

Dear Parent/Carers,

As we announced at the end of Term 5, from next week (Monday 8th June) we are moving over to using Microsoft Teams Classrooms to set your son/ward work, provide him with help on any work he is finding difficult and give him a quicker and easier way to send his work back to his teachers.

### How will it work?

Over half-term your son/ward will have been added to a Microsoft Teams Classroom based on which set he is in. All his subjects will be in one place.

Whilst home learning, students will be asked to follow a weekly timetable:

- Students will be asked to complete three hours of learning daily (one hour per subject)
- Students can set their own schedule, however work will be released according to the timetable below
- All work must be submitted as soon as it is completed
- The deadline for any final pieces of work is every Friday at 7pm
- Work will be posted on Microsoft Teams every morning
- Work will come in different forms, such as: PowerPoints, worksheets etc
- Some work will allow students to adjust documents online and submit; others will require students to write down their solutions/work
- Students can take photographs of their work and send these in via Teams for their teachers to see
- PE and DT weekly challenges will be set via Facebook and Twitter for students to complete.

### Year 7

	Monday	Tuesday	Wednesday	Thursday	Friday
Lesson 1	English	Science	English	Science	English
Lesson 2	History	Geography	Art	Music/PA	ICT
Lesson 3	Maths	French/Spanish	Maths	Personal Development	Maths

### Year 8

	Monday	Tuesday	Wednesday	Thursday	Friday
Lesson 1	Maths	French	Maths	Personal Development	Maths
Lesson 2	ICT	History	Geography	Art	Music/PA
Lesson 3	English	Science	English	Science	English

You will have noticed that PE and DT do not appear on the timetables above and this is because, instead, we will be setting weekly challenges via our social media pages. Please follow our Facebook and Twitter pages to be able to participate in the weekly challenges. It's been fantastic to see our students creating and building over the lockdown period, as well completing various home workouts, therefore we would like to encourage this to continue and would like more of our students to send in images of their creations and workouts to us via the social media pages.

The Teams groups that students have been added to will allow them to ask questions of their teachers, but it is essential that they follow the same rules as in the classroom, remembering to use appropriate language. We ask that our students avoid using emojis or symbols as any inappropriate use of written communication will be sanctioned.

To make it clear who they are directing their questions to please ensure that they '@ the teacher's name. There are channels down the side for each subject so, for example, if you have a question about English, click on the English Channel and ask your question there. This will help make sure that you are talking to the right teacher about the right piece of work.

### **How do I get started?**

Microsoft Teams will work on multiple devices such as laptop, Mac, PC or mobile phone. The most user-friendly way of using Microsoft Teams is by using the app version. To download the app just follow this link (if the link does not work, copy and paste it into your search bar, or Google 'download Microsoft Teams' and click the first link):

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

Once you've downloaded it, you can login using your @sflt email address and password and your Classroom will be there. If you don't want to use the app, or can't download it, you can also access Microsoft Teams via any internet browser in the same way that you access your email account – if you click the link in the invitation email you've been sent, it will take you to MS Teams online.

This is new for everyone and will take a bit of getting used to, so we've put together some videos and step-by-step guides to help you. You can find these on the Academy Website here - <http://www.sflt.org.uk/greenacre/academic/homelearningstudents/> You can also email [teamssupportGA@sflt.org.uk](mailto:teamssupportGA@sflt.org.uk) to get support or ask any questions about how to get it set up.

This is how all work will be set for Term 6, so it is really important that your son/ward knows how to access their Teams Classroom ready for Monday 8<sup>th</sup> June.

We hope that you are all staying safe and we look forward to the time when we can see your son/ward again in school.