



**Stockingford  
Nursery School**

# **Remote Learning Policy**

**Stockingford Maintained Nursery School**

**Passed and adopted by Governing Body**

Signed: *R. L. Long*

Reviewed: January 2023

Next Review: January 2025

## Aims

This remote learning policy aims to:

Ensure consistency in the approach to remote learning for pupils who absent from school due to Covid-19 or any other exceptional circumstances.

Set out expectations for all members of the Nursery School community with regards to remote learning

Provide appropriate guidelines for data protection

This policy recognises that children are not yet of statutory School age.

## Roles and responsibilities

### Teachers

- When providing remote learning, teachers (qualified Teacher status) should be available for their usual contracted hours.
- If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.
- When providing remote learning, teachers are responsible for:

### Setting Blended Learning Work: (individual child absence)

- Blended learning will be provided on a weekly basis in response to a parent/carer notifying us of their child or families needs. Parents will have the option of receiving an electronic link to the learning or alternatively have a paper copy mailed to them.
- Subsequent blended learning will be provided every 7 days until the child returns back to Nursery School. The blended learning will consist of weekly 'Making Memories' Challenges. They will feature a range of cross curricular EYFS activities for families to access that are suitable for foundation stage pupils.
- A balance of learning activities will be provided, so that families can select learning that is appropriate and of interest to their child's diverse learning needs. An electronic log will be kept on Teacher Share documenting who, what and when blended learning is provided. The Headteacher – Katherine King will take responsibility for providing and monitoring this provision.

### Setting Remote Learning Work: (bubble absence / school closure)

In the event of local or national restrictions requiring pupils to remain at home, we have the capacity to offer immediate, planned remote education learning experiences. The following support will be in place:

- Weekly 'Making Memories' Challenges will be provided by text link to our Nursery School website. Alternatively, paper -based learning materials will be provided on a weekly basis for pupils with out access to online materials.
- Families will be signposted to additional online learning platforms/resources they may wish to use in order to support learning. On our Nursery School website, we have created a folder called Resources where Interactive Stories, Letters and Sounds activities, Makaton signs, 'Tiny Happy People' website link and Cosmic yoga activities can be found.
- Wellbeing Resources including Relaxation exercises and mindful activities are available on our Nursery School website in the wellbeing folder.
- Additional support resources and information will also be readily available on our Stockingford Nursery School Facebook page.
- If Remote learning becomes a more long -term arrangement, additional learning resources, postcards to maintain contact and information will be shared with families in the post to their home address.
- Learning experience packs may be sent out either by post or to be collected from the Nursery School if local lockdown procedures allow this.

## **Parents who choose to keep their child at home during a lockdown period when Nursery School remains open.**

- Attendance at Nursery School is not statutory; however, places are funded by the Government and an audit process takes place to check attendance. Children are expected to attend their place regularly unless they are unwell, or there is a valid reason for them not to attend.
- Regular attendance is important and encouraged so that children achieve their potential and develop positive habits regarding regular attendance
- The Nursery School will take on a supportive role to the family during exceptional circumstances and will endeavour to engage in positive conversations with the parent/carer in the first instance. This will be recorded on the keyworker conversation log.
- Teaching staff and/or key workers will keep in touch with families on a regular basis via phone calls. These phone calls will be triaged depending on need with vulnerable families receiving more frequent contact. Phone calls will be recorded on an electronic log that will be stored securely on the shared drive.
- Opportunities to access learning experiences at home will be shared with all pupils in the Nursery School (**Blended learning**). This will include links to websites, text links home to making memories challenges on the website, parents encouraged to like our Facebook page, where learning activities will be posted.
- Parents/Carers can also gain information, ask questions or receive learning feedback through the parents email account - [parents1041@welearn365.com](mailto:parents1041@welearn365.com)

### **Providing feedback on work:**

- Families are encouraged to share photographs of the 'Making Memories' Challenges via the secure parents email account – [parents1041@welearn365.com](mailto:parents1041@welearn365.com)
- Teaching staff will then acknowledge and comment on learning by email to individual children. This will help families to ensure their involvement and help them to feel supported.

