

Littleover Community School



and Sixth Form Centre

Remote Learning

Information for Parents and Students

School Leader	Caroline Spalding
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Policy	Internal Policy
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Date of next review:	September 2026
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Learning from Home – Information for Parents and Students.

Littleover Community School is committed to ensuring that any students who have to learn from home due to any form of Covid-19 restrictions or extreme weather conditions have a positive experience of learning and are able to keep up with their peers learning in school.

Whole year groups or whole classes learning at home.

- **For the first day of remote learning** students will be set work on Go4schools by their teachers for that day's lessons. Students should also use any spare time to get up to date with homework tasks.
- **From the second full day of remote learning** students will follow their normal school timetable on Teams. Some teachers will spend the whole hour on Teams, explaining work, setting short tasks for students to do with Teams still open, then bringing the class back together to conclude the lesson.
- Sometimes teachers will explain the work and set students a longer task to work on independently. The teacher may end the Teams lesson and ask students to email if they have any problems. Teachers' explanations should be at least 20 minutes.
- Students might be asked to log on to specialist subject software for their remote learning, eg Mathswatch, Doodle, Oak Academy. All of these include teaching and explanations, practice questions and immediate marking and feedback.
- Teachers will record attendance at Teams lessons and log absences and incomplete work, on G4S. HoY will contact students who are not engaging in Teams lessons.
- All subject areas will set work on Go4Schools or Teams/files. Worksheets/resources will be attached to G4S or on Teams files. The teacher will give clear instructions about how to access resources in the Teams lesson and in the details of the work on G4S.
- Students should follow their normal school timetable when working from home, spending 60 minutes on each lesson's work. Hence a student's working day will be 5 hours. KS4 and Sixth Form students should expect additional work to complete over and above these five taught hours.
- Students should complete the work in their exercise books, or on worksheets. These can either be printed out and stuck in books, or saved electronically in the student's school network area.
- Students should email their own teacher if they don't understand what to do on any task, or ask during a Teams lesson.
- Teachers will include details about which work should be submitted for formal marking, and how, in their instructions on Go4schools. Many teachers will use low stakes quizzes to assess student understanding, using Kahoot or MS Forms and some subject areas use specialist software which provides immediate feedback. For 10-14 day periods of working at home, teachers would normally ask students to hand in specific work on their return to school. For extended periods of working from home, students will be asked to email work to their teacher, or attach it to files in Microsoft teams. Teachers are not expected to mark all the work students complete at home.

- Form teachers, Learning/Behaviour Mentors, Heads of Year, Teaching Assistants or members of the Safeguarding team will contact students during the period of remote learning to check students' welfare and progress.
- Year group assemblies will be run on Teams, led by the Head of Year or Senior Management team.
- If students have any problems other than their school work, they should contact their Head of Year or email admin@littleover.derby.sch.uk

Individual or small groups of students having to isolate.

This applies to:

- students isolating after a positive Covid test result.

Teachers will set work on Go4Schools. Wherever possible this will be same work as the rest of the class are doing at school. Work will be set on the same day as the lesson. The work will usually consist of some explanation; this may be a PowerPoint with added instruction/explanation or a link to a useful video, plus some written work, using a textbook or worksheet attached to Go4schools or on the I drive (Student resources)

Teachers may set work from Mathswatch, Doodle, Oak Academy etc which is different to what has been completed in the lesson at school, but which covers the same learning objective, content and skills.

Students should complete written work either on the worksheets attached to Go4Schools or in their exercise books. Teachers may ask students to email in their work for marking, otherwise the work should be brought into school to the first lesson back of each subject. Teachers will check the work has been completed to a satisfactory standard, but are not expected to mark all the work completed at home. This may happen the next time the teacher takes in that class's books. Any work which is completed on a computer, eg in Word or Excel documents, should be saved in the student's school network area for future reference. If the teacher has asked for a copy of the work it should either be printed off or emailed to the teacher.

If students have any problems other than their school work, they should contact their Head of Year or email admin@littleover.derby.sch.uk

Support for students without digital/online access at home

We have collected information from all students about their access to laptops, the internet etc at home.

At the start of any period of remote learning we will contact students who do not have access to a computer at home to arrange for them to borrow a laptop from school. Many Pupil Premium and LAC students have already been loaned laptops and still have these.

If there are any other students who cannot access a laptop etc at home, parents should contact school, as we may be able to lend out equipment.

