

# THE TELFORD PRIORY SCHOOL



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## REMOTE LEARNING POLICY

# Remote Learning Policy

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## **1. Aims**

The Telford Priory School is committed to ensuring the continuity of education where pupils are unable to attend school due to Covid-19. This includes periods of full or partial school closure or where pupils are in periods of self-isolation.

This policy sets out the intentions of the Telford Priory School to ensure all children continue to receive good quality education throughout Covid-19. This policy outlines our contingency plans for the continuity of education, the expectations of students, staff and parents, as well as how the Telford Priory School will support staff and students with the provision of remote learning.

Staff and students will be briefed and trained on the contents of this policy to ensure the safe continuity of education. This policy works alongside our data protection policy, information security policy, acceptable use of IT policy, behaviour policy and in line with our safeguarding policies and procedures.

All relevant systems that will possibly be used by the school to deliver remote learning are listed in Appendix 1 of this policy. These will be reviewed and updated as appropriate.

### **1.1. Remote Education for Individual Learners**

If a student is subject to a period of absence as a result of Covid-19, and where agreed with the school, and the student is feeling well enough to work, the school will provide lessons/assignments/work for students who are unable to attend school in person.

In these circumstances, the completion of work will be coordinated by the class teacher. This will be in collaboration with the student's parents/carers. Ways in which the continuity of education would work in these circumstances are as follows:

- *Class teachers set work/assignments for the individual(s) to complete in a number of different subjects.*
- *Sharing of any learning resources used to assist with the individuals learning.*
- *Feedback provided to learners on submitted work.*
- *Ability to ask teachers questions via school email.*
- *Staff will ensure they communicate with individual learners at least once a week, either by email or by a phone call to home (dependant on duration of COVID-19 related absence or isolation)*
- *Students who are unable to attend in person may also have the opportunity to join some of the lessons using our remote learning platform, Microsoft Teams. This will work by a link being sent to the student's school email address.*
- *In the event of students logging on to participate in live lessons, section 4 of this policy will also apply.*

## **1.2. Remote Learning in the Event of Partial or Full School Closure**

In the event of the school temporarily closing to whole class/year groups, or in the event of a temporary whole school closure, the school will provide continuity of education in the following ways:

- Replicate the classroom experience as far as possible by delivering scheduled live/ pre-recorded lessons using Microsoft Teams.
- Regular setting of work by teaching staff via Microsoft Teams to ensure learners have meaningful work each day in a number of different subjects.
- The ability for learners to ask staff questions (via chat during live lessons or via email).
- Completion of work by learners and submitting online; either via the submission function within Microsoft Teams or via email.
- The assessment of work/assignments that are submitted to teachers with feedback provided to learners via Microsoft Teams, email or other means including live lessons.
- Staff will communicate with learners via email or phone at least once a week.

## **1.3 Live Sessions**

Live sessions are a useful way to replicate the classroom experience and allow for students to ask questions in 'real time'. Microsoft Teams allows for the setting of assignments, sharing of resources and for teachers to schedule and deliver lessons virtually yet in a similar way to how they would in the classroom.

Learners will be provided with a school email address to avoid any issues with data protection. Parents and students will not be required to provide their personal email addresses. Telford Priory School has consulted with their IT support and safeguarding team to ensure the use of a safe and secure platform. The Telford Priory School and Community Academies Trust have consulted with the school's Data Protection Officer to ensure GDPR compliance.

Live sessions will be recorded and retained for a period of three months, at which point, the recording will be permanently deleted unless legal reasons require it to be retained, in which circumstances it will be deleted as soon as permissible. The purpose of recording sessions is for safeguarding reasons and to support pupil's learning. Such recordings will not only be used to support pupils who are absent from lessons but to reinforce the introduction of new content allowing pupils to revisit it. Recordings will be stored on a secure cloud platform and will require user authentication to access them. Such recordings will not be uploaded to any publicly available area.

The school will check with parents to ensure they are happy for any live lessons to be recorded and will plan for those **not** participating in the recording to have their cameras switched off and their microphones muted.

\*Students will be instructed to turn their camera settings off and mute the microphone function. At points where children are asked to participate, the class teacher will invite them to unmute their microphones.

