

1 Introduction

This remote learning policy aims to:

- Ensure parents of pupils who are not in school due to self isolation or school closure related to COVID 19, feel supported.
- Ensure that pupils' learning is being supported and activities suggested.
- Ensure that contact is being kept between pupils, their families and nursery when there is an extended leave of absence.
- Provide appropriate guidelines for data protection.

In line with our Teaching and Learning Policy we believe that learning should be fun and help children develop a love of lifelong learning. For our children the best possible way for them to learn at home is to engage with meaningful play with an adult. Therefore our remote learning will support parents to provide fun, enjoyable and rewarding activities that are suitable to be done in a home environment. We aim that these activities will help parents to understand the best way our children learn and feel confident in the experiences they are providing for their child. The remote learning will be across the different areas of the curriculum and will support the core areas and provide parents with ideas to talk and engage with their child.

Remote education may need to be an essential component in the delivery of the school curriculum for all pupils, if the nursery has to close due to positive cases, if a child needs to self isolate (due to 'Test and Trace') or in the case of a local lockdown, where schools are included. The nursery staff and children are considered one bubble, therefore if there is a positive case the nursery will have to close.

2. Remote Learning

The most appropriate way for 2,3 and 4 year olds to learn is through practical activities that follow their interests, develop their language and thinking skills and widen their experiences. Therefore the following remote learning will be provided;

2.1 If a child is self isolating:

The parents will be provided with the nursery's weekly planning, this includes some suggestions for activities parents can do at home that link to the experiences at nursery. In addition to this one of the remote learning packs will be sent electronically. These packs will include:

- advice around core skills (for example, developing language)
- a few mark making activities
- a physical activity that can be done inside or in the garden
- advice and/or activities around well-being
- the importance of play & some ideas around this
- an adult led activity, for example making playdough or making a model.
- Links to the nursery's learning videos and appropriate websites

The remote learning packs will be stand alone packs that can be sent at anytime of the year, however there will be six, one for each half term, which will focus on the areas of learning which we focus on in accordance with our long term planning.

Commented [SM1]: I am not sure what this is – Would parents know? Sorry if they do!

The packs sound great but should the nursery also add in one electronic item such as an interactive phonics game or suggestions/links to free activities. Maybe you already have a subscription that you use that could be extended to parents? Just that some parents are likely to be working and may need to give an electronic learning activity as one of the things to do.

The child's key worker will give the child a phone call once per week during the self-isolation to offer advice and support. If the parent needs to contact the key worker during this time they may either do this via the nursery's telephone number or the child's key group email address (twosroom@tunstall.croydon.sch.uk, greenroom@tunstall.croydon.sch.uk or redroom@tunstall.croydon.sch.uk).

2.2 If the nursery is required to close:

In the case of a child testing positive or a local lockdown the nursery would have to close, then the following would be provided:

- a weekly list of suggested activities that cover the curriculum and core skills (language, communication, personal, social and emotional, early writing skills, early number skills)
- advice around core skills (for example, developing language)
- a few mark making activities
- a physical activity that can be done inside or in the garden
- advice and/or activities around well-being
- the importance of play & some ideas around this

Commented [SM2]: As above

These activities will be based around a core book and topic as they are when nursery is open. In the event of a lockdown the class teacher and key workers will record stories of the core book that can be sent to the parents and added to the school's website.

The child's key worker will give the parents a phone call once per week during nursery closure to offer advice and support (different arrangements are in place for welfare calls of vulnerable children). Staff will ensure they speak to or hear the child, during this phone call. If this is not possible, they will arrange to call the parents again when they can speak to the child. If the parent needs to contact the key worker during this time they may either do this via the child's key group email address (twosroom@tunstall.croydon.sch.uk, greenroom@tunstall.croydon.sch.uk or redroom@tunstall.croydon.sch.uk).

3. Roles and responsibilities

3.1 Teachers, key workers and support staff

When providing remote learning due to a bubble closure or the need to self isolate, staff will be available between 8.30am and 3.45 pm, Monday – Friday during term time. This will be on a pro rota basis for staff who work part-time, consideration will be given to their normal hours.

