



PRIORY SCHOOL
EDGBASTON

Remote Learning policy

(STATUTORY)

Trustee Committee:	Education	
Date Approved:	Month and year	
Next of Review:	Month and year	
Member of Staff Responsible:	LF: Leanne Flood	
Trustee Overseer:	VN: Vish Naik	
Intended Audience:	Options: Employees, Volunteers, Parents, Pupils and Visitors	
Relevance:	Whole School	Yes
	Early Years	Yes
	Preparatory	Yes
	Seniors	Yes
Access:	Website	Yes
	Internal	No
	Restricted	No

Our Mission Statement

Priory School is a thriving, co-educational independent school founded upon a rich Catholic heritage which welcomes those from all faiths and none.

In partnership with parents and guardians we provide a nurturing, family-based ethos, alongside high-standards of teaching and learning, enabling all pupils to achieve their potential.

We embrace diversity and interfaith understanding alongside awareness of environmental and global issues, in response to the needs of our time.

The Governors and staff at Priory School are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors, regardless of their education, physical, sensory, social, spiritual, emotional or cultural needs.

The Governors, staff and pupils are committed to the safeguarding and welfare of pupils and staff.

To meet the needs of our school community, all our policies, including this policy, can be made available on different formats such as different font sizes or styles, colour, or alternate languages.

The Governing Council understands it has responsibility for ensuring the effective oversight of this policy and will assess, evaluate and review as necessary.

1. *Rationale*

School attendance is compulsory for all pupils of school age. Remote education is provided in circumstances where in-person attendance is not possible or contrary to government guidance. This may include:

- Occasions where a pupil's health prevents them from attending in person, but they are able to continue learning at home.
- Occasions where the headteacher decides that it is not possible to open the school safely due to a variety of factors, including but not exclusive to:
 - An outbreak of an infectious disease
 - A global pandemic
 - A health and safety issue (i.e gas leak, services outage such as water or heating, an incident that renders the school building unsafe, etc)
 - Severe weather conditions that make travelling to school dangerous

2. *Aims*

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school for a variety of reasons, including those outlined above.
- Set out expectations for all members of the school community with regard to remote learning
- Provide appropriate guidelines for data protection

3. *Roles and responsibilities*

Should students be prevented from coming to school for reasons including but not exclusive to a global pandemic, severe weather, or a hazardous incident that renders the building unsafe, it is the responsibility of academic staff to ensure that the education of our students continues remotely as far as possible.

Where possible the normal timetable will be sustained. Should staff be allowed on-site if it is safe to do so, and lessons may continue from school to students' homes via Microsoft Teams. When staff are also required to be at home, lessons can be set via Teams, but it is not advised to teach live lessons from staff homes to safeguard our colleagues.

Where remote learning via Microsoft Teams is not possible, staff should **as a minimum**, ensure that lesson resources and clear instructions are provided on Teams.

It is expected that staff will provide feedback for all submissions of work handed in and will provide students with regular advice regarding their progress. When a teacher has provided feedback on any piece of work, it is expected that students respond to it effectively within their work.

3.1 Teachers

When providing remote learning, teachers must be available between 8.45 and 16.00.

If they're 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. Should a teacher be at home caring for a dependent, it is imperative that child care duties are shared with any other adult in the home. If staff are required in school during any form of lockdown and have their own children to care for at home, they should seek to utilise the key worker provision for their own children at their specific schools. Staff children may be permitted to bring their own children to Priory as long as they are not unwell. This will be at the discretion of the headteacher and is not always possible.

When providing remote learning, teachers are responsible for:

➤ Setting work

- Work should be set for every class they teach during the day.
- Work provided should take the students either one hour or 50 minutes to complete, depending on the length of the lesson
- If staff are unable to live teach via Teams due to sickness or caring for a dependent, set tasks for students to complete must be added to Teams by 8.45am on each day.
- Work submitted by students can be uploaded onto Teams, where necessary, or emailed to the designated member of staff.
- If students have limited access to devices, every effort should be made to enable the student to access lessons. This could be via email or posting resources home. If this is the case, colleagues should liaise with their line manager to create a suitable action plan.

➤ Providing feedback on work:

- Appropriate feedback should be given to students for every piece of work they submit.
- Feedback should clearly detail how to progress
- Feedback can be given via any of our learning platforms
- An accurate log should be kept detailing all submissions / gaps and marks

➤ Students who have been suspended

- Staff are expected to set work on Teams for students to complete for every lesson they miss.
- This work should be marked, and the student provided with adequate feedback either on their return or digitally.

➤ Attending virtual meetings with staff, parents and pupils

- Dress code – dress should be usual work attire when teaching children and meeting with parents.
- When attending Teams meetings from home, please avoid areas with background noise and blur the background.

3.2 Teaching Assistants

When assisting with remote learning, teaching assistants must be available between 8.45 and 16.00.

If they're 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.

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When assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely
 - Being present in the virtual lessons attended by the pupils they support
 - Offer remote support via email and Teams
- Attending virtual meetings with teachers, parents, and pupils

3.3 Subject Coordinators / Head of Department & SENCO's

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set at an appropriate distance away from each other
- Monitoring the remote work set by teachers in their subject – understanding how they'll do this, such as through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely
- Formulating action plans to assist students with additional needs

3.4 Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning through regular meetings with staff, reviewing work set, and collating feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

3.5 Designated safeguarding lead

The DSL is responsible for:

- The continuation of all pastoral support remotely
- Actioning any Safeguarding concerns reported via CPOMS
- Implementing strategies to assist students in maintaining positive mental health
- For all roles and activities as outlined in the Safeguarding Policy

3.6 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they're experiencing

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- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices

3.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work

Staff can expect parents 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
- Be respectful when making any complaints or concerns known to staff

3.8 Board of Governors

The Board of Governors is responsible for:

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

4. Data protection

4.1 Accessing personal data

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

- Access data, on a secure cloud service, (ISAMS)
- If Staff require data but do not have access to it at home, they should contact their line manager for assistance
- Only laptops belonging to Priory School should be used to store data

4.2 Processing personal data

Staff members may need to collect and/or share personal data, such as email addresses, 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
- Not sharing the device among family or friends
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

5. Monitoring arrangements

This policy will be reviewed annually.

6. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding Policy
- Coronavirus Policy
- Data Protection Policy and Privacy Notices
- Home-school agreement
- ICT and internet acceptable use Policy
- Online safety Policy
- Teaching Staff Pay Policy