\*Use of the chat function will be enabled for the duration of the lesson. Students will be invited to use this function as and when appropriate. Students can also use the chat function to engage with their teacher. Students should not use the chat function once the lesson has ended. Scheduled lessons will involve two members of staff; one to teach the lesson and another to moderate the use of the chat function and behaviours of participants.

## **2.Roles and Responsibilities**

This policy is applicable to all staff and students within the school. It will also apply to any external agencies or individuals who are working and acting on behalf of the school, where appropriate. Failure to comply with this policy may result in relevant actions being taking in accordance with appropriate policy listed in Section 1.

### **2.1. Expectations of Parents/Carers and Students**

- Students will be expected to engage in all scheduled lessons and complete tasks promptly. Students who are to be absent from lessons or unable to complete tasks will need to follow the usual absence reporting procedure.
- Students should use their school email accounts to communicate with teachers. They should not use their own or any other's personal email accounts.
- Students should support the delivery of a virtual curriculum by completing the work set by the teacher on time and to the best of their ability.
- Parents/carers are expected to support staff in educating their child by providing a good learning environment and seeking support or understanding of your circumstances if required.
- Parents/carers and/or students should seek support quickly from the school if they/their child is struggling to access the resources or understand what is expected of them by contacting the school at [tps.covidsupport@taw.org.uk](mailto:tps.covidsupport@taw.org.uk)
- Parents should make the school aware if your child is sick or for any other reason your child cannot complete the work/participate in lessons.
- Be respectful that staff will work their usual working hours (8:30am-3:00pm) and thus on weekends and evenings will not respond to requests.
- Parents and pupils must not record the lessons on any device as this would contravene the school's Safeguarding policy for all children.
- Students will be expected to comply with the school's usual code of conduct at all times and behave as they would within the classroom.
- Any work competed should be submitted using the submission facility within Microsoft Teams by the date set or emailed to the class teacher. Students can contact their class teachers via their school email account if they have any difficulty with this.
- Guidance on using Microsoft Teams for parents and pupils can be found on the school website <http://www.telfordpriorschool.co.uk/curriculum/remote-learning>

## **2.2. Expectations of Teaching Staff**

- Staff should only use school devices for the purposes of remote education.
- Staff will record the length, time, date and attendance of any sessions held.
- Staff are responsible for planning and teaching a well sequenced curriculum as guided by the senior and middle leadership team.
- Staff will set assignments and clearly identify submission dates.
- Staff will gauge how well learners are progressing by using questioning, tests and quizzes to assess individual's learning.
- Staff will adjust the pace and pitch of lessons in response to assessments including the simplifying of materials and/or teaching content to ensure individuals are able to understand.
- Staff will provide hard copies of resources to learners who do not have access to the internet or who struggle to engage in online learning.
- Staff will differentiate work where appropriate in accordance with the individual learner's needs.
- Staff will provide feedback to students in a timely manner.
- Staff will communicate via email, or where appropriate via phone call, with students to check how they are coping. This will be at least once per week.
- Staff are responsible for delivering and recording virtual lessons on school devices in line with Safeguarding and Data Protection requirements.
- Staff will ensure they use a quiet or private room or area to talk to pupils, parents or carers, where appropriate.
- When broadcasting a lesson or making a recording, staff should ensure that the background environment used is appropriate or where possible blur it.
- Staff will discuss how they will provide pastoral care with a member of SLT and ensure any steps involving the need to meet with children on a one-one basis, are approved and overseen by a senior member of staff.

## **2.3. Expectations of Senior Leadership Team (SLT)**

- SLT will co-ordinate the remote learning approach across the school through INSET and further CPD as required.
- SLT will monitor the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents.
- SLT will monitor the security of remote learning systems, including data protection and safeguarding considerations in conjunction with the school's IT support and safeguarding team.
- SLT will support staff members who may be unfamiliar with the technology and provide appropriate training where necessary.
- SLT will ensure that the workload of staff is manageable by providing a range of bespoke resources and support.

