



ISLINGTON

Rolls-Royce
Science Prize
Winner 2014



Remote Learning Policy

Aims

This Remote Education Policy aims to:

- Ensure that we maintain connection with our children and families where face-to-face contact is not possible due to part closure or self-isolation requirements.
- Ensure consistency in the approach to our remote learning offer for all children who are not in nursery through quality online resources and pre-recorded education videos.
- Provide clear expectations to members of the school community with regards to what they can expect from our home-learning offer.
- Support effective communication between the school and families and encourage consistent attendance where possible.
- Consider continued education for staff and parents (e.g. CPD, supervision sessions and staff meetings)
- Ensure the staff team are clear on their remote working responsibilities and that the workload is shared between staff and is manageable.

Who is this policy for?

1. Children who are absent because they are required to self-isolate. The rest of their school bubble are attending school and being taught as normal.
2. Children who are absent because their whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.
3. Staff who are working from home (WFH) during full or partial school closure as a result of a lockdown, bubble closure or need to self-isolate.

Resources required

- Parent Mail and, where necessary, personal email addresses for communication with staff and parents.
- Personal smart phones to record and share videos, and attend virtual meetings (Zoom)
- KG Guide to recording videos
- LBI laptops for email, virtual meetings (MS Teams) and phone calling (Avaya)
- Use of *Bright Start Bright Ideas* links via our website

- Physical materials such as story books and writing tools
- LBI list of online CPD courses for staff

Home and School Partnership

Kate Greenaway Nursery School is committed to working in close partnership with families and recognises each family is unique and, because of this, remote learning will look different for different families in order to suit their individual needs. Within this, Kate Greenaway Nursery School would recommend that families, where possible, maintain a regular and familiar routine as this helps children to feel safe, secure and settled. The nursery will provide weekly links to pre-recorded videos which will be sent to parents via email and/or uploaded to the school's website.

Roles and responsibilities

All staff

- All staff should be available for work within their normal working hours. Leaders may request availability for different hours depending on the needs of the setting. Where staff alternate between early and late shifts they should be available for their early shift, unless otherwise agreed.
- 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.
- When using LBI devices, all staff are individually responsible for managing ICT difficulties, including logging issues with *icthelpme* via the izzi website or using an alternative phone number if necessary.

Key Persons

- Providing remote learning by recording appropriate, engaging and meaningful videos each week with advice and guidance from Room Lead or Teacher.
- Keeping in touch with families of key children who are not attending.
- Supporting the leadership team by engaging in any other tasks to assist in the function of the nursery.

Teacher/Room Leaders

N.B. the suggested responsibilities below relate to where a whole group is isolating.

Teachers and Room Leaders must be available between 8 and 4.

When providing remote learning, the Teachers and Room Leader, are responsible for:

Coordinating the recorded videos to be shared with families:

- Co-ordinating the content of the videos in discussion with the team via a weekly planning meeting.
- Providing support and feedback to their staff team regarding the quality of the videos.

Keeping in touch with families of key children are not in school:

- Sign-posting families to the home-learning offer and nursery videos.
- All parent/carer emails should come through the school admin account kategreenaway.eyc@islington.gov.uk

- Any complaints or concerns shared by parents or pupils should be reported to a member of SLT. For any safeguarding concerns, refer immediately to the DSL.

Support staff

- Support staff must be available for their normal working hours unless otherwise agreed with SLT.
- Supporting the Teacher or Room Leader by engaging in any other tasks to assist in the function of the nursery.

Senior Leaders

The head and deputy head teacher are responsible for:

- Overseeing the remote learning approach across the nursery including guidance materials.
- Monitoring the quality of remote learning, including feedback to staff where necessary.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Advising on suitable CPD for staff.

The SENCO

- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the headteacher and other organisations to make any alternative arrangements for pupils with EHC plans and IHPs
- Identifying the level of support

Designated Safeguarding Lead (DSL)

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

The Business Manager

- Ensuring parental fees are adjusted accordingly.
- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.

The Administration Staff

- Supporting the Business Manager and Senior Leaders with all necessary administration tasks.
- Communications with parents.
- Helping the staff access support for the ICT issues they are experiencing.
- Assisting pupils and parents with accessing the internet or devices

The Art Therapist

- Communicating with case-load parents regarding remote working options and arrangements.
- Supervising the staff team remotely.

icthelpme (izzi)

- IT technicians are responsible for:
- Fixing issues with systems used to set and collect work
- Helping staff with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

Parents

Staff can expect parents with children at home to:

- Access the videos shared by email.
- Alert the administration team if they are not able to access the videos.
- As well as finding a set time to watch the videos provided by the nursery, and read stories together, we would encourage parents to find some time to simply relax, play and interact with their children. Play is vital for children. This is where some of the most powerful learning is happening, and one of the most valuable things we can do as adults, is tune into our children's thinking during play. By following their lead (reducing our own suggestions and questions which can interfere with a child's flow), commenting on what they are doing, adding language to their play, and giving praise.
- Access the home-learning page on KG website.
- Access the Bright Start Bright Ideas newsletter.
- In line with nursery school's Use of Screens Policy, we would encourage parents to limit the amount of time children are looking at screens (computer, phone, tablet, tv). This is because it is recognised to have a negative impact on a child's development of social interaction, communication and language and physical skills.
- Seek help from the nursery school if they need it.

Governing Body

The governing body is responsible for monitoring the school's approach to providing remote education.

Links with other policies and development plans

This policy is linked to our:

- Safeguarding Policy
- Behaviour Policy
- Data Protection Policy
- Online Safety and Acceptable Use Policy
- Code of Conduct for Phone calls, Video conferencing and
- KG Guide to Recording Video at Home

- Use of Screens Policy