

The Friary School

REMOTE LEARNING POLICY



Introduction

The purpose of this policy is to facilitate continued and ongoing delivery of our school's curriculum in unusual and unprecedented circumstances.

This policy should enable the school to be prepared for any future disruption to face-to-face learning and, where appropriate, assist in the provision of education for students who cannot attend school through illness etc.

The COVID-19 outbreak has caused significant disturbance to learning and the Friary School has moved quickly in order to provide a range of remote learning opportunities for students. However, this is uncharted territory and as such it is envisaged that this policy is a working document and that it will change and adapt along with the circumstances at hand. In more recent times further eventualities have necessitated remote learning in schools, such as the RAAC cases impacting on school buildings, so this policy remains relevant in the post-COVID era.

Looking further ahead, the school will look to adapt and embed remote learning approaches into our delivery - even as we move into post-COVID times - as a means of improving our curriculum provision.

Aims

This remote learning policy for staff aims to:

- Ensure consistency in the school's approach to remote learning
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

Who to contact ?

If staff have any questions or concerns, they should contact the following individuals via office@friaryschool.co.uk:

- Issues in setting work - Sam Sullivan (Assistant Headteacher)
- Issues with behaviour / welfare - Michelle Simpson (Assistant Headteacher)
- Issues with IT - Richard Barnett-Richards (Deputy Headteacher)
- Issues with their own workload or wellbeing - Lottie Hearn (Deputy Headteacher)
- SEND issues - Lucy Eagland (SENCO)
- Concerns about Data Protection - Lisa Pratt (School Manager)
- Concerns about Safeguarding - Lottie Hearn (Designated Safeguarding Lead) and Michelle Simpson (Deputy Designated Safeguarding Lead)
- Concerns over Online Safety - Steve Neale (Online Safety Lead)

Keeping Devices Secure

All staff members will take appropriate steps to ensure their devices used to access school facilities 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 (Eg - asterisk or currency symbol).
- Making sure the device locks if left inactive for a period of time.
- Not sharing the device among family or friends if only one user account is available.
- Installing antivirus and anti-spyware software.
- Keeping operating systems up to date; such as always installing the latest updates.
- Being mindful of GDPR and ensuring all relevant data is subject to the same rigorous security away from school as it is in school.

Safeguarding

Remote learning presents unique challenges and safeguarding considerations. However, the school's existing Safeguarding policy applies to remote learning in the same way as in normal school time.

In addition to this, staff should:

- Only use school-approved platforms for remote learning; principally, this means Microsoft 365-based apps such as Teams, OneDrive, Stream, etc, Microsoft Remote Desktop, Satchel One and Edulink One, using school-issued credentials. If there is any doubt or there is a desire to utilise a new platform or application then the Online Safety Lead (Steve Neale) or the DSL (Stacey Walsh) must be consulted beforehand.
- Ensure that any and all online communication takes place through the above platforms. This includes, but is not limited to; email addresses, video recordings and streams. At no time should non-school email addresses or other personal means of contact be used instead of school-provided means.
- Record all live teaching in-app when hosting the meeting/class in Microsoft Teams. The recorded video is thereby automatically uploaded securely to Stream for review and further use where necessary.
- Ensure presentation in video calls and streams is professional and appropriate for both staff and students. Therefore, consideration should be given to clothing, location, choice of language and any family members who may be in the background. As such, no videos should take place in bedrooms or where personal information may be on display.
- Report any concerns over behaviour or welfare through the appropriate channels, including the Student's parent or guardian where necessary.
- Avoid 1-to-1 remote sessions wherever possible. Where this is unavoidable, make sure another member of staff is present within the session.
- Be aware that using school's IT infrastructure and platforms constitutes agreement with the Acceptable Use Policy and therefore users should have read and understood this document fully.

Behaviour

The school expects that students will continue to abide by the high standards outlined in the Behaviour Policy and the range of expectations, procedures and sanctions remains in effect where remote learning takes place.

The rules of normal classroom teaching apply, and the school's expectations remain the same. However, participation in online classes requires students to engage in learning in a new way and there are new expectations and responsibilities that go with this.

Students will be expected to:

- Be aware that using school's IT infrastructure and platforms constitutes agreement with the Acceptable Use Policy and therefore should have read and understood this document fully.
- Use the remote learning facilities appropriately and abide by the Acceptable Use Policy.
- Follow instructions from the teacher as they would in normal school time.

- Respect others and their learning, including muting/unmuting audio and video as instructed by the teacher.
- Report any concerns or difficulties to the teacher or another appropriate member of staff in a timely fashion.
- Be dressed appropriately for school and in a suitable location, ideally a family area of the house and not a bedroom.
- Engage in the online class to the best of their ability and in such a way as to ensure the safety, comfort and learning of other members.

Online Safety

Remote learning relies heavily on the internet and working outside of the school's network infrastructure means that more responsibility lies with the individual to keep their networks and devices as well as themselves and others safe.

Staff and students should be mindful of the Acceptable Use and Online Safety policies and take care to follow best practice at all times.

This also means raising their awareness of the security and safety of home networks, particularly when connecting to school from home.

Many ISPs provide free suites of antivirus, security and family safety apps and the school recommends that those participating in remote learning familiarise themselves with those and install them where appropriate.

Our school goes to great lengths to ensure the safety and security of its network facilities with market-leading safety solutions but cannot be held responsible for that of third parties.

The school does, however, provide helpful links and advice through its website, social media and newsletters and would encourage all members of the school community to read and act on these.

Some helpful links include:

- <https://www.betterinternetforkids.eu/web/portal/home>
- <https://www.thinkuknow.co.uk/>
- <https://www.nspcc.org.uk/keeping-children-safe/online-safety/>
- <https://www.ceop.police.uk/Safety-Centre/>
- <https://swgfl.org.uk/resources/online-safety-guidance-for-parents/>
- <https://www.internetmatters.org/>

This link provides information on home broadband and mobile network filtering and security for each major ISP:

- <https://www.internetmatters.org/parental-controls/broadband-mobile/>

Data Security

Remote learning necessitates storing information about users in accordance with the school's GDPR policy.

Recordings of classes held via Microsoft Teams will be automatically uploaded to the school's secure Stream area of the Microsoft 365 platform. Therefore, any audio and video feed, as well as any messages and files, will be stored in accordance with the GDPR policy of the school and Microsoft 365.

Links with Other Policies

This policy is linked to our:

- Behaviour Policy

- Child Protection Policy
- Data Protection Policy & Privacy Notices
- ICT Policy
- Online Safety Policy
- Acceptable Use Policy

Reviewed By	Full Governors	Implementation Date	Sept 2025	Review Date	Sept 2027
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