

# The Priory School



## Blended Learning (Policy and Procedure)

Monitoring	Frame of engagement	Date
Members of Staff Responsible	RCS and CKN	
Governor Accountability		
Consultation Parameters	Staff, students, parents, governors	
Information	Staff, parents, students	
Date of latest version		October 2020
Date for next review (and cycle)		As required in response to Covid-19
Uploaded to Website		

## **1. Introduction**

In response to the Covid-19 pandemic, it is necessary to ensure that, regardless of whether a student is learning at home or in school, they receive a good quality education, accessible by all.

Obviously, the ideal scenario is that all children are taught by specialist teachers within a classroom. However, where this not deemed safe the school will react quickly by implementing a remote version of what would have been delivered by the classroom teacher, in the classroom.

We have given due consideration to feedback from students, parents/carers, staff and school governors when creating these contingency plans

## **2. Aims**

This remote learning policy for staff, students and parents aims to:

- Ensure consistency in the approach to remote learning for pupils who are not able to be in school due to Covid-19
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

## **3. Provision for individual/small groups of students who are learning from home:**

It is the expectation that all students will attend school during full opening unless they: display Covid-19 symptoms; are awaiting results of a test for themselves or a household member; are shielding. It may also be the case that a small group of students from within a bubble are identified and directed to learn from home.

Where students are unable to attend school for the above reasons, teaching staff will set appropriate work via Show My homework, as communicated in writing to parents/carers in September 2020. This work will mirror what their peers are doing in school as far as possible. In this scenario, teaching staff will be teaching their full timetable as well as setting work for absent students so students and parents should be mindful of their capacity to provide support and feedback.

## **4. Provision for groups of students in the event of partial closure:**

In line with the direction of the relevant authorities (such as Shropshire Public Health), it may be necessary for one or more year groups to learn from home for a period of time. In the event of this happening, all students will continue to follow their normal timetable, whether at home or in school.

Students who are learning from home will complete work remotely which mirrors programmes of study in place. Delivery of this could take one or more of the following forms:

- Live Teams sessions
- Narrated PowerPoints
- Pre-recorded lessons
- Electronic and/or online resources
- Podcasts

Work for students who are learning from home will be set via Show My Homework, where students may be directed to other platforms, such as Microsoft Teams and Stream. It is important that students are proactive in checking that all of their logon details are accurate and they can access the

relevant technologies. The onus will be on students to check Show My Homework regularly and submit work for feedback where requested.

#### **5. Provision in the event of whole school closure:**

If the school is directed to close fully to students, all students will continue to follow their normal timetable.

Students will complete work remotely that mirrors programmes of study in place. Delivery of this could take one or more of the following forms:

- Live Teams sessions
- Narrated PowerPoints
- Pre-recorded lessons
- Electronic and/or online resources
- Podcasts

Work will be set via Show My Homework, where students may be directed to other platforms, such as Microsoft Teams and Stream. It is important that students are proactive in checking that all of their logon details are accurate and they can access the relevant technologies. The onus will be on students to check Show My Homework regularly and submit work for feedback where requested.

#### **6. Provision for Key Worker and vulnerable children:**

In the event of a full or partial closure we will continue to provide in-school provision for Key Worker and vulnerable children in line with advice from central Government. Any student who has been instructed to self-isolate will not be able to attend school, regardless of Key Worker/Vulnerable child status.

#### **7. Roles and responsibilities**

##### **7.1 Teaching Staff:**

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

If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, 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 Show My Homework.

Where staff have concerns about students not engaging with the remote learning, they should follow the stepped procedures established during Lockdown:

- Initial prompt on Show My Homework
- 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.

All feedback should be delivered via Show My Homework 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.

### **7.2 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 or caring for a dependent, 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 work with in school and, in some cases, outside their year group bubble.

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

### **7.3 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 Show My Homework
- Ensuring the departmental student tracking sheets are updated by all.

### **7.4 Senior Leadership Team (SLT):**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school - Deputy Head Curriculum
- Monitoring the effectiveness of remote learning through regular meetings with Heads of Department, regular communication with parents/carers and reviewing work set - Deputy Head Curriculum and Assistant Head Teaching and learning

- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Considering the impact of any closure on staff and making adjustments as necessary

### **7.5 Designated Safeguarding Lead:**

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

The responsibility to safeguard students remains a key priority and the school will continue to fulfil those responsibilities, making any appropriate adaptations. Any changes to procedure will be detailed within a Child Protection Policy addendum and 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.

### **7.6 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 the school's 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

### **7.7 Students and parents/carers:**

Staff can expect pupils 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 Show My Homework
- Alert teachers if they're not able to complete work via Show My Homework
- Keep school up to date with their IT requirements so school can access DfE funded devices when needed

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

- 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 Show My Homework or [info@tpstrust.co.uk](mailto:info@tpstrust.co.uk)

- Be respectful when making any complaints or concerns known to staff

### **7.8 Local 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

### **8 Data protection:**

#### **4.1 Accessing 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

#### **4.2 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.

#### **4.3 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

### **8. Other considerations:**

- It may be necessary to adapt provision in the event of significant staff absence. Depending on the numbers and specific roles of those staff, we will communicate how provision will be altered accordingly. This could include alterations to timings of the school day and include Cover Supervisors in providing lessons/support
- Provision in the event of absence or closure are reliant on students having reasonable access to technology. This does not necessarily have to be a computer or tablet and we will endeavour to provide support for those families in receipt of Free School Meals so they are not disadvantaged. We will also give due consideration to those families eligible for Pupil Premium funding

- In the event of full or partial closure, we will support students who are in receipt of Free School Meals as directed by central Government
- We will continue to support students with SEND in line with DfE guidance