pupils conduct online sessions from **appropriate environments**.
- Parents are given information about **supervising their child's remote access**.
- Any safeguarding concerns raised during remote learning are responded to promptly through our usual procedures.

## 8. Attendance and Engagement Monitoring

- The school will **record pupil engagement** with remote education.
- Teachers will monitor access and follow up with families where engagement drops.
- Attendance expectations for remote learning will be clearly communicated to families.

## **9. Assessment and Feedback**

We will offer:

- Regular feedback on pupil work.
- Opportunities for pupils to ask questions and clarify learning.
- Assessments appropriate to the age and stage of learning to support progression.

## **10. Support for Special Circumstances**

For pupils with additional needs, including those with an Education, Health and Care Plan (EHCP):

- Remote tasks will be further adapted as needed.
- Where appropriate, additional pastoral or curriculum support will be provided.
- Statutory provision remains in force and will be met as far as reasonably possible.

## **11. Free School Meals**

Where pupils eligible for free school meals are learning remotely, the school will ensure continued support (vouchers or food parcels) in line with DfE arrangements.

## **12. Communication with Parents and Publication**

This policy and information about remote learning arrangements will be:

- Shared with all families.
- Published on the school website.
- Reviewed annually or when new guidance is issued.

## **13. Policy Review**

This policy will be reviewed by the Senior Leadership Team and Governors at least once per academic year or earlier if required by changes in DfE guidance.