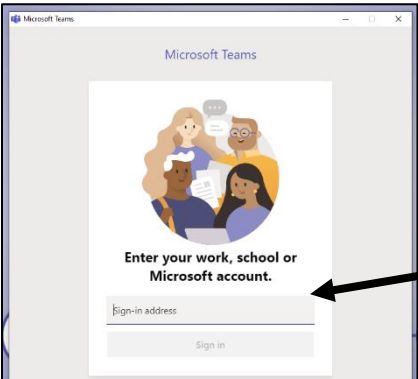
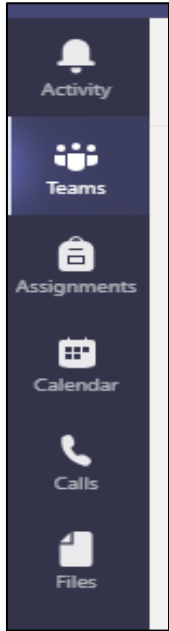
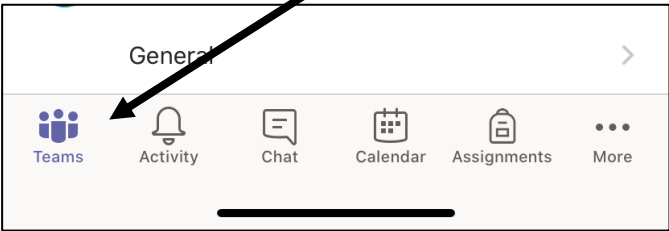


## Remote Learning

This document provides guidance for students on how to access remote learning resources via Microsoft Teams.

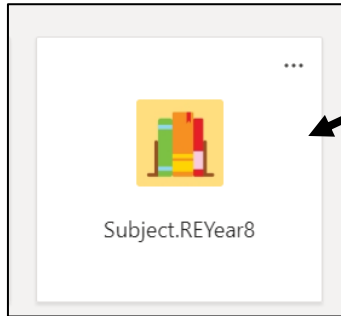
Please read the Remote Learning FAQs for answers to common questions about remote learning, e.g. what to do with work once it is completed.

<p>1. Download Microsoft Teams onto your desktop and/or device.</p>	<p><a href="https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app">https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app</a></p>
<p>2. Sign in using your school email address and password.</p> <p>If you forget your email address and password please 'Contact us' via the website.</p>	
<p>3. The navigation bar shows notifications just for you in 'Activity'. Clicking on 'Teams' will give you access to each subject team that you are a member of.</p> <p>The navigation bar will be on the left hand side of the screen on a desktop.</p> <p>The navigation bar is at the bottom of the screen on phones.</p> <p>4. Click on 'Teams'.</p>	<p>Example desktop view:</p>  <p>Example phone view:</p> 

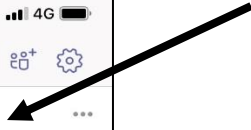
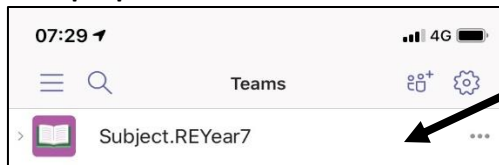
5. Click on the subject team you would like to access. Follow your school timetable as much as possible, completing lessons in the order that you would in school.

You will only have access to subject teams for your year group.

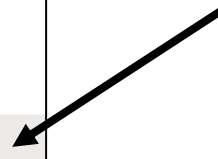
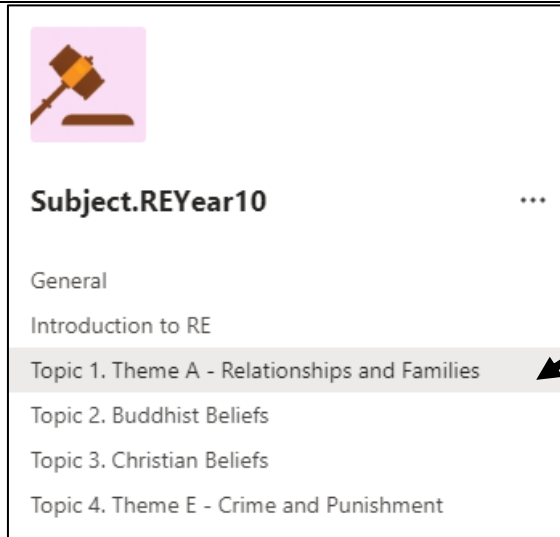
**Example desktop view:**



**Example phone view:**



6. **Key Stage 3 and 4** – when in your subject team, click on the subject topic you are currently studying in school.

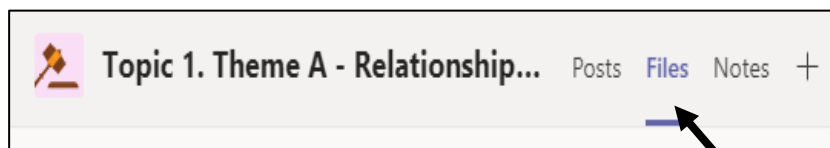


**Note** - this example is for illustrative purposes.

7. All work for that subject and topic can be located in 'files'.

Follow your school timetable as much as possible, completing lessons in the order that you would in school.

When using the files in the subject team, ensure you use them in order and keep track of the lessons you have studied.



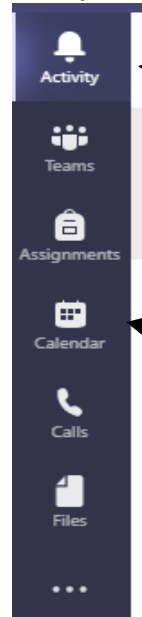
**Note** - this example is for illustrative purposes.

8. **Key Stage 5** – your teachers will interact with you by setting ‘assignments’ and/or delivering live lessons with your class team.

Notifications for assignments and live lessons will appear in ‘Activity’.

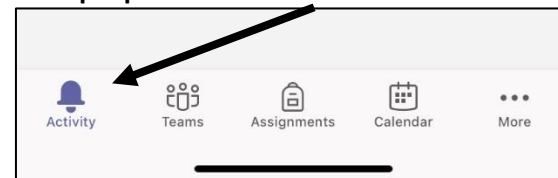
Ensure you are logged in on Teams throughout the school day. Your teachers will always interact with you about your remote learning via Teams.

#### Example desktop view:



Where applicable, live lessons will also appear in your calendar. You **must** attend these as you normally would in school.

#### Example phone view:



#### Important notes:

- Where possible try to follow your school timetable, completing lessons that you would normally have on each day.
- Work through the lessons in order.
- You are not required to print resources out – you can work on paper where necessary.
- Support your learning with other resources you have at home e.g. revision guides and textbooks.
- Ensure work is completed to a high standard and follows the school’s expectations of PROUD.
- You can email your teachers any questions you may have via school email. We have disabled the Chat function for all staff and students on Microsoft Teams for safeguarding reasons.
- Read the Remote Learning FAQs on our website for answers to common questions about remote learning, e.g. what to do with work once it is completed.