
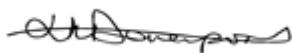





Ysgol Uwchradd
Prestatyn
High School

Distance Learning Policy

Author	Date Adopted by Gov Body	Signed by Chair of Gov	Review Date
PHS	31/7/20		July 2021
AIB	7/7/21		July 2022
GPV	13/7/22		July 2023

Aims:

This policy aims to

- Ensure learners can access education when they are not able to physically attend school.
- Ensure consistency of approach to distance learning for learners.
- Set out expectations for all members of the school community for distance learning.

Principles:

Distance learning refers to any learning completed by students away from school in place of their normal school attendance. It is distinct to homework which is in support of their in school learning. Work may be provided using distance learning during full or partial closures of the school. Where pupils are unable to come to school due to full or partial school closure or due to extended period away from school for an unavoidable reason they should be able to access education. The school commits to providing education for learners during this time and giving the best support possible with their educational achievement.

Setting of work:

The main way distance learning will be provided is through the setting of online work. In the event of an extended school closure this will be the main way in which work will be provided for students.

- All work for distance learning will be set using Microsoft Teams and link to the Outlook 365 pupil email accounts. This ensures access for all students to the system without the need to sign up to any third party apps or sites.
- All work set will be meaningful tasks which directly support the learning. Where possible this work will directly relate to the learning plan in place for that subject.
- Work will be set regularly in a pattern determined by SLT, but not less than one hour per subject per week.
- Students will be given regular feedback on their work.

Live Streaming/video recorded lessons:

For older examination level students it may be appropriate to provide live streamed or pre-recorded lesson content. This need not be video content but could be voice only or through the sharing of a PowerPoint with narration.

- Online contact with pupils in this manner must only be provided through the school's Microsoft Teams system.
- All live streamed sessions must be recorded using the record function within teams for safeguarding purposes.
- Where possible two members of staff should attend any live session.
- Due consideration must be given to attire and background.
- All staff, students and parents must agree to and sign the Live sessions appropriate use agreement. for online sessions
- Any safeguarding concerns must be passed on immediately to a safeguarding officer.

For further guidance on this issue please see the agreements for pupils and staff.

Pupils without access to ICT:

Where pupils do not have easy access to digital technology the school will do one of two things:

- a) If practicable to do so the school will loan the student a device on which to work.
- or
- b) Work will be provided on paper for students to complete at home.

Roles and Responsibilities:***Teachers:***

- Be available for work and responding to pupil queries during normal working hours unless otherwise agreed with their line manager. Any sickness absence should be reported using usual absence reporting procedures.
- Set up Microsoft Teams for each of their classes.
- Set appropriate meaningful work for students during school closure.
- Give clear instructions and expectations for pupils of each task.
- Provide success criteria for each topic.
- Ensure that work is set frequently and in line with school guidance. This should not be less than one hour per subject per week. Any work must be available by 9am on the day it is due to be set.
- Provide regular feedback using Microsoft Teams feedback function so pupils know how well they've done and how they can improve.
- Email students who are not completing work regularly.
- During periods of blended learning expectations on frequency and manner of setting work will be made clear.
- Monitor student wellbeing.

Heads of Department/Subject leaders:

- Manage the direction for the work to be set (e.g. through LPs).
- Adapt the curriculum to be appropriate for distance learning.
- Ensure that all members of the department/subject are setting work regularly and appropriately.
- Devise projects for longer term absences and school holidays (where appropriate)
- Monitor departmental wellbeing.

Senior Leaders:

- Lead direction for frequency and level of work to be set.
- Monitor the effectiveness of the remote learning provision and student access to it.
- Hold Heads of department to account for their departments.
- Monitor Heads of department wellbeing.

Safeguarding concerns:

If any learner gives any reason to be concerned about his or her welfare each individual teacher should contact the designated safeguarding lead. In the event of an extended closure the school may have this on a rota basis and it is the duty of all staff to know who to contact. If an urgent safeguarding concern arises during a live session the session should be ended in order to address the concern. Please see the safeguarding policy.

Keeping data secure:

It is of paramount importance to keep data secure. Further information can be found in the remote working policy, however it is incumbent on all staff to follow the below advice to ensure safety of distance learning.

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

Monitoring:

Distance Learning procedures will be regularly reviewed with staff and pupil groups to continue to ensure its effectiveness.

Links to other policies:

Teaching and Learning
Safeguarding
Remote working policy