- SLT will ensure that staff are trained in and adhere to the GDPR requirements in the co-ordination and delivery of remote learning.
- SLT will ensure that the school's reporting procedures are communicated to pupils, parents, staff and carers so that any safeguarding concerns can be raised effectively.
- SLT will need to discuss and approve any steps to be taken with the provision of pastoral care, which may involve the need to meet with pupils on a 1:1 basis.
- SLT will periodically review the arrangements set out in this policy to ensure they remain suitable effective.

### **3. Support for Individuals**

All staff and students will receive training on how to use Microsoft Teams. This will be regularly reviewed and refreshed as appropriate.

Parents/carers will be provided with information on the platform to be used for the purposes of remote education, how this works and any relevant user guides. Parents/carers will also be given information on the type of work that pupils are expected to undertake, how their teachers will be communicating with pupils and details of how online lessons planned to be delivered. The Telford Priory School will ensure there is regular communications with parents/carers.

The school will keep up to date records of students who have limited or no access to relevant devices or to the internet.

Where students are unable to engage in online lessons due to having access to shared devices, plans will be made to ensure the student can access the same learning materials at a different time of convenience.

Where students do not have access to a device, the school will look to provide devices suitable for participating in remote education / support individuals with applying for support through the relevant local authority/government schemes. Where it is not possible to provide support with obtaining access to a suitable device, the school will offer an in school place as an alternative.

We will also have plans in place to ensure that remote learning is adapted for younger children and those children with SEN who may not be able to access the technology in the same way or without supervision.

We will continue to provide pastoral care by assisting parents with establishing a routine to allow time for education and relaxing to reduce stress and anxiety. If the school consider any one-to-one sessions to be appropriate, for example, when providing pastoral care for SEN pupils, we will do so with consideration by discussion with, and approval from, a member of the SLT, and where appropriate, include an additional member of staff or a parent in the meeting.

## **4. Data Protection, Information Security and Online Safety**

When engaging a third-party data processor to provide us with a platform to deliver remote education, the school/academy trust will:

- Ensure the service provides sufficient guarantees of their GDPR compliance.
- Share only information that is considered necessary for the system to work and operate in order to achieve the required purpose.
- Conduct a Data Protection Impact Assessment to identify and minimise risk.
- Inform individuals of the details of any third-party processor and the data to be processed for these purposes by updating your privacy notices.

When staff are required to work from home in order to deliver education, the school/academy trust shall:

- Provide staff with a secure, school registered device to work from.
- Ensure any information taken off school site is done so in accordance with our Information Security Policy.
- Ensure staff are briefed and familiar with the school's remote working policy.
- Ensure all staff are up to date with data protection training.

When implementing a platform where students are required to engage in online activities, the school/academy trust will:

- Ensure parents are informed of the type of work children are being asked to do.
- Provide information on who is likely to engage with pupils online in order to deliver online teaching.
- Share information and guidance with parents to ensure they are able to effectively monitor their children's safety online.
- Review settings to ensure they are set to the most secure and practical format that is possible.
- Consider the age of the children when designing the delivery of the curriculum and the systems they will be required to use.
- Review privacy settings of all platforms used for online teaching (e.g. YouTube, Loom, Quizlet, MS Office, MS Teams) to ensure children are not placed at risk.
- If uploading information to an open cloud-based system, we will ensure no personal information that identifies individuals is included.
- Take all reasonable steps to ensure that risks of harm to children through inappropriate access via online portals are reduced as far as possible.
- Continuously liaise with our safeguarding team to ensure we are following all relevant safeguarding guidance.



## Appendix 1 – Resources

### *Systems and resources that may be used for remote learning*

- *Microsoft Teams*
- *Seneca*
- *Complete Maths*
- *Maths Watch*
- *One note*
- *Microsoft forms*
- *Oak Academy*

## Appendix 2 - User Guides for Parents/Pupils

*All guides, videos and instructions available here:*

*<http://www.telfordpriorschool.co.uk/curriculum/remote-learning>*

## Appendix 3 – User Guides for Staff

All guides for staff are available via Teams:

#### Appendix 4 Reporting Concerns

*Include details of your reporting procedures to ensure any safeguarding concerns can be raised effectively – to be completed.*