PRENTON HIGH SCHOOL FOR GIRLS

REMOTE TEACHING POLICY

Owned by:	O&P
Reviewed:	Autumn 2022
Ratified:	
Next Review:	

RATIONALE:

This policy is primarily intended to support and ensure the continued delivery of high-quality education to students who are working from home or accessing remote provision elsewhere on site. It is also intended for use in the event of a school closure due to unforeseen circumstances.

In addition, there may other exceptional circumstances which require students to work remotely either off site or elsewhere on site. In this instance, students will access a mirrored curriculum via Microsoft Teams or through other subject specific platforms such as Tassomai or Mathswatch to ensure students are covering the same key knowledge and skills as in the classroom.

In accordance with guidance, the policy also supports the delivery or remote learning to students working off site whilst providing on site provision to disadvantaged or vulnerable students. Students who attend on site provision will receive the same learning experience as those working off site.

The current guidance has been used to inform the policy and practices with particular reference to:

 https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-educationand-childcare-settings/contingency-framework-education-and-childcare-settings-excluding-universities

DfE Contingency Framework: education and childcare setting (excluding universities) – Updated 7 January 2021.

AIMS OF THE POLICY:

This remote learning policy aims to:

- Ensure consistency in the approach to remote learning for students who are required to study off site or to work within an alternative provision on or off site.
- Set out expectations for all members of the school community with regards to remote learning.
- Provide appropriate guidelines for data protection.

PREPARATION FOR DELIVERY OF REMOTE LEARNING:

- The following actions **are** in place to ensure delivery in accordance with the continuity direction: Staff have access to Microsoft Teams and Class Charts.
- Students have access to Microsoft Teams and Class Charts.
- Parents have access to Class Charts for the sections related to curriculum and learning.
- Ongoing training delivered to support staff and students with both platforms.
- Audits of hardware and software to enable staff to access from school and from home should the need arise.
- Communication with families to ensure clarity around the delivery of remote learning and the expectation on students to engage with work set.
- Suitable parallel resources are prepared for the setting of work for those students who are unable to access work remotely.
- Audit of students to aim to support those with IT needs to enable them to access the curriculum as fully as possible. Support families to resolve access issues.

DELIVERY OF REMOTE LEARNING:

Details of Remote Learning are accessible via the school website www.prentonhighschool.co.uk

Remote Education Provision: Information for Parents.

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TO ENSURE ADHERENCE TO THIS INFORMATION:

IN THE EVENT OF MY CHILD WORKING REMOTELY OFF SITE OR ON SITE DUE TO SPECIFIC CIRCUMSTANCES:

Parent/Carer Guidance for Accessing Remote Curriculum

In circumstances where your child is accessing the curriculum remotely either offsite or onsite, work will be accessed in the following way:

- ➢ **All students** are a member of a Remote Curriculum Team on Microsoft Teams for each subject they are studying.
- ➢ These are labelled in the following way: e.g., *RC Year 7 Maths/RC Year 7 English.*
- ➢ Students follow their normal timetable for the day as detailed in their planner/Class Charts.
- ➢ Students access the relevant RC Team for each lesson, choose the relevant topic area they are currently studying and complete the appropriate lesson on Teams.
- ➢ If the student does not know which topic they are currently studying, they should select a piece of work to complete as part of their ongoing revision for that subject.
- ➢ Students should then send their finished work to their teacher by using the private chat function on Teams or upload onto the 'files' section of the Team.

If your child has any questions about the work, they may send a message to the teacher on the chat function, however, the response may not be immediate given that teachers will be in the classroom working with students.

Student Guidance for Accessing Remote Curriculum

In circumstances where you are working outside the classroom, work will be accessed in the following way:

- ➢ You are a member of a Remote Curriculum Team on Microsoft Teams for each subject you are studying.
- ➢ These are labelled in the following way: e.g., *RC Year 7 Maths/RC Year 7 English.*
- ➢ You will follow your normal timetable for the day as detailed in your planner/Class Charts.
- ➢ You will access the relevant RC Team for each lesson, choose the relevant topic area you are currently studying in class and complete the appropriate lesson on Teams.
- ➢ If, for any reason, you do not know which topic you are currently studying, you should select a piece of work to complete as part of your ongoing revision for that subject.
- ➢ At the end of the lesson, you will then send your finished work to your teacher by using the private chat function on Teams OR uploading your work to the 'files' section of the Team.

If you have any questions about the work, you may send a message to the teacher on the private chat function, however, the response may not be immediate given that teachers will be in the classroom working with students.

IN THE CASE OF A GOVERNMENT SCHOOL CLOSURE:

Subject Leaders will:

- Consider any changes to curriculum sequencing and delivery for effective remote learning.
- Quality-assure work set, frequency and quality so that standards are maintained.
- Share resources across the team and encourage other members of staff to do the same.
- Check on staff well-being and support as required.
- Work with SLT in the event of staff or own absence.
- Have a contingency for the continuity of learning in the event of *staff absence. *Staff Absence – in the event of staff absence work will be set by the teacher, a colleague or the SL. This may not be a 'live' lesson delivery. It is not a requirement to 'live' teach multiple groups. Suitable arrangements will be made in the event of a longer-term absence.

