

REMOTE LEARNING POLICY

Prior Park School

Policy Owner Deputy Head, Academic	Applies to Prior Park College (PPC)	Superseded documents Remote Learning Policy v1
Associated documents E-Safety Acceptable Use Policy Behaviour Policy Child Protection Policy	Review frequency Every year (unless the legislation/regulations update before this time) Implementation date 1 March 2020	Legal Framework KCSIE 2019

1. Introduction

Prior Park Schools (PPS) comprises three schools. Two of those schools, Prior Park College and The Paragon School are incorporated in England as Prior Park Educational Trust Ltd. The third school, Prior Park School Gibraltar, is incorporated in Gibraltar as Prior Park School Ltd. Both are companies limited by guarantee and registered charities.

Prior Park College is a community built on Christian values, with emphasis on mutual respect, co-operation, and use of talents. The school promotes a policy of positive teaching, seeking to foster and reward constructive Student contribution. Our aim is to create a positive atmosphere that fosters achievement and the happiness of all members of the community. We aim to reward endeavour and success, stressing the benefits of positive behaviour, and will counter misbehaviour to safeguard the community and the individual.

2. Support

If during any period when the Remote Learning Policy is in situ and you have any queries/problems or concerns, please follow the below guidance with regards who you should contact:

- Students should contact Tutors/Teachers
- Tutors should contact their HsMs
- Teachers should contact their HoD
- HoD/HsMs should contact SMT

Parents can contact the following support networks:

General concerns, academic concerns, pastoral concerns, help with support please contact;
PPCremotelearning@priorparkschools.com

This will allow for the email to be directed to the correct person, who will then advise.

For IT related issues please in the first instance (to enable IT to focus on the most urgent issues) your son/daughter should ask their Teacher (who will then pass this onto IT).

If, however, you need further support please follow the below guidance;

- All requests for IT support, whether from onsite or remote users, must be emailed to ict@priorparkschools.com
- In the email subject enter HELP! (followed by a short description, so for example "HELP! Can't connect to Teams at home").
- In the message body please state clearly who you are, where you are working (home or school), the device you're using and as much detail as you can about the issue.
- This will register your support issue with our online e-ticketing system and ensure that all four of us have a complete overview of all support issues going on for the next few weeks.
- You will then get an e-ticket that you can respond to (it may take a minute or two).
- Once we've got your issue logged, we can then crack on with offering remote support, call or team chat with you etc.
- The IT team may well be spread out between home and PPC so this is the ensure they do not miss anything.

3. Policy Objective

This policy is designed to give students, parents and staff all the information that they need if the School is required to temporarily shut down. If Government and the Department for Education require us to stop teaching in our normal fashion, then the School will move to a remote teaching model by which work will be set by teachers online and completed by students at home.

The decision to move to a remote teaching model is one that would typically be forced upon us by an outside agency. This would be most likely to be Her Majesty's Government, through the Department for Education. We will only close the School upon direct advice from an outside agency empowered to make such a decision. We will communicate such a decision to parents, students and staff as soon as we are able to do so. The extent of any closure is one that the School will be advised upon. It is entirely possible that the School will close for normal teaching, and close to all our boarding community. It is equally possible that the School will close for normal teaching, but where our boarders will be able to remain on site and work remotely from their Boarding Houses. To make this determination, the School will work on the most current advice from Public Health England and our GPs.

This policy will lay out the expectations that the School has of staff, students and parents in relation to any such school closure and move to a remote learning model. It is hoped that it will cover all eventualities, but it is probable that it will not. Any situation which causes the School to move to a remote teaching model will be a local, national or international crisis. Such crises often lead to unforeseen challenges. The School will try to communicate with all interested parties as soon as such challenges arise.

The policy makes reference to digital teaching. For the purposes of this policy, digital teaching means the process of conducting a lesson in real time over Microsoft Teams.

Expectations of Prior Park College Teachers

- In a period of remote teaching, the School will continue to operate its normal timetable of academic lessons. Whilst the normal routine of school life will be disrupted, it is not the case that the School is 'closed for business'. Instead, our core business will move, for the most part, from face to face delivery into an online sphere.
- Teachers should be digitally teaching their students for a minimum of 50% of all lessons, for all classes. This could be by reducing the time or the frequency of lessons. For KS3 in the first week of teaching this should be 50% maximum so that they have time to adjust and we do not overload their working memory.
- Teachers should be dressed appropriately for all lessons being streamed to students.
- Record all live instructional lessons for students in alternate time zones.
- Teachers can choose which of their lessons they teach digitally. However, it is essential that teachers communicate these plans to their classes by 8.30am Monday morning - and changes should be communicated ideally by 4.30pm the day before so students can plan effectively. Teachers should let Heads of Department (HoDs) know which lessons they will be digitally teaching and HoDs must keep a record of this.
- Microsoft Teams or School email is the only forum by which teaching conversations should happen. Teachers must not, as per the School's Child Protection Policy, ever call or text students on their mobile phones.

