

The Priory School



Remote Learning Policy

Monitoring	Frame of engagement	Date
Members of Staff Responsible	CKN	
Governor Accountability		
Consultation Parameters	Staff, students, parents, governors	
Information	Staff, parents, students	
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1. Aims

This remote learning policy for staff aims to:

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

2. Use of remote learning

All students should attend school, in line with our attendance policy.

We will consider providing remote education to students 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 students, for a limited duration, are unable to physically attend school but are able to continue learning, for example because they have an infectious illness.

3. Roles and responsibilities

3.1 Teachers

When providing remote learning, teaching staff must be available between 8.25am and 3.10pm.

When providing remote learning, teachers should:

- Provide students with access to remote 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 students with SEND to access remote education, where required, informed by relevant considerations including the support families will require and the types of services that students can access remotely

If they are unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure. If an absence is planned, staff must request it through the Special Leave policy.

Staff will typically be setting work and providing feedback for their own students. However, a degree of flexibility may be required depending on the specific circumstances.

The amount of work provided to students should be in line with programmes of study and comparable with students' normal curriculum time. Work should be set in good time so that students will be able to access it during their normal timetabled lesson. If the lesson is going to be delivered live via Teams, teaching staff must ensure they have provided students with the details of how to access the session in good time.

Work, or links to where the work can be accessed, should be uploaded to Arbor.

Where staff have concerns about students not engaging with the remote learning, they should follow these procedures:

- Initial prompt on Arbor
- Contact the student's tutor (copying in the Head of House)
- Tutor to make contact with the student
- Tutor to make contact with the parent/carer

Teachers should log concerns about student engagement in line with School procedures and ensure these students are tracked throughout any period of closure. -

Staff should have a clear understanding of those students who have no or limited access to devices, and ensure they are still able to access the curriculum.

Any required feedback should be delivered via Arbor within a reasonable time frame.

When attending meetings virtually, normal school code of conduct applies, especially with regard to what they wear and what is visible in the background. Staff should pay due regard to the 'Working From Home' policy.

If the school is not closed but a student or students are unable to attend, e.g. due to an infectious illness, communication between the school and home will establish whether the student is well enough to complete work. If the student is well enough, work will be set via Arbor as soon as is reasonably practicable. Live lessons will not be provided in this instance.

3.2 Teaching Assistants

When providing remote learning, teaching assistants must be available between 8.35am and 3pm.

If they are unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure. If an absence is planned, staff must request it through the Special Leave policy.

When assisting with remote learning, teaching assistants are responsible for supporting those students who are allocated to them by the SENDCo, either remotely or in school. In the case of remote learning, it may be that teaching assistants are supporting students other than those they normally work with in school.

If teaching assistants are working in school and a student with an EHCP is absent, e.g. due to an infectious illness, they will be expected to maintain contact with the student and/or parent/carer as appropriate and in a timely fashion. This will typically be the student's key worker unless they are absent.

When attending meetings virtually, normal school code of conduct applies. Staff should pay due regard to the 'Working From Home' policy.

3.3 Heads of Department

Alongside their teaching responsibilities, Heads of Department are responsible for:

- Leading the department cohesively in the management of remote learning
- Adjusting the curriculum to accommodate remote learning as appropriate
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Liaising with other Heads of Department and SLT to make sure work set remotely is appropriate and consistent across all subjects
- Monitoring the remote work set by teachers and the quality and regularity of feedback. This could be through regular meetings with teachers, reviewing the work set or monitoring Arbor
- Alerting teachers to resources they can use to teach their subject remotely

3.4 Senior Leadership Team (SLT)

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

They should continue to overcome barriers to digital access where possible for students 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 students on track or answer questions about work
- Having systems for checking, ideally on a daily basis, whether students learning remotely 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 remote learning approach across the school. This will be coordinated by the Deputy Headteacher.
- Monitoring the effectiveness of remote learning through meetings with Heads of Department and Heads of House as well as conducting Student voice.

- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

3.5 Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead (DSL) will maintain regular contact with all Deputy DSLs, Heads of House and relevant external agencies during an extended period of closure.

The responsibility to safeguard students remains a key priority and the school will continue to fulfil those responsibilities, making any appropriate adaptations. In the event of prolonged closure, the DSL will detail any appropriate changes to procedure in a Child Protection Policy addendum, which will be made available to staff, students and parents/carers via the school website.

Vulnerable students will be identified and supported by key workers throughout any period of absence from school. Where appropriate, external support will continue to be offered, which may be remotely.

Staff will continue to use CPOMS to log any concerns.

3.6 IT staff

The Network Manager and IT Technician are responsible for:

- Providing CPD and technical support for staff in delivering remote learning
- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting students and parents with accessing the internet or devices
- Ensuring school laptops are distributed efficiently and an up to date log/list is maintained
- Ensure any DfE laptop allocation is clearly communicated with SLT
- Assisting SLT and lead staff in improving parental wifi and internet access in line with DfE support provided

3.7 Students and parents

Staff can expect students learning remotely to:

- Be contactable during the school day (we acknowledge that students may not have access to online devices throughout the school day and will take this into account)
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants via Arbor
- Alert teachers if they're not able to complete work via Arbor
- Keep school up to date with their IT requirements so school can access DfE funded devices when needed
- Act in accordance with normal behaviour expectations

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

- Engage with the school and support their children's learning and to establish a routine that reflects the normal school day as far as reasonably possible

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it via Arbor or info@tpstrust.co.uk
- Be respectful when making any complaints or concerns known to staff

3.8 Governing Body

The Local Governing Body is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains of the highest quality possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

4. Who to contact

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

- Issues in setting work – Head of Department
- Issues with behaviour – Tutor/Head of House
- Issues with IT – IT Support
- Issues with their own workload or wellbeing – Line Manager
- Concerns about data protection – DPO for the Trust
- Concerns about safeguarding – DSL / Deputy DSL team

5. Data protection

5.1 Accessing personal data

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

- Use school-issued laptops or iPads only
- Access data via the school network

5.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses for parents or student progress data as part of the remote 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.

However, staff are reminded to collect and/or share as little personal data as possible online.

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 or is locked when away from it
- Not sharing the device among family or friends

6. Safeguarding

The safeguarding of all students will remain paramount. In the event of a prolonged closure, the DSL will write an addendum to the Child Protection policy and this will be published on the school website.

7. Monitoring arrangements

This policy will be reviewed every two years or as required.

8. Links with other policies

This policy is linked to our:

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