



Home Learning Policy

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1. Purpose

At Sunnyside Primary Academy we recognise that there may be times when children need to access their learning from home. This Protocol sets out how we will support pupils, parents/carers and staff in such circumstances, ensuring continuity of education, safeguarding, and clarity of roles.

2. Scope & When It Applies

- Remote learning will be provided when a child, class or year group is unable to attend school due to one of the following circumstances:
 - A school closure or significant disruption to attendance that cannot be resolved immediately.
 - An individual child is absent from school but well enough to learn from home.
- This is **not** intended to replace regular classroom education; in-school attendance remains the primary expectation.

3. Aims

- Ensure that pupils remain connected with their teachers and peers, and keep on track with their learning.
- Provide a clear, consistent approach to remote learning across the academy.
- Set out expectations for staff, pupils and parents/carers in a remote learning context.
- Maintain safeguarding, data protection and online-safety standards.

4. Remote Learning Platform

- Pupils will access their remote learning via the platform Microsoft Teams
- Links and guidance on how to access your child's Teams page will be provided in advance and will also be available on the school website.
- Staff will upload lessons, provide teaching materials and manage communication through Teams.

5. Roles & Responsibilities

School (Leadership Team & Staff):

- Ensure a remote learning plan is in place and kept up to date.
- Provide training and support for staff on remote teaching tools and safeguarding.
- Risk-assess and monitor engagement, safeguarding issues and digital access barriers.
- Communicate clearly with parents/carers about arrangements for remote learning, including the Protocol.

Teachers:

- Upload lessons and resources to Teams in a timely manner.
- Provide regular interaction with pupils (live teaching, recorded lessons, or feedback) to replicate key aspects of classroom teaching.
- Monitor pupil participation and follow up where engagement is low.
- Adhere to safeguarding and behaviour protocols when teaching online.

Pupils:

- Engage with remote lessons and complete tasks within the agreed timeframes.
- Behave in online sessions as they would in the classroom (e.g., appropriate language, camera on/off as specified, no distractions).
- Ask for help if they have technical issues or do not understand the work.

Parents/Carers:

- Ensure their child is ready and logged in for remote learning as required.
- Provide a suitable learning environment at home (quiet, free from distractions, with required equipment).
- Support their child's engagement and communicate with the school if there are barriers (e.g., limited access to device or internet).
- Respect the school's communications and expectations around online lessons.

6. Curriculum & Delivery

- The remote curriculum will be as aligned as possible to the in-school curriculum and will be sequenced to ensure pupils remain on track.
- Teaching should not simply set tasks; it should include teacher input (live or recorded), pupil activity and feedback.
- Additional resources or printed materials may be provided in cases where digital access is a barrier.

7. Access & Equity

- The academy will work to identify and support pupils and families who may face barriers to remote access (e.g., lack of device, unreliable internet).
- Where required, alternative provision (e.g., printed materials, workpacks) will be made available to ensure no pupil is disadvantaged.
- Expectations around remote learning will take into account the home context and any constraints.

8. Safeguarding & Online Safety

- The academy will follow the guidance in Keeping children safe in education and the DfE's "Safeguarding and remote education" guidance.
- Online lessons and communications must use school accounts/portals, adhere to the school's Acceptable Use Policy and follow staff behaviour codes.
- Parents/carers should supervise younger children during online sessions and ensure appropriate online conduct.
- Any safeguarding concerns arising during remote learning must be reported to the academy's Designated Safeguarding Lead in the usual way.

9. Monitoring & Feedback

- Teachers will monitor pupil engagement (e.g., attendance at live sessions, submission of tasks) and maintain records.
- The academy will provide feedback to pupils on their work in a timely manner.
- Where pupils are not engaging, staff will seek to contact parents/carers to address barriers and re-engage the pupil.

10. Communication

- The Academy will inform parents/carers when remote learning is activated and provide clear instructions (including login details, timetable, expectations).
- Parents/carers should ensure they check communications (email, school portal) for updates and instructions.
- Queries from parents/carers should be directed to admin@sunnysideprimaryacademy.org and should be responded to within 48 hours.

11. Data Protection & Privacy

- All remote learning activities must comply with the academy's Data Protection Policy and GDPR requirements.
- Live lessons and recorded materials should respect pupils' privacy: avoid unnecessary recording of pupils, use secure platforms and restrict access to academy-authorized accounts.

12. Review & Update

- This Protocol will be reviewed annually / when national guidance changes and will be updated as required.
- Staff, pupils and parents/carers will be informed of any changes and any training required will be provided.

Closing statement

We appreciate your cooperation as we strive to provide the highest standard of education, whether in school or at home. By working together school, pupils and families we aim to ensure continuity of learning, maintain strong relationships and safeguard the wellbeing of all our community.