

Putnoe Primary School  
Remote Education Policy

## 1. Statement of School Philosophy

Putnoe Primary School has always strived to be creative, innovative and support our parents/children in the best way possible to make learning purposeful and holistic. Our strategy for remote learning continues this.

## 2. Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (including SEND) who aren't in school through use of quality Online and offline resources and teaching videos
- Provide clear expectations members of the school community with regards to delivery high quality interactive remote learning
- Include continuous delivery of the school curriculum, as well as support of Motivation, Health and Well-Being and Parent support
- Consider continued education for staff and parents (e.g. CPD, Supervision and Meet the Teacher)
- Support effective communication between the school and families and support attendance

## 3. Who is this policy applicable to?

- A child (and their siblings if they are also attending Putnoe Primary) who is absent because they are awaiting test results and the household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal.
- A child's whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.
- All children at Putnoe Primary in the event of a local or national lockdown.
- Parents/carers to support their understanding of expectations
- Teachers, TAs and support staff

## 4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools to communicate with children e.g. Microsoft Teams, Zoom, as well as for staff CPD and parents sessions.
- Use of Recorded or live video for Start Day registration, instructional videos and assemblies
- Phone calls home
- Printed learning packs
- Physical materials such as story books and writing tools
- Online learning resources e.g. BBC Bitesize, Oak Academy, Times Tables Rockstars, Numbots, Monster Phonics, Spelling Shed, Espresso, Oxford Owls, Phonics Play, Collins Connect and Epic books

The detailed remote learning planning and resources to deliver this policy can be found here:

<https://www.bbc.co.uk/bitesize>

<https://www.thenational.academy/>

<https://play.trockstars.com/auth>

<https://play.numbots.com/#/account>

<https://monsterphonics.com/how-it-works/>

<https://www.spellingshed.com/en-gb/>

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

<https://www.oxfordowl.co.uk/for-home/find-a-book/library-page/>

<https://connect.collins.co.uk/school/portal.aspx>

<https://www.getepic.com/>

<https://www.discoveryeducation.co.uk/>

Support for staff can be found here:

[https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19?utm\\_source=30%20October%202020%20C19&utm\\_medium=Daily%20Email%20C19&utm\\_campaign=DfE%20C19](https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19?utm_source=30%20October%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19)

Further links can be found in Appendix 1

## 5. Home and School Partnership

Putnoe Primary 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.

Putnoe Primary School will provide support for parents on how to use Microsoft Teams and Zoom as appropriate and, where possible, provide personalised resources.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Putnoe Primary School would recommend that each 'school day' maintains structure

We would encourage parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils with work encouraging them to work with good levels of concentration.

Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on case-to-case basis.

All children sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on computers at home.

## 6. Roles and responsibilities

### Teachers

*To 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.*

Putnoe Primary School will provide a refresher training session and induction for new staff on how to use the online remote learning apps and platforms.

When providing remote learning, teachers must be available between 8:50am and 3:20pm

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 are responsible for:

Setting work:

- Teachers will set work for the pupils in their classes. Staff will liaise in examples where specialist staff are deployed e.g. Year 6
- Where possible, the work set should follow the usual timetable for the class had they been in school
- Weekly/daily work will be shared (how this is shared will depend on the activity and subject)
- A minimum of 2-4 hours work will be set daily
- Teachers in Nursery and Reception will set work via e-mail
- Teachers in Year 1-6 will be setting work via e-mail but will support this using video lessons on Microsoft Teams/Zoom. These may be a combination of live-

streamed lessons or pre-recorded lessons from approved providers e.g. The National Academy.

- Providing feedback on work
- Where it is possible, completed reading, writing and maths work should be returned by 1pm to enable teachers to begin providing feedback. Feedback will be provided in the frequency stated in the marking and feedback policy
- All curriculum tasks submitted by 3.30pm and teachers will comment as per the marking policy
- Keeping in touch with pupils who aren't in school (and their parents)
- If there is a concern around the level of engagement of a pupil/s parents should be contacted via phone to assess whether school intervention can assist engagement
- Work submissions and specific questions about lessons should be directed to the teacher accounts (class@pps.bedssch.co.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

### **Teaching Assistants**

- Teaching assistants must be available between 9:00am and 3:00pm. Specific details will be shared with staff according to the type and duration of lockdown and will make allowance for the availability of appropriate ICT facilities
- 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 assistant must complete tasks as directed by a member of the SLT

### **Senior Leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school including the daily monitoring of engagement.
- Monitoring the effectiveness of remote learning – explain how they'll do this, such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

### **Designated safeguarding lead**

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

### **IT Provider**

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

Assisting pupils and parents with accessing the internet or devices

### **The SENCO**

- Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.
- 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 alternate arrangements for pupils with EHC plans and IHPs
- Identifying the level of support

### **The School Business Manager**

- 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.