- For the lessons that are not being digitally taught in KS4 and KS5, work may be set that students can complete independently. This will be communicated via Teams Assignments.
- Homework should not be set for any years, excepting the Upper Fifth and Upper Sixth.
- Feedback and Assessment will, inevitably, take longer than usual to prepare and deliver to KS4 and KS5. This is the driving factor behind our only 'live' teaching 50% of our lessons.
- Teachers should remember that students at home will still require the same level of differentiation and support. Tasks should be set that are accessible and that fall within expectations that are appropriate. The time allotted for given tasks must be clear. The instructions for tasks must be equally clear.
- Work must be sent from students to teachers using the assignments function on Microsoft Teams unless a teacher requests it in another way e.g. email or another application. It is up to the individual teacher to make clear how they expect to receive work.
- Do not rely on students being able to print out work at home.
- Staff should continue to use Day Book (on SchoolBase) to record any issues of attendance, behaviour or other concerns. It is important to, wherever possible, continue to use our day to day systems.
- Teachers should continue to maintain a lesson by lesson register. They should, at the end of each day keep a central record for those lessons taught and have the number and percentage of attendees for those lessons. These records will be passed, via SchoolBase, to their Tutors, who will follow up directly with any students who have missed lessons.
- Teachers should ensure that, by the end of the day, all student queries, questions and concerns have been dealt with in an appropriate manner, even if that is a holding response.
- Over the course of the week, Tutors will be asked to digitally 'meet' their Tutor Groups through Microsoft Teams. It is essential that the welfare and wellbeing of the students is monitored, and that Tutors are available to help offer support and guidance where necessary. Tutors should use the normal School systems to keep HSMs in the loop as to any issues that might develop with their charges.
- Please be assured that the School understands that a move to a different way of working comes with challenges. We know that it is likely that if all schools close then teachers will also have issues of childcare to contend with. In any such instance of remote teaching, please understand that we operate on the principle that 'perfect is the enemy of good.' We understand that things may be disrupted and that the exigencies of family life may mean changes have to be made. The important thing is that teachers try to plan as effectively as possible, working with spouses and partners to allow themselves to be able to deliver those 50% of lessons that they need to. Early communication of plans to students and HoDs are vital and will be essential in ensuring that expectations are managed, and students can and will work effectively.
- Please note that it is very likely that the School will require teachers to come into the School during any school closures. This will allow HoDs to effectively monitor and communicate with their team. It will avoid the 'cabin fever' that is associated with

lengthy periods of isolation. It will help departments and HoDs to share good practice and to ensure that the student experience is as good as it can be. The School will try to ensure

that teachers can come on site to work for the duration of the period of remote learning, if they so wish. Staff should follow appropriate social distancing advice at all times as issued by PHE & HM Government.

- Any period of remote teaching will only run for the School Term Dates as previously advertised. Teachers and students will still require the benefits of the holidays.
- The School expects all staff to do the very best that they can under the circumstances and appreciates the fact that staff will be working hard for the duration of any period of remote teaching.

Expectations of Prior Park College Heads of Department

- HoDs should oversee the consistency and quality of work being set. They should check in with their Departments remotely on a daily basis and in person on a weekly basis to guarantee consistency of approach and to be alert to any concerns.
- HoDs should do all they can to model excellent digital teaching to their Departments. They should share resources and techniques for good teaching in a digital format.
- HoDs should communicate with their line manager on a daily basis to share thoughts, concerns and ideas.

Expectations of Prior Park College HsMs and Tutors

- Tutors should arrange at least two Tutor sessions per week with their Tutor Group, letting Tutees and HsMs know the timings of those sessions in advance. They should take place between 08.30am - 09.00am.
- Tutors should be prepared to pick up on any student who is not regularly attending digital lessons or completing their work. They should make contact with the student and, where necessary, the parent.
- HsMs should, where appropriate, conduct House Assemblies, oversee the work of Tutors and, deal with any pastoral concerns which may escalate to their level.