If students cannot access worksheets, they should contact school so we can arrange for these to be printed off in school. These can either be posted or collected from reception.

If students have problems accessing technology they should contact school, either by phone 01332 513219, or by emailing admin@littleover.derby.sch.uk

Contact between school and students /parents

When whole year groups, or groups of students are learning from home for an extended period of time, staff will make phone contact with students to check on their progress and to give students the opportunity to discuss any worries or concerns. This may be a student's form teacher, one of their subject teachers, Head of Year, a TA, or a member of the wellbeing team or behaviour support team.

During longer periods of remote learning, Heads of Year will run assemblies or quizzes approximately once a week in order to keep in contact with students.

Teachers will continue to use Go4schools to log positive points for high levels of effort and excellent work. If students do not submit work when requested, or if they miss Teams lessons, teachers will log a concern on Go4Schools. Parents are asked to continue to monitor G4S so they can see the work being set and any positive points/concerns. Heads of Year will contact students/parents about any concerns.

SEND students

Students with an EHCP, and others who need more support, will be assigned a key worker, usually a teaching assistant who knows them well. The key worker will be the first point of call if a student is struggling with any of the work. TAs attached to a particular class will watch recorded lessons or join Teams lessons so they know what work is being covered and will contact SEND students who they feel may need additional support.

Contact with subject teachers

Since the school closure in Spring/Summer 2020, many students have got into the habit of emailing their teachers when they have questions about their work. We want to encourage this, but remind students that they should look at previous work, instructions and other resources to try to overcome problems themselves first. Teachers may not be able to reply immediately, but would normally do so within 24-48 hours.

Teachers have been told not to reply to messages that are not polite or demonstrate that a child has not persevered with the task themselves first.

GCSE and A level students may be allowed to use the Chat function during Teams lessons to send in messages or answers during a live lesson and sometimes teachers will allow students to turn on their microphones to ask and answer questions. This Chat function is monitored and inappropriate use will result in sanctions.

Other general information

- If students are well enough to complete school work, they should work from 8.40am to 3.00pm, following their normal school timetable as far as possible. It is important to stick to normal routines so students are ready to learn every day. GCSE and A level students may need to work longer than this in order to complete all the work set.
- Students should check Go4Schools regularly for new work, plus their school email messages.
- Just as students would have short breaks between lessons at school to swap rooms, students should take short breaks at home too, and stop work at lunchtime for about 45 minutes.

- It is useful to build in some physical exercise and/or time outside in the fresh air when the weather permits. Any activities and contact with other students depends on whether the student is self- isolating or not.
- Students should use any spare time to catch up on homework, learn language vocabulary, to do extra work from Mathswatch, Seneca learning, GCSE Pod etc or to make their own revision notes on topics covered earlier in the year at school.
- It is important that students continue to read regularly, both fiction and non-fiction. Research shows that students who read on a regular basis build up a wider vocabulary and generally do better at school.
- If students have problems accessing Go4Schools please contact school, either by phone or email. (admin@littleover.derby.sch.uk)
- If parents are concerned about their child's progress or wellbeing they should email the school admin address or ring school.

Safeguarding when working from home

The safety and welfare of all our students is of paramount importance during remote learning, just as it is when students are working in school.

Contact during periods of remote learning:

- Our Safeguarding and Well-Being team will make regular contact with students they currently work with.
- Teachers or other staff who contact students during remote learning who have any concerns about a student should pass these onto the Safeguarding team in the normal way.
- Parents or students can contact the Safeguarding team using contact.safeguarding@littleover.derby.sch.uk or by using the link on MyLCS.

Working safely:

- Students should be appropriately dressed, casual wear is fine, not pyjamas.
- Students should work in a shared area if possible, eg kitchen or dining room. If a student has to work in their bedroom the door should be open. There should be a plain background behind the student, or blur the background.
- Students should turn off their camera and microphone, unless asked to put them on by their teacher. Ensure that no personal information can be seen/heard if cameras/microphones are on.
- Students should use their school email account, not personal accounts, for all activity related to on-line learning
- All activity on Teams lesson must be in line with normal school expectations.
- Ensure laptops and PCs have antivirus and anti-malware software and any necessary security patches/updates.



- Teams lessons will be recorded and stored for a month so that students can watch the lesson again if they need to. Teachers may review student behaviour/use of the chat function if necessary and follow up with behaviour sanctions.

More information about working safely is available in our e-safety policy on the school website.

