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Agreed by: Steering Committee	Date: July 2025
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Remote Learning Contingency Plan

June 2023

Introduction

This information on remote learning is intended to provide clarity for parents and carers about what to expect where national or local restrictions require entire cohorts to remain at home.

Where a class, group or small number of children need to self-isolate, or there is a local lockdown requiring children to remain at home, Highfield Nursery School and Children's Centre will offer a range of ways for parents/carers to still engage in learning opportunities at home with their child/ren.

Children at Highfield Nursery School and Children's Centre are aged between 2- 5 years. Our approach to home learning will be to support families with suggestions for activities at home as well as online.

Aim

Our aim is to encourage and inspire our families to support their child's home learning. Through our Remote Learning Contingency Plan we aim to:

- Enable communication between Highfield Nursery School and Children's Centre in supporting learning at home.
- Offer opportunities for parents/carers to access recommended home learning, online learning information and resources through our website and hard copy resources.

In developing this contingency plan, we will also:

- provide printed resources and home learning book packs for children to collect on their daily exercise to Nursery School to access at home.
- recognise that younger children and some children with special needs and disability (SEND) may not be able to access remote education without adult support. Nursery staff will link with their Key Worker groups to support children and families who require more support.

Home and School Partnership

Highfield Nursery School and Children's Centre staff team are committed to working in close partnership with families, recognising each family is unique. We recognise that remote learning will look different for different families, in order to suit their individual needs. We will provide support for parents on how to access the school website home learning page ([Highfield Nursery School, Children's Centre and Early Years - Home Learning](#)) if needed.

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Should accessing the learning ideas be an issue, parents/carers should contact school promptly and alternative solutions may be available. These will be discussed on case by case basis. We will provide physical packs of ideas and resources for those families that have difficulty accessing the internet.

Where possible, it is beneficial for young children to maintain a regular and familiar routine. Highfield Nursery School and Children's Centre would recommend that each 'school day' maintains structure. We encourage parents to support their children's learning, providing a mix of real, hands on, physical and online activities, supporting learning in the prime and specific areas of learning of the Early Years Foundation Stage (EYFS), to the best of their ability.

What will our Remote Learning Contingency Plan look like at Highfield Nursery School and Children's Centre for children and staff?

2, 3 and 4 year old children will require adult support to enable them to access any home learning we provide and this must be taken into consideration when accessing the home learning activities. When children are attending Highfield Nursery School and Children's Centre normally the time spent in adult led activity is much shorter than the time spent in child led play and investigation and this is reflected in our Remote Learning Contingency Plan.

When a child or children are absent from Nursery School because they are self-isolating and waiting for test results or for the end of the self-isolating period, we aim to support families with age appropriate activities which will support key skills; are open ended to allow for the broad ages and stages of the children and support the curriculum so that any adverse effects of absence are mitigated. Please see the leaflet of ideas linked to the 7 EYFS area on the home learning page of the website.

We will continue to make welfare calls to families (depending upon risk) as a way of support.

When a whole bubble or bubbles have to close and self-isolate we aim to support families as above and also maintain teacher/child relationships and learning remotely via activities on our website and recorded You Tube sessions.

We will provide:

- A Home Learning Tab on the school website, Home Learning Stories Tab, linked to Book Trust stories, and links to appropriate learning e.g. Our You Tube channel, BBC Bitesize, videos, early years learning opportunities etc which support appropriate skills and knowledge relevant to EYFS.
- A bank of resources on our website under the Home Learning Tab, with weekly activity sheets linked to our Story Curriculum and the 7 areas of the EYFS. Weekly home learning sheets will also be shared on Tapestry and by ParentMail
- Welfare calls to families self-isolating and to vulnerable families.
- If a bubble closes – an input via Zoom/Teams from nursery staff, providing staff are well enough to work.

Content to deliver this Remote Learning Contingency Plan

Resources to deliver this Remote Learning Contingency Plan include:

Use of recorded video such as reading of stories and rhymes via our You Tube channel, Home Learning Tab, including The Booktrust Home Learning Stories Tab, Phone calls home, Printed learning packs including physical materials such as story books, Signposting to specific activities on various websites.

The following websites are an example of where appropriate learning activities could be found:

BBC Tiny Happy People: <https://www.bbc.co.uk/tiny-happy-people>

Hungry Little Minds: <https://hungrylittleminds.campaign.gov.uk>

National Literacy Trust: <https://literacytrust.org.uk/resources/?phase=early-years>

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Phonics Play: <https://www.phonicsplay.co.uk>

Cbeebies: <https://www.bbc.co.uk/cbeebies>

Rainy Day Mum: <https://rainydaymum.co.uk/#sthash.AhQfINEh.dpbs>

Teaching Resources: <https://www.tes.com/teaching-resources>

50 things to do before you are 5: [https://leeds.50thingstodo.org/app/os#!/50-things-to-do\[1\]before-youre-five](https://leeds.50thingstodo.org/app/os#!/50-things-to-do[1]before-youre-five)

Roles and responsibilities

Note: the suggested responsibilities below relate to where a whole class/bubble is isolating and would be reduced when it is fewer children isolating and the majority of the class are in school.

Teachers and Room Leaders

When providing remote learning, teachers and room leaders will be available between 8.30 am and 3.00 pm. 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 providing remote learning, teachers and room leaders are responsible for: Making sure all remote learning begins with clear learning intentions. Working with their class teams to identify children's particular interests and needs, and identifying the focus for learning.

Suggested activities should provide opportunities for learning across the prime and specific areas of learning of the EYFS. Any concerns or complaints shared by families should be reported to the Headteacher either by phone (01473 742534) or via the school email account: admin@highfield.suffolk.sch.uk

Early Years Educators must be available between 8.30 am and 3.00 pm. 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, they will carry out their key person role under the direction of their class teacher.

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, which has been updated in response to the Covid-19 Pandemic.

The SENDCO

Ensuring that children with EHC plans continue to have their needs met while learning remotely, and liaising with other organisations to make any alternate arrangements for children with EHC plans if required.

The Administrative Team

Supporting the communication with families via telephone mainly but face to face if resource packs need to be collected by families on their daily exercise.

Families and children

Families will be encouraged to engage with the learning activities. They can seek help if they need support, from staff available. Parents/carers to make the school aware if their child is sick or otherwise can't engage with their learning, seek help from the school if they need support, be respectful when making any concerns or complaints known to staff.

Governing Body

The governing body is responsible for:

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Monitoring the 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.

Links with other policies

This policy is linked to our Dispositions policy, Supporting Behaviour policy, Child Protection and Safeguarding policy, Data protection policy and privacy notices, Online safety and acceptable use policy plus our Code of Conduct.

Highfield Children's Centre continue to offer a range of activities and outreach services under strict COVID 19 safe guidelines.

These include: Targeted one to one adult sessions and will include services, such as domestic violence support, employment and training support, debt, budget management, hardship and those who are in need of immediate support relating to issues that are impacting on them or their family. This is in line with the Children's Centre services Core Offer.

This policy has been written by a selection of staff and approved by the Governing Body.