Expectations of Prior Park College Students

- The School will not close unless it is asked to by the Government. If the School does close, then we will move to a period of 'remote teaching.' This will mean that your lessons are taught by your teachers using Microsoft Teams.
- Your use of devices when being remotely taught is covered by the School's E-Safety Acceptable Use Policy and the School's Behaviour Policy. You are still in school, but you are being taught remotely.
- Your lessons will be taught according to the normal School Timetable. You should then, work to the normal School Timetable.

- A minimum of 50% of your lessons will be taught digitally - this will depend. Your teachers will let you know which of the lessons in each week are going to be taught digitally.
- You are expected to digitally attend each of the scheduled lessons. Registers will be taken through Teams. If you do not register, then any such absence will be dealt with through the School's disciplinary structures.
- You should be appropriately dressed for all digital lessons.
- When entering a digital lesson through Microsoft Teams, the Camera and Microphone should be turned off. Your teacher will ask you to switch on your microphones and cameras as and when they require it.
- You must check your school emails and Teams messages at least three times a day. Once before 08.30am, once around lunchtime and once again between 4.30pm and 5.00pm.
- For the planned lessons that you are not being taught digitally, you should aim to complete the work that will be set for you in that subject. The work should take the time allocated to you for that lesson. If this is a challenge please inform your teacher.
- You should make sure that their devices are charged and updated, to enable them to be able to access the lessons available to them.
- Your teachers will be available to you during normal school/working hours if you have any questions. Email and Teams will be the best way of communicating with them. They will respond in a timely way but be patient. Do not expect to meet your teachers in person, or for them to call your house or mobile to communicate with you. They will not do this.
- If you are in the Upper Sixth or Upper Fifth, then homework may be set for you and you are expected to complete it. You will then receive feedback from your teachers on that work. If you are in any other year, then you will not receive homework whilst the School is closed.

Expectations of Prior Park College Parents

- If the School is asked to close by the Government, then we will move to a remote teaching phase of delivering lessons.
- During that period, a minimum of 50% of a student's lessons will take place in real time using Microsoft Teams. The remaining lessons will consist of independent work by students. The number of these lessons will vary depending on key stage and subject so as to allow students to work in the most appropriate ways.
- All Prior Park students have an Office365 account and they will use this to access Teams. Students are expected to attend all digitally streamed lessons and to complete all independent work to the deadlines set by teachers.
- Ideally, students should be working in a public area of their home. Somewhere like a dining-room, or a study that can be supervised by an adult. Students must not take part in streamed lessons in their bedroom and they must be appropriately dressed for streamed lessons. They need not wear school uniform, but nor should they be in their pyjamas.

Students should be working in a productive environment. There should be, wherever possible, quiet and calm. TVs should not be on and phones should have airplane mode enforced/switched off unless they are using the phone to access the lesson.

- Students should follow the 'normal' school day, and they should work during timetabled lessons. This will help students to plan their time over the course of the day. They should break between lessons for a walk, a stretch and refreshment.
- Please do encourage students to get outside, even if in the garden. Fresh air and exercise will help with their learning and their mental health and wellbeing.
- If you have any concerns about your child's work or their wellbeing, then do please follow the normal procedure of contacting their Tutor. Tutors will be meeting regularly with their charges over Microsoft Teams to talk about how best to handle isolation and working remotely.
- Students should follow the normal school rules in terms of online behaviour. The school is continuing to operate, and we expect them to behave in an appropriate manner online, just as we would in person.
- Parents should understand that we are trying to replicate the normal conditions of school life for our students as much as is possible. To that end, parents should not involve themselves in the digital lessons, they should not do their child's work for them and they should continue to encourage them to be independent learners, supported by parents at home.

APPENDIX A

REMOTE LEARNING BEHAVIOUR POLICY

During a school closure we will operate a modified version of our Behaviour Policy:

Rewards

- Teachers should continue to recognise excellent work with a Merit. This should be recorded on Day Book.
- Any outstanding work should be nominated for a Department or Headmaster's Commendation. Teachers to contact their HoD or Emma Wickham.

Sanctions

Level 1

Examples include:

- A student disrupts a remote lesson.
- A student fails to register their attendance at an arranged remote lesson.

Response:

- The teacher should verbally address the disruptive behaviour.
- In both cases this should be recorded on Day Book under Step 1.
- Tutor / HsM will note this behaviour on Day Book.

