



ROTHESAY NURSERY SCHOOL

REMOTE LEARNING POLICY

Rothesay Nursery - a place to grow and learn

October 2025

1. Aims

This remote learning policy for staff 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 school community with regards to remote learning
- Provide appropriate guidelines for data protection.

2. Use of remote learning

All pupils should attend school, in line with our attendance policy. Remote education is not viewed as an equal alternative to attendance in school.

We will consider providing remote education to pupils in circumstances when in-person attendance is either not possible or contrary to government guidance.

This might include occasions when we decide that opening our school is either:

- Not possible to do safely.
- Contradictory to guidance from local or central government.

In the event of school closures due to snow or other extreme weather events, remote learning will not take place unless the school is closed for a period of more than 2 days. This is so that pupils have the freedom to experience the event, and all of the learning associated with it.

3. Roles and responsibilities

3.1 Teachers, Early Years Educators and Early Years Workers

When providing remote learning, staff must be available between 8am and 4pm.

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, keyworkers should:

Provide pupils with access to remote education after 2 days of school closure, though in proportion to the length of absence and disruption to the learning of all learners.

Make reasonable adjustments for pupils with SEND to access remote education, where required, informed by relevant considerations including the support families will require and the types of services that pupils can access remotely.

They are also responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Reporting any health and safety incidents to the School Business Manager.
- Reporting any safeguarding incidents to a member of the DSL team.
- Undertaking any training to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
- Reporting any defects on school-owned equipment used for remote learning.
- Adhering to the Staff Code of Conduct at all times.
- Keeping in touch with pupils who aren't in school and their parents via telephone or Teams.
- Reporting any complaints or concerns shared by parents and pupils should be referred to SLT.
- Attending virtual meetings with staff, parents/carers and pupils as appropriate. In these virtual meetings staff should consider appropriate dress code and location (ensuring that there is nothing inappropriate in the background.)

Teaching Activities

The teaching activities should be appropriate to the age and development of the children. They may include the use of pre-recorded video or Teams calls. The screen time should be limited to 15 minutes with a follow up activity suggestion to complete with parents.

In the case of a Teams call, the invitation should be sent out to parents' e-mail addresses at least 3 hours in advance.

Pre-recorded videos should be e-mailed to parents with suggested follow up activities by 10am in the morning.

If remote learning continues for more than one week the class lead will co-ordinate with other staff members to ensure consistency across the group and to make sure pupils with limited access to devices can still complete the activity.

Making sure that work provided during periods of remote education is of high quality, meaningful, ambitious and covers an appropriate range of areas. This includes considering the needs of individual pupils, such as those with SEND or other additional needs. This also includes considering the needs of pupils' families or carers, including how much adult involvement is needed in each activity.

Providing feedback on activities if parents submit this on Evidence Me.

3.2 Teaching assistants

Teaching assistants must be available during normal working 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.

Teaching Assistants should be available to attend virtual meetings as appropriate. In these virtual meetings staff should consider appropriate dress code and location (ensuring that there is nothing inappropriate in the background.)

3.3 SENCO

Alongside their teaching responsibilities, the SENCO is responsible for:

- Ensuring that pupils with Education and Health Care Plans and resource provision have their needs met while learning remotely.
- Liaising with the Headteacher and other organisations to make alternative arrangements for pupils with SEND if appropriate.
- Considering whether any aspects of the remote learning offer needs to change to accommodate pupils with SEND.
- For children who are unable to access learning remotely, compile activity packs for families to collect.

3.4 Senior leaders

Senior Leaders have overarching responsibility for the quality and delivery of remote education.

- They are responsible for:
- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning through regular meetings with keyworkers, reviewing work set or reaching out for feedback from pupils and parents/carers.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Ensuring staff remain trained and confident in their use of online digital education platforms
- Providing information to parents/carers and pupils about remote education.

3.5 Designated safeguarding lead (DSL)

The DSL is responsible for:

- Attending and arranging any safeguarding meetings that occur during the remote learning period.
- Identifying vulnerable pupils who may be at risk if they are learning remotely.
- Ensuring that child protection plans are enforced while the pupil is learning remotely and liaising with other organisations to ensure vulnerable pupils receive the support required during the period of remote working.
- Ensuring all safeguarding incidents are recorded and reported.

3.6 Interim IT

IT staff are responsible for:

- Fixing issues with systems used.
- 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 (DPO.)

3.7 Pupils and parents/carers

Staff can expect pupils learning remotely to:

- Engage in the online learning offer.
- Act in accordance with normal behaviour rules and online behaviour rules where applicable

Staff can expect parents/carers with children learning remotely to:

- Engage with the school and support their children's learning.
- Make the school aware if their child is sick and unable to engage with the learning on offer.
- Seek help from the school if they need it.
- Be respectful when making any complaints or concerns known to staff.
- Provide feedback or log the child's learning using Evidence Me.

3.8 Governing body

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains of as high a quality as possible.
- 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 relevant class lead or a member of the SLT.
- Issues with IT – talk to IT staff or a member of the SLT.
- Issues with their own workload or wellbeing – talk to a member of SLT.
- Concerns about data protection – talk to the data protection officer.
- Concerns about safeguarding – talk to the DSL.

5. Data protection

5.1 Accessing personal data

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

- Access the data through CPOMS.

- Access this data using work devices such as iPads or laptops.

5.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses and telephone numbers 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. The school will follow its data protection policy / privacy notice in terms of handling data.

However, staff are reminded to collect and/or share as little personal data as possible online, and to remind themselves of their duties in terms of data protection in accordance with the school's policies and procedures.

5.3 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)
- Making sure the device locks if left inactive for a period of time.
- Not sharing the device among family or friends
- Ensuring that the antivirus and anti-spyware software is functioning.
- Keeping operating systems up to date – always install the latest updates.

6. Safeguarding

The nursery's Safeguarding Policy will be adhered to at all times.

During to the period of remote learning, the DSL team will identify 'vulnerable' pupils via risk assessments and arrangements will be made to ensure that regular contact is maintained with these pupils.

School telephones should be used to contact vulnerable pupils. The Headteacher must agree the use of personal phones and any calls will be made using the prefix 141 to keep the caller ID private.

The DSL team will arrange for regular weekly contact with vulnerable families with additional contact, including home visits, arranged where required.

If home visits are required, then all government guidance concerning social distancing will be strictly adhered to during this period of pandemic.

The school's DSL Team will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.

7. Monitoring arrangements

This policy will be reviewed every three years. At every review, it will be approved by the full governing body.

8. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Home-school agreement.
- ICT and internet acceptable use policy
- Online safety policy