Cothill Policy Documents

ISSR 3 & 4 Remote Teaching Policy

Date: September 2026
Next review: September 2027

This Policy
is an addendum to the *Teaching & Framework for Pupil Performance Policy* (September 2021) and was originally created in response to the Covid-19 pandemic and the need to teach children remotely from April 2020. As things currently stand, there is no intention to provide remote teaching. This policy will remain in place in case the situation changes in the coming years.

Overview
When remote teaching is required, Cothill will make sure that as full and comprehensive an education is provided as possible. This policy summarises the provision of remote learning for pupils in this position, so that there are consistent and well-understood expectations of the level of support that will be provided for all concerned.

Given that some pupils may still be unable to attend school from September 2021 or at times thereafter, teaching staff may need to teach remotely in parallel with live lessons in the classroom.

Expectations of Remotely Taught Pupils
Pupils should:

- Retain structure to their working day in accordance with the published timetable. Where children are learning in a different time zone, they will have to demonstrate a degree of independence in following the timetable.
- Check their school email accounts and Google Classroom regularly to see posts, resources and feedback for each subject.
- Seek to complete all set work by the given deadline and, if requested, submit via Google Classroom. Parents will be informed of any issues in this regard.
- Submit handwritten work or drawings by uploading to Google Classroom.
- Use designated Google Classroom pages to communicate with their teachers and to ask questions if they require help. Alternatively, they may need to email the teacher. All communication will be from a school account.
- Keep their cameras on during Meets unless for given reasons.
- Wherever possible, wear games kit for sport, games & P.E. sessions online.

Expectations of Teachers
Teachers should:

- Teach absentees remotely (via webcam / Google Classroom) in parallel with 'live' lessons in the classroom. Pupils should feel as involved as possible during lessons and feel confident and safe enough to ask and answer questions over the Meet.
- Upload teaching materials and lesson resources to Google Classroom when necessary.
- Help & encourage children with the expectations laid out above.
- Endeavour to set work equivalent in length to the lessons on the timetable and be available during scheduled lessons to offer live feedback via Google Classroom's commenting function.
- Ensure that tasks are differentiated appropriately and that extension work is available.
- Mark work and feedback to pupils with the same regularity as they would do in school.
- As much as possible, use the usual rewards and sanctions such as Distinctions, Merits and Good Marks.
- Record Google Meet lessons.
- Have due regard to the school's Safeguarding Policy and have read the *Safeguarding Covid-19 Addendum*.

JMP - Sept 2026