Level 2

- A student disrupts a lesson for a second time.
- A student misuses their device or the remote learning technology.
- A student misses a lesson, without good reason, for a second time.

Response:

- The teacher should remove the student from the remote lesson.
- Record behaviour on Day Book under Step 2 and inform Tutor using Day Book email function.
- Tutor will contact parents to inform them of behaviour.

Level 3

- Any poor behaviour deemed to be of a serious level.

Response:

- Record behaviour on Day Book under Step 3 and inform HsM / SDCH using Day Book email function.
- HsM will contact parents to inform them of behaviour. A suitable home-sanction will be agreed. If appropriate the Head will issue a Serious Sanction.

Safeguarding Issues and Serious Sanction

- If a teacher identifies any possible safeguarding concern or behaviour worthy of Serious Sanction, they should contact SDCH immediately by email.

APPENDIX B

REMOTE LEARNING REGISTRATION POLICY

- All students will be marked centrally as B (Educated off-site)
- Parents should email reception@priorparkschools.com if a student is too unwell to attend a remote lesson. They will be marked as I (Illness) on the school register by Reception. This will appear on lesson registers, so teachers are aware.
- Teachers are responsible for completing lesson registers for every taught remote lesson. This does not need to be done during the lesson, but lesson registers should be updated daily.
 - All students will be marked as B.
 - Students who are ill will be marked as I.
 - If a student fails to attend, they should be marked as N.

Tutors and HsMs will then follow up with parents - see Behaviour policy.

APPENDIX C

ROLE OF HsMs AND TUTORS

Role of HsMs

1. Hold twice-weekly remote Tutor meetings: This should be used to check on student welfare, remote learning issues and staff welfare. HsMs to arrange Tutor meeting times with their teams.
2. Daily monitoring of Day Book: Check Day Books for positive and negative feedback of students in your house. Liaise with Tutors over sanctions. Contact parents if welfare concerns have been raised.
3. Contact parents of students on the Pastoral Concerns list: HsMs should make weekly contact with parents of a student on the pastoral concern list. This call should focus on the student's and family's welfare.
4. Hold a weekly remote House Assembly: This can be done in various ways and focus on a theme chosen by the HsM. The purpose is to provide students and staff with a sense of House community during the school closure. HsMs to inform Tutors and students of when this will take place.
5. Monitor the weekly Questionnaire: A weekly questionnaire will be sent to students by Laura Young (Sixth Form) or Simon Cane-Hardy (Forms L3-U5). Any concerning responses will be passed to HsMs who should contact the student or family.

Role of Tutor

1. Hold a daily Tutorial at a time between 8.30 - 9.00am (not necessarily for the whole time): This should be an established part of the day during a closure and arranged in advance with tutees. Tutors can make contact via their Tutor Team and this can be done using the chat function or, preferably, Video call. The purpose is to ensure students know their timetable for the day, provide students with an opportunity to ask questions and for Tutors to pick up on any welfare issues.
2. Monitor Day Book: Tutors should check their tutees Day Book entries every day. Any issues raised should be acted on in-line with the sanction process.
3. Attendance at remote Tutor Meetings: Tutors will be expected to attend the twice-weekly Tutor meetings arranged by HsMs.
4. Communication: It's essential we maintain excellent communication during a school closure. Tutors should flag concerns to HsMs and, if appropriate, Simon Cane-Hardy (DSL).

Pastoral Care

During the school closure Prior Park College will continue to all members of our community:

- Emotional Wellbeing Advice
- A regular Emotional Wellbeing Survey sent to students

- Counselling appointments available by Skype for students and staff. This will be provided by Focus Counselling and can be arranged by emailing: counselling@priorparkschools.com
- HsMs and Tutors will continue to offer daily support
- Health & Wellbeing Centre available for Emotional and Physical Health Support. Please contact Mel Gittins and our Nurses: healthcentre@priorparkschools.com
- Chaplaincy will continue. A weekly Gospel reading, reflection and prayer will be sent to students and staff. Theresa Gibson will also be developing a Chaplaincy Hub during the school closure.
- PSHCE & Prior 4 Life Programme continues
- Sixth Form Support by Heads of Sixth Form: UCAS meetings (L6 and U6), Competitions and Challenges, Remote Tea & Talk, Prior 4 Life Skills, Daily Ted X lectures, 30-day Yoga Programme, Emotional Support
- Co-Curricular Programme and Challenges

