FARRINGTONS
SCHOOL

Remote Learning Policy

Author/Role	James Williams (**Assistant Head: Pastoral**)
Date published	September 2026
Approving body	Governing Body
Regulatory References	
Links to other policies	
Main changes since last review	2.1 Clarification on procedure if staff wish to use a separate software or system outside of MS Teams
Date of next review	September 2027

Remote Learning Policy

In the event of a school closure, this being the closure of buildings rather than complete shutdown, Farringtons will continue to provide education provision to ensure continuity of learning for all pupils. This will be carried out remotely using various tools and platforms but principally Microsoft Teams for both Senior and Prep schools.

Remote learning will not be provided for other normal school absences such as individual illness.

The following areas must be considered in order for the School to fulfil its obligation in terms of provision of education whilst also ensuring the safeguarding of staff and pupils.

1. **Policy**

1.1 Staff should ensure they are familiar with the following policies/documents:

- On-line Safety Monitoring Policy
- Child Protection and Safeguarding Policy
- Mobile Device Acceptable Use Policy
- Staff Code of Conduct

1.2 Pupils must be reminded of the School's expectations for them to follow the:

- Pupil Behaviour Code of Conduct Policy
- Anti-Bullying Policy
- Anti-Cyberbullying Policy

1.3 Parents should be informed of provisions for remote learning and must also ensure that they are responsible for their child/ren accessing this learning at the required times (See section four below).

2. **Resources**

2.1 There are a wealth of online services and systems that enable online video and audio communication, however, for safeguarding reasons, Microsoft Teams is the only platform that staff should use when delivering audio and video communication. Should staff wish to use an alternative program or system, then a request should be made to the SMT and may be subject to checks by the schools Information Manager.

2.2 Remote learning can be delivered it two ways:

- Passive or Interactive = teacher posts activities and student posts responses. Staff should limit one to one online tuition to help safeguard pupils and themselves. Active, Interactive, live or Synchronous = pupils and staff connected in the same service at the same time - i.e. live video and audio. Caution - without expertise and experience this may not be the most appropriate approach for pupils in the first instance.

2.3 Other factors for staff to consider are:

Age, Group Size and Ability: The use of remote learning platforms will also be influenced by the age of the pupils, size of the group being taught and their ability. For example, larger groups of pupils may be more challenging to manage during an interactive online class and so more passive or broadcast approaches may be more suitable.

Privacy Settings: Staff must consider privacy settings before posting – (e.g. YouTube has a variety of settings (Public, Unlisted, Private, Comments Allowed/Not Allowed) that will determine who can see and comment on the video).

Messaging Services: Staff must be mindful of professional standards and as such should only use the School email system or Microsoft Teams to message pupils.

3. Technology

3.1 Although Farringtons is in the fortunate position that the vast majority of their pupils will have access to the technology which will enable remote learning to take place, it is important that the School identifies any issues that both pupils and staff may have in terms of access to technology.

3.2 Farringtons will consider activities carefully when planning for remote education as online access within school will have internet content filtering systems in place but this is unlikely to be replicated in the home environment.

3.3 Staff should be careful to check that any provision used does not incur surprising costs for both their pupils and themselves, e.g. mobile data access charges - (video utilises significant amounts of data).

3.4 The school technical team, via emails to flexible@rm.com will be remotely on hand to provide advice and answer queries.

3.5 Staff and pupils should consider the security of devices, in particular cameras and microphones and make sure that they are only switched on for the duration of the learning session.

3.6 Staff should be vigilant when using personal laptops and computers when working remotely. They should always check to ensure that they are not sharing personal information and that they are safeguarding their pupils as well as themselves. In the event of a possible data breach, or any other concerns, staff must report these to the Bursar, who will make a note and inform colleagues immediately of any remedial action required.

4. Education

4.1 In the event of Farringtons having to educate pupils remotely, the Assistant Head (Curriculum) will lead with any required staffing changes, planning, supporting and managing distance learning in the Senior School. The Head of the Prep School will lead remote learning in the Prep School.

4.2 Remote learning will, wherever practicably possible continue to follow the skeleton of the school timetable. The exact remote learning workload will vary between year groups. Older pupils able to complete more independent work, guided by their teachers. Each group within the school community will have specific roles to play and these are outlined below:

- **The Role of Staff**
  Staff should ensure that they provide lesson content promptly, as would be expected during a normal school day. If a member of staff is educating passively, this should be available for the start of the lesson period. Staff should ensure that the correct permissions are set for their Teams “Meetings” and “Assignments”
- **The Role of the Pupil**
  Senior pupils should, ideally, register and work to their usual school timetable, ensuring they are checking their emails and teams regularly for communication and resources and logging into platforms when instructed to do so. However, in the case of overseas boarders time zones will need to be taken into account.
- **The Role of the Parent**
  Parents responsibilities remain the same in terms of their child/ren attendance. Therefore parents must ensure that their child/ren are up and ready for the school day and logged on ready for registration and relevant lessons on their timetable. Parents will be kept up-to-date with their child’s progress via SchoolCloud. Parents Conferences and emails from teachers, Tutor and Head of Year as applicable.

4.3 It is important for staff to plan screen-based and non-screen based activities to achieve a healthy screen time balance. It is also vital that pupils and staff are also given the opportunity for reasonable breaks, activities and relaxation as per the normal school timetable.

5. Behaviour

5.1 Both pupils and staff are required to behave in the same manner that would be expected during a normal school day.

5.2 During scheduled lesson time, staff should maintain their classroom rules with pupils, such as arriving promptly, meeting deadlines, not interrupting, and displaying respect to others.

5,3 Any concerns or issues relating to pupils' behaviour should be dealt with appropriately and escalated to the Head of Department in the first instance.

6. Personal Data

6.1 Lessons / Counselling: The conference service may require the sharing of personal data, e.g. usernames to invite in. It is always best practice to use school-provided email addresses as Data protection laws still apply.

6.2 Parental communication: Unless a member of staff has a school device for making telephone calls, they should only communicate with parents via email during remote education periods.

7. Safeguarding

7.1 If live video and audio is being used, there should be careful consideration of the location that everyone uses. It is possible that pupils may be in their bedrooms and this may not be appropriate.

7.2 During live video sessions with classes, both staff and pupils are expected to dress appropriately. They do not have to wear uniform or business attire but should be dressed

respectfully. As would be the case during a normal school day, staff have the right to ask a pupil to adjust their attire if they deem it unacceptable. As a rule of thumb, staff and pupils should consider what would be acceptable attire for a home clothes day.

7.3 Absences should be recorded with repeated absences referred to the relevant Head of Key Stage and parents.

7.4 Online or offline, effective safeguarding requires a whole-school approach. The planning for online or distance learning activities should include the school's safeguarding team as part of the planning process.

7.5 Staff must maintain their safeguarding obligations. Record any safeguarding incidents or potential concerns on MyConcern via https://www.myconcern.education/Account/Login?ReturnUrl=%2f

7.6 In the event of a Child Protection issue, staff should call the Designated Safeguarding Lead on 07710364790.

7.7 During periods of remote education, pupils should be reminded of who they can contact within the school for help or support. These key members of staff should email pupils with this message reminding them that they are available via email.