Teaching staff will:

- Work on site unless directed to work from home or unwell. During National lockdown, staff will work off site unless required to be part of the on site rota.
- Work to usual contracted hours, unless unwell, and follow timetable when appropriate (see above).
- Record absence from lessons on Class Charts (refer to Attendance Addendum COVID-19).
- Use Microsoft Teams and Class Charts to set and deliver lessons.
- Maintain contact with students who need additional guidance and support with learning.
- Differentiate teaching and provide suitable activities to enable all students to access learning with an appropriate level of challenge.
- Adhere to the dress code when delivering lessons on site or 'live' lessons.
- Follow usual behaviour management processes and record on Class Charts.
- Follow all safeguarding procedures and systems of referral.

Teaching Assistants will:

- Follow direction from SENCo to support students as required.
- Support the rota if requested to supervise students required to work in school. · Follow all safeguarding procedures and systems of referral.

Students will:

- Check they have access to Class Charts and Microsoft Teams.
- Report any IT issues to their Form Tutor or IT.
- Complete all work set to the specified deadline and to the expected standard.
- Communicate with their teacher as required and if they need help and support.
- Upload work as requested by the teacher.
- Respond to any feedback from the teacher.
- Attend lessons that are to be delivered 'live'. All absences will be recorded and followed up in the usual way.
- Participate in timetabled lessons and additional student engagement tasks and activities set by the Personal Development Team.
- Adhere to usual behaviour standards and use IT safely and in accordance with Acceptable Use Policy.

Parents are requested to:

- Check they have access to Class Charts and inform school of any issues with codes or usability.
- Support their child to complete work to the required standard and to the set deadline.
- Email school with any concerns or questions so that we can work together to best support learning.
- Support their child to have access to IT at specified times and in the event of 'live' lessons being delivered. Inform school if their child tests positive for COVID-19 or if they are self-isolating for other reasons.
- Understand that registers will be taken, and students must attend all set sessions. Absences will be followed up in line with usual absence procedure.

IN CIRCUMSTANCES WHERE STUDENTS ARE REQUIRED TO WORK OFF OR ON SITE REMOTELY:

Subjects Leaders:

- are working together with subject teams to develop a range of key resources to mirror the curriculum delivered face to face in the classroom via Microsoft teams.
- will draw upon PowerPoints, Oak Academy and Greenshaw learning trust video lessons, subject specific online learning platforms such as Tassomai, Seneca and Mathswatch as well as workbooks. Students may also join live lessons, where appropriate.

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- quality-assure work set, frequency, and quality so that standards are maintained.

Teachers will:

- direct students to the relevant work on Teams via the chat function.
- ensure ongoing communication via Teams with the students and advise students to upload a screenshot or evidence of their work at the end of each lesson.
- give regular feedback on student work to close the learning loop is closed and to enable students to further progress.

Students will:

- access the relevant team at the start of each lesson, as directed by their teacher.
- send evidence of completed work at the end of each lesson.
- give detail of the work completed and ask any work related questions to the teacher.
- respond to teacher feedback in green to ensure continual improvement and progress.

CHANNELS OF COMMUNICATON

Senior leader responsible for Remote Learning provision	Mrs N Jones: Assistant Headteacher and Subject Lead MFL
	schofieldn@prentonhighschool.co.uk
IT accessibility or hardware issues, functionality. Access to Microsoft Teams	Mr S Graves: Strategic IT Manager gravess@prentonhighschool.co.uk
Access and usability of Class Charts Training for Class Charts	Mrs A Roberts: Head of Student Services robertsa@prentonhighschool.co.uk
Training for Microsoft Teams and Online safety	Mr T Simon: Subject Leader IT Simont@prentonhighschool.co.uk
Safeguarding concern or issues. Pleaser follow usual procedures plus COVID-19 Addendum and records on CPOMs	Mrs A Roberts: Head of Student Services robertsa@prentonhighschool.co.uk
SEND concern or issue. SEND Guidance or advice	Mr J Morris: Head of Learning Support morrisj@prentonhighschool.co.uk
HR – all usual support and policies in place	Line Manager or Mrs J Gaughan: HR Manager gaughanj@prentonhighschool.co.uk
Social Media communications to the school and wider community	Mrs K Green: Communications Manager greenk@prentonhighschool.couk
Data protection concern	Mrs H Sanderson: Operations Manager sandersonh@prentonhighschool.co.uk
General Enquiries	School Office schooloffice@prentonhighschool.co.uk

DATA PROTECTION:

This section of the policy will be enacted in conjunction with the School's Data Protection Policy.

Accessing personal data

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

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- Use the remote desktop to access SIMs should they require contact detail for students.

Processing personal data

Staff members may need to collect and/or share personal data such as email addresses and phone numbers as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals will not need to give permission for this to happen. However, staff are reminded to collect and/or share as little personal data as possible online.

Staff members will be responsible for adhering to GDPR principles when teaching remotely and will ensure the confidentiality and integrity of their devices at all times.

Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.

Any data that is transferred between devices will be suitably encrypted or have other data protection measures in place so that if the data is lost, stolen, or subject to unauthorised access, it remains safe until recovered.

Staff will password protect any documents which contain personal information.

Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to the following:

- 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).
- For mobile devices a six-digit code is set. · Where possible two-form authentication should be used on logins.
- Ensure that when leaving a device the lock screen is on and the device locks if left inactive for a period of time.
- Notifications are set to be off or limited. No previews of emails or other applications should be visible.
- The device has an up-to-date antivirus and anti-spyware software and is set to auto update.
  - Keep operating systems up to date and install the latest updates.
- When screen sharing, ensure that no application containing or displaying sensitive data is open, such as SIMs, Class Charts, CPOMs etc.
- Sharing the device among family or friends is not permissible. · Ensure 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.

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