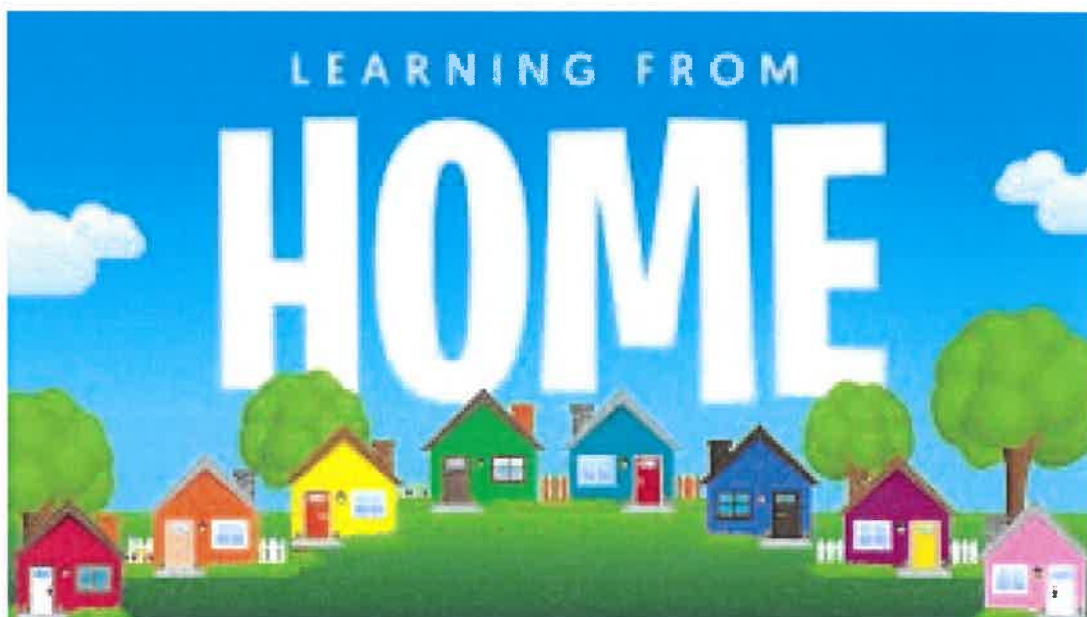




My
‘Learning from Home’
Workbook

January 11th to February 12th 2021.



Name:

Tutor group:

Using this workbook to record the work you complete in your TEAMS lessons each day.

- You use this booklet to do all your lesson work in, it will keep all your work together for you. Just follow on one subject's work after the other, on the same pages, so you simply fill up each page over the course of each day. Do not start a new page each lesson or the booklet won't last long enough.
- Where your subjects have sent you your exercise book/worksheets to complete and/or work to do in Assignments in TEAMS then you need to complete this work following their instructions. This booklet is for you to use where you have nowhere else to save your work in, or you are directed to use it in lessons by your teacher.
- If you want to you could print off this work and stick it in this booklet or you can save this work electronically, as long as you complete the work and save it somewhere. Saving it is the crucial bit!
- Where you need to save your work electronically you need to set up a system for this. You can save your work on your laptop, but the best place to save it is in the One Drive Cloud, as you have been taught to do in your IT lessons. If you save all your work in One Drive, then you can easily access it when you are back in school and print it off.
- In One Drive Cloud you need to/have already set up one folder for each of your subjects and then you can save your work into each of these folders. This will organise your work for you and make sure everything you do at home is kept safe, ready for you and your teachers to use when you are back in school.
- To get to your One Drive cloud you need to follow the instructions below to get to the One Drive Cloud:

1. Use the school website to access the portal and click on Office 365



2. Then this screen will pop up and click on the One Drive icon shown in the left-hand list:



3. Remember to use your school email and network password to log in.
4. If you need IT help please email - helpdesk@hummersknott.org.uk – and we will support you.
5. For teacher help with One Drive email Mr Jackson – tjc@hummersknott.org.uk – and he will help you.
6. Any more queries – please email me – hby@hummersknott.org.uk

- Once in One Drive, it will look like it does below, and you can use the blue 'NEW' button to create a new folder for each of you subjects and use the 'UPLOAD' button to add your work into a folder. Students in Years 7 8 & 9 have already learned all about One Drive and have already set up their folders in their IT lessons.



Learning through TEAMS Lessons.

When we are learning remotely through TEAMS lessons all our normal classroom rules and expectations apply and if we need to contact home about your behaviour in lessons, we will do this as we normally would.

Remember that the Message Chat function is there for communication between you and your teacher, just as you would talk to them in class to ask questions or check something out. This chat is recorded for every lesson you are in and any inappropriate use of it will be dealt with, just as we would if you were physically present in our classroom.

You must ALWAYS use your school email to log into your TEAMS lessons, no other account will be allowed access to our lessons. Do not use a guest account, as your teacher will not let you join in. This is an academy safeguarding action so that we can ensure that you and your teacher are safe at all times, whilst lessons happen online. If your school email isn't allowing you to access your TEAMS lessons you need to email your teacher to tell them you have a problem and then email our IT helpdesk helpdesk@hummersknot.org.uk so that they can help you and get you sorted out OK.

We have set up clear ways to work when you are learning at home through TEAMS lessons, which we are calling **Tetiquette** – Etiquette for TEAMS, where the noun etiquette means:

Etiquette is defined as the formal **manners** and rules that are followed in social or professional settings. The rules of writing a thank you note are an example of **etiquette**. noun.

Our **Tetiquette** is shown for you below and we expect you to abide by these formal manners and rules at all times when you are in your TEAMS lessons online. If we did need to ring home to support you to understand these rules and support you to be able to follow them, then of course we will do so. Failure to follow them will result in a conversation with a member of the Leadership Team, which would be logged as a call out (just as we would do if we were in school) and could result in you not being allowed into your TEAMS lessons.



Hummersknot Academy



Tetiquette...

Etiquette for virtual lessons, when learning through TEAMS, your do's and don'ts.

1. Camera Off & Mics Muted:

Ensure you have your camera turned off and your microphone muted.
Your teacher will ask you to unmute if you are required to feedback during discussions.

2. Chat Function:

The chat function must only be used to communicate with the teacher.
The teacher may ask you to respond through the chat function to ask and answer questions.
You must not communicate with peers.

3. Entering and Leaving the Lesson:

The teacher must be the first to enter the lesson and the last to leave.
The teacher has the right to remove you from the lesson if you are slow to leave the lesson when it ends.

4. Be On Time:

Make sure you arrive to your lesson on time.
A register will be taken by your teacher every lesson.

5. Complete all lesson activities:

It is an expectation that you complete all relevant learning activities provided.
These must be completed timely and to the best of your ability. These activities are set to support your learning.

6. Be Organised:

You must come prepared to each lesson with relevant equipment such as a pen and paper.
Always store your work either paper based in an exercise book /folder/file or electronically on a computer.

7. Be Polite:

You must respect others and yourselves.
You must be focused and present in all lessons, giving your full attention at all times.
The teacher again has the right to remove you from the lesson if you are disrupting the learning of others.
You must not use your phone in lesson time, unless to access the TEAMS app/to support your learning.