### **Pupils and parents**

- Staff can expect pupils learning remotely to:
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers
- Alert teachers if they're not able to complete work
- Return work in an appropriate format and by set deadlines

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

### **Governing Board**

The governing board is responsible for:

- 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

### **7. Links with other policies and development plans**

This policy is linked to our:

- Behaviour policy
- Child protection/Safeguarding policy
- Data protection policy
- Online safety acceptable use policy
- Staff Code of Conduct Policy

## Appendix 1

### Bedford Borough Educating Pupils at Home – Resources for Families

The below links are further sites that have been set up with links to resources ideas, solutions, plans and support.

<http://homelearninguk.com>

<http://www.amazingeducationalresources.com/>

<https://kidsactivitiesblog.com/135609/list-of-education-companies-offering-free-subscriptions/>

The sites can be quite overwhelming, so think carefully about what you are looking for to make it easier to search. You should be cautious about trying something wholly new.

#### *Resources for pupils*

1. [Learning by Questions](#) offers 60,000 questions, allowing pupils to deepen their knowledge, freeing up what limited time teachers have...
2. [Me Power](#) provides more than 100 practical tactics and tips to improve examination performance.
3. KAZ-Type is a [typing software that is differentiated](#) in order to be accessible to both mainstream students and those with special educational needs.
4. [Gojimo.com](#) has GCSE quizzes that relate to different specifications and are set up and ready to go.
5. [Socrative.com](#) allows teachers to create simple quizzes that students can take quickly.
6. [Quizlet.com/live](#) can be used to create keyword flashcards online and give out to students.
7. Another great app for creating timed quizzes is [Kahoot.com](#) for added competition for keywords or ideas.
8. [Memrise.com](#) is a useful app for all languages and uses videos to help learners.
9. Tableau Public is a great platform to connect to a spreadsheet and create [interactive visuals](#).
10. Looking for visual thinking? Try [bubbl.us](#), to help students better understand, remember and generate new ideas.
11. [Revisionbuddies.com](#) can provide short bursts of revision for many GCSE topics and tracks progress too. It even allows the pupils to access past papers and mark schemes.
12. [Goconqr.com](#) allows pupils or teachers to create mind maps and flashcards using key terms.
13. [Wordflex.com](#) app uses a dictionary with a focus on key terms and a content-rich curriculum.
14. Introduce creativity into your English classes – try [Young Writers](#).
15. Exam season can be stressful for pupils and mindfulness can be a way to combat this and improve grades overall. [Keltymentalhealth.ca/breathr](#) helps pupils focus and relax can be a useful tool for achieving top grades.
16. [Poll Everywhere](#) is a vital tool to gain feedback; ideal for voting and gathering data online.
17. [Brainpop](#) has a great set of videos, freely available for pupils.



18. Choose a video, give it your magic touch and track your students' comprehension. Try [EduPuzzle](#).
19. Make beautiful boards, documents, and webpages that are easy to read and fun to contribute to. Try [Padlet](#).
20. [Seneca Learning](#) offers many online courses for pupils.
21. There are loads of online resources pupils and parents can use. [Safer Internet Day](#) is all-year-round in my opinion.
22. [Young Money](#) supports teachers to develop and deliver high-quality financial education...
23. [Super Movers](#) is an initiative from the BBC and Premier League and is designed to help primary school teachers inspire children to become more active throughout their school day.
24. [Unio](#) creates lesson plans, content and provides feedback and evaluation tools.
25. Finally, it's been around for a while and just as good, [BBC Bitesize](#) resources and videos.