If they are 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 to the Deputy Headteacher before 7.00am. If a teacher is unwell (or absent due to unforeseen circumstances shared with the Deputy Headteacher), the teacher will not be expected to be involved in providing home learning (this could be a non-Covid related illness or absence.)

Attending virtual meetings with staff, parents and pupils

- Ensuring that work wear, during online learning / pre-recorded sessions is appropriate and follows the nursery's usual dress code.
- Ensuring that the background and location of online learning / pre-recorded sessions is as empty as possible (e.g. avoid areas with background noise, nothing inappropriate in the background, no other people or pets in view).

Keeping in touch with pupils who are not in school and their parents

- Ensuring all digital communications with pupils/parents/carers are on a professional level and only carried out using official school systems.

- Making an initial email communication (from the admin team) with the self-isolation pack and reminding parents of the key groups email address .
- Ensuring that parents of vulnerable children require any additional resources for the self isolation period (for example toys or books from our lending library).
- Answering emails and making telephone calls to parents during working hours only 8.30am and 3.45 pm, (Monday – Friday during term time) using school email addresses.
- Ensuring that no school staff use their personal email addresses to contact parents and pupils. Where a teacher is required to make telephone contact outside of the school building the teacher must ensure that they withhold their telephone number.
- Forwarding any complaints or concerns to the Senior Leaders.
- Following safeguarding procedures (see below) where concerns are noted during a telephone call or via email

3.2 Senior leaders

Senior leaders are responsible for:

- Ensuring that all groups of pupils are able to access remote learning, including pupils from disadvantaged and vulnerable backgrounds and those with SEND
- Monitoring the effectiveness of remote learning by observing pre-recorded sessions and checking the appropriateness of the home learning.

Commented [SM3]: Do staff have access to a list of additional suggestions for SEND children? If so do they know where to access this?

3.3 Designated safeguarding leads (*Please see 'Annex to Safeguarding Policy Covid '19'*)

The DSLs are responsible for:

- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

The following fundamental safeguarding principles remain the same:

- The best interests of children continue to be the priority.
- If anyone in our school has a safeguarding concern, they will act immediately by passing on information to a DSL and recording on relevant form. If working from home, then the member of staff should use school connect and save details in relevant place.
- A designated safeguarding lead (DSL) or deputy DSL will always be available, ideally on site (unless school closure).
- Children should continue to be protected when they are online.
- Ensuring that teaching staff understand procedures for:
 - the sharing of personal data
 - the sharing of their personal views and opinions
 - access to illegal/inappropriate materials when using school equipment
 - potential or actual incidents of grooming

3.4 Governing body

The governing board is responsible for:

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

4. Who to contact

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

- Issues in setting work – talk to the Deputy Heads / SENCO
- Issues with IT – talk to IT staff
- Issues with their own workload or wellbeing – talk to their Line Manager
- Concerns about data protection – talk to the Data Protection Officer (dpo@sccgdprservices.co.uk)
- Concerns about safeguarding – talk to a DSL

Commented [VK4]: Who is this?

If parents have any concerns about remote learning or need further clarification / support they are able to contact their child's keyworker directly via email.

5. Data protection

5.1 Processing personal data

Staff members may need to collect and/or share personal data as part of the remote learning system. 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.

5.2 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.
- Making sure the device locks if left inactive for a period of time.
- Ensuring family are not able to access school passwords.
- Installing antivirus and anti-spyware software.
- Keeping operating systems up to date – always install the latest updates.
- Ensuring school laptops do not hold photographs of any children.

6. Monitoring review

This policy will be reviewed annually or sooner if necessary.

Monitoring the policy and practice of remote learning is the role of Senior Leaders. At every review, it will be approved by the Headship Team and full Governing Body.

7. Links with other policies

This policy is linked to our:

- Teaching and Learning Policy
- Safeguarding and Child Protection Policy (and coronavirus addendum)
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy

Signed:

Date:

Commented [SM5]: Do the parents have a way of reporting or feedback if they feel that they aren't getting what they need or want additional help or resources.