Atherstone & Bedworth Heath Maintained Nursery Schools and Warwickshire Early Years Hub

Remote Learning Policy

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	January 2024	N Burton	J Ferraro

Aims

This remote learning policy aims to:

> Ensure consistency in the approach to remote learning for pupils who aren't in school

> 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

Educators

When providing remote learning, educators 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, educators are responsible for:

> **Setting Blended Learning Work:**

   o   Blended learning will be provided on a weekly basis in response to a parent/carer notifying us of their child or families need to self-isolate or be at home for a none medical reason. Parents/Carers 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 home activities that are linked to the learning focus intentions for that week in school. 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. The head of school Carole Jackson at Bedworth Heath Nursery School and the Head of School Grace Shergold at Atherstone Nursery School will take responsibility for providing and monitoring this provision.

> **Setting Remote Learning Work:**

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

   o   Weekly home activities will be provided by email to the parent/carer. Alternatively, paper - based learning materials will be provided on a weekly basis for pupils without access to online materials.

   o   Families will be signposted to additional online learning platforms/resources they may wish to use in order to support learning.

   o   The Pastoral and Family Support Manager links with families to offer Wellbeing Resources and individual support when needed.

   o   Additional support resources and information will also be readily available on our Nursery School Website.

   o   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.

   o   Learning experience packs may be sent out either by post or to be collected from the Nursery School if local lockdown procedures allow this.

> **Providing feedback on work:**

    o Families are encouraged to share photographs of the activities they complete at home to– admin1000@welearn365.com (Atherstone Nursery School) and admin1002@welearn365.com (Bedworth Heath Nursery School). There is also a page included in the week's activities for parents to make notes, children to complete creations to bring to nursery on their return.

    o 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. We will keep a log of the engagement and check in with families further if they are not engaging to see how we can support.

    o We recommend you send in one email a week with all the learning you would like to share with us. We will try and acknowledge receipt of your email within 48 hours.

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

    o Teaching staff and/or key person 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.

    o Parents/Carers can also gain information, ask questions or receive learning feedback through the admin email account.

    o Staff should make the Leadership Team aware of any safeguarding, general or complaints raised by families as soon as possible by phone or email and log following usual nursery procedures.

> **Parents/carers who choose to keep their child at home during a restriction period when Nursery School remains open.**

    o The Nursery School will take on a supportive role to the family and will endeavour to engage in positive conversations with the parent/carer in the first instance.

    o Teaching staff and/or key persons 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.

    o Opportunities to access learning experiences at home will be shared with all pupils in the Nursery School and will include links to websites, emails including the weekly learning activities, parents/carers are encouraged to like our Facebook page and Instgram account, where learning activities will be posted.

    o Parents/Carers can also gain information, ask questions or receive learning feedback through the admin email account -admin1000@welearn365.com (Atherstone Nursery School) and admin1002@welearn365.com (Bedworth Heath Nursery School).

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 or caring for a dependent, 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 – Carole Jackson and Grace Shergold

> 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 – Carole Jackson, Grace Shergold, Nicci Burton, Berinder Matharu, Mel Hillyer and Jo Charles.

> Monitoring the security of remote learning systems, including data protection and safeguarding considerations – Barbara Charles and Nicci Burton

> Completing duties commensurate to role that support the continued efficient running of the business – Karen Barrett School Business Manager

Designated Safeguarding Lead

The DSL Lead – Barbara Charles is responsible for managing and dealing with all safeguarding concerns. Further DSL support will be provided from the DSL teams across the federation. For further information, please see the Safeguarding and Child Protection Policy.

IT support

IT support – Karen Barratt and Nicci Burton 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 are experiencing if possible.

> Reviewing the security of remote learning systems (where used)

> Flagging any data protection breaches to the Headteacher (Nicci Burton)

Children and parents/carers

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 educators.

> Make the school aware if their child is sick or otherwise unable to complete their learning.

> Be respectful when making any complaints or concerns known to staff

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, and that staff are aware of the requirements to make 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 – Karen Barratt or Nicci Burton

> Issues with their own workload or wellbeing – Nicci Burton, Grace Shergold, Carole Jackson, Barbara Charles or Karen Barratt.

> Concerns about data protection – Nicci Burton, Karen Barratt.

> Concerns about safeguarding –DSL – Barbara Charles, Nicci Burton

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 the secure cloud 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.

Keeping devices secure

All staff members will take appropriate steps to ensure ALL 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 the senior leadership team. At every review, the full governing board will approve it.

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