***A non-exhaustive list that might help those affected by school closures due to coronavirus, compiled by home educators.***

- Khan Academy  
<https://www.khanacademy.org>  
Especially good for maths and computing for all ages but other subjects at Secondary level. Note this uses the U.S. grade system but it's mostly common material.
- BBC Learning  
<http://www.bbc.co.uk/learning/coursesearch/>  
This site is old and no longer updated and yet there's so much still available, from language learning to BBC Bitesize for revision. No TV licence required except for content on BBC iPlayer.
- Futurelearn  
<https://www.futurelearn.com>  
Free to access 100s of courses, only pay to upgrade if you need a certificate in your name (own account from age 14+ but younger learners can use a parent account).
- Seneca  
<https://www.senecalearning.com>  
For those revising at GCSE or A level. Tons of free revision content. Paid access to higher level material.
- Openlearn  
<https://www.open.edu/openlearn/>  
Free taster courses aimed at those considering Open University but everyone can access it. Adult level, but some e.g. nature and environment courses could well be of interest to young people.
- Blockly  
<https://blockly.games>  
Learn computer programming skills - fun and free.
- Scratch

<https://scratch.mit.edu/explore/projects/games/>  
Creative computer programming

- Ted Ed  
<https://ed.ted.com>  
All sorts of engaging educational videos
- National Geographic Kids  
<https://www.natgeokids.com/uk/>  
Activities and quizzes for younger kids.
- Duolingo  
<https://www.duolingo.com>  
Learn languages for free. Web or app.
- Mystery Science  
<https://mysteryscience.com>  
Free science lessons
- The Kids Should See This  
<https://thekidshouldseethis.com>  
Wide range of cool educational videos
- Crash Course  
<https://thecrashcourse.com>  
You Tube videos on many subjects
- Crash Course Kids  
<https://m.youtube.com/user/crashcoursekids>  
As above for a younger audience
- Crest Awards  
<https://www.crestawards.org>  
Science awards you can complete from home.
- iDEA Awards  
<https://idea.org.uk>  
Digital enterprise award scheme you can complete online.
- Paw Print Badges  
<https://www.pawprintbadges.co.uk>  
Free challenge packs and other downloads. Many activities can be completed indoors.  
Badges cost but are optional.
- Tinkercad  
<https://www.tinkercad.com>  
All kinds of making.
- Prodigy Maths  
<https://www.prodigygame.com>  
Is in U.S. grades, but good for UK Primary age.
- Cbeebies Radio  
<https://www.bbc.co.uk/cbeebies/radio>

Listening activities for the younger ones.

- Nature Detectives  
<https://naturedetectives.woodlandtrust.org.uk/naturedetectives/>  
A lot of these can be done in a garden, or if you can get to a remote forest location!
- British Council  
<https://www.britishcouncil.org/school-resources/find>  
Resources for English language learning
- Oxford Owl for Home  
<https://www.oxfordowl.co.uk/for-home/>  
Lots of free resources for Primary age
- Big History Project  
<https://www.bighistoryproject.com/home>  
Aimed at Secondary age. Multi disciplinary activities.
- Geography Games  
<https://world-geography-games.com/world.html>  
Geography gaming!
- Blue Peter Badges  
<https://www.bbc.co.uk/cbbc/joinin/about-blue-peter-badges>  
If you have a stamp and a nearby post box.
- The Artful Parent  
<https://www.facebook.com/artfulparent/>  
Good, free art activities
- Red Ted Art  
<https://www.redtedart.com>  
Easy arts and crafts for little ones
- The Imagination Tree  
<https://theimaginationtree.com>  
Creative art and craft activities for the very youngest.
- Toy Theater  
<https://toytheater.com/>  
Educational online games
- DK Find Out  
<https://www.dkfindout.com/uk/?fbclid=IwAR2wJdpSJSelTf4do6aPhff8A3tAktmpaxgZbkqudD49I71ep8-sjXmrac>  
Activities and quizzes
- Twinkl  
<https://www.twinkl.co.uk>  
This is more for printouts, and usually at a fee, but they are offering a month of free access to parents in the event of school closures.

### *Resources recommended by schools*

Bedrock Vocabulary - evidence-based and fun online learning sites. Bedrock is suitable for all Key Stages. [Bedrock is FREE for all schools that are closed!](#)

English teachers - Litdrive account. <https://litdrive.org.uk/> -useful resources on there including work booklets that students can complete at home.

Here are a few more resources for EYFS to share with families/schools suitable for EYFS

- Early Education  
<https://www.early-education.org.uk/download-free-resources>
- Muddy Puddle Teacher  
<https://themuddypuddleteacher.co.uk/>
- Nature Detectives  
<https://naturedetectives.woodlandtrust.org.uk/naturedetectives/activities/>

### **Resource packs**

<https://www.st-lukesislinton.co.uk/remote-learning/>