### **Keeping in touch with pupils who are not at Nursery School**

- Teaching staff and/or key workers will keep in touch with families on a regular basis via phone calls. These phone calls will be triaged depending on need with vulnerable families receiving more frequent contact. Phone calls will be recorded on an electronic log that will be stored securely on Teacher Share.
- Parents/Carers can also gain information, ask questions or receive learning feedback through the parents email account - [parents1041@welearn365.com](mailto:parents1041@welearn365.com)
- Staff should make the Leadership Team aware of any safeguarding issues, or complaints raised by families as soon as possible by phone or email and log following usual Nursery procedures.

### **Support staff**

- When assisting with remote learning, support staff are expected to be available for their usual working hours in school.
- If they are unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure.
- During the school day, teaching support staff must complete the following tasks as directed by a member of the SLT. This may include
  - Completing Professional Development tasks
  - Completing statutory training
  - Activities to support well-being
  - Administrative staff will complete duties commensurate to their role to ensure the continued efficient running of the building.

## Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – Headteacher - Katherine King
- Monitoring the effectiveness of remote learning – explain how they'll do this, such as through regular meetings with staff, reviewing work set or reaching out for feedback from pupils and parents – Headteacher
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations – Headteacher and Nursery Teacher
- Completing duties commensurate to role that support the continued efficient running of the business – Sara Ward, School Business Manager

## Designated Safeguarding Lead

- The DSL Lead – Headteacher is responsible for managing and dealing with all safeguarding concerns. Further DSL support will be provided from the Deputy DSL – Sally Phillips. For further information, please see the Safeguarding and Child Protection Policy.

## IT support

IT support – School Business Manager and Nursery Teacher are responsible for:

- Fixing or hot lining issues with Nursery School systems used to set and collect work
- Supporting staff with any technical issues they're experiencing if possible.
- Reviewing the security of remote learning systems (where used) and
- Flagging any data protection breaches to the Headteacher

## Pupils and parents - Remote Learning

Staff can expect pupils and families learning remotely to:

- Have access to work set by teachers and Nursery School staff
- Seek help if they need it, from available teachers or teaching assistants
- Make the school aware if their child is unwell or otherwise unable to complete their learning.
- Be respectful when making any complaints or concerns known to staff
- Receive a phone call(s) from Nursery teachers

## Pupils and parents - Blended Learning

Staff can expect pupils and families accessing blended learning to:

- Have access to work set by teachers and Nursery School staff
- Seek help if they need it, from keyworker or available Nursery staff
- Make the school aware if their child is unwell or otherwise unable to complete their learning.
- Be respectful when making any complaints or concerns known to staff
- Receive a phone call(s) from keyworker

## Governing board

The governing board is responsible for:

- Monitoring the Nursery School's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

## Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues with IT – School Business Manager and Nursery Teacher
- Issues with their own workload or wellbeing – Headteacher, School Business Manager and Nursery Teacher
- Concerns about data protection – Headteacher and School Business Manager
- Concerns about safeguarding –DSL – Headteacher and Nursery Teacher

## **Data protection**

### **Accessing personal data**

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

- Access any data through the welearn365 email system or shared drive through MFA.

### **Processing personal data**

- Staff members may access personal data such as email addresses from the shared drive via MFA. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.
- However, staff are reminded to collect and/or share as little personal data as possible online.

### **Keeping devices secure**

- 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 – ICT support will ensure this is up-to-date.
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Keeping operating systems up to date – always install the latest updates

## **Safeguarding**

- Please see the Safeguarding and Child Protection Policy.

## **Monitoring arrangements**

- This policy will be reviewed once a year by Headteacher and School Business Manager

## **Links with other policies**

This policy is linked to our:

- Behaviour policy
- Child protection and Safeguarding policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy