

Home Learning Workbook

Most of your home learning will be completed in your Home Learning Workbook. There may be subjects where your teacher directs you to complete it in a sketchbook, plain paper or electronically. Read the instructions carefully.

It is important the work you complete is well organised so that it can be revisited in the future. Each piece of work should be clearly labelled with the **subject, topic or lesson title** and **the date**. Titles should be **underlined**.

Your teacher may ask you to **photograph or scan pages** of completed work so that they can provide feedback. Do not remove the pages when scanning or copying.

Live learning will be delivered using **Microsoft Teams**. You will receive an invite for lessons via your school email address and Outlook calendar. Live Learning means the teacher will hold the lessons in real time. The teacher will deliver content, set independent work, and give you time to apply your learning. You will also be able to ask questions.

How to access Microsoft Teams

- Microsoft Teams is accessed through www.Office.com.
- Your login is the same as your school computer login. **A number followed by @kovessex.co.uk**.
- Your password is the same as your school computer login password
- If you cannot remember your password, your parent should contact email ITHelpdesk@kovessex.co.uk
- Once you are in Teams, select the Teams App from the left toolbar
- You will see all of the Teams (classes) you have been added to
- When a teacher adds you to a team (class) you will receive an email to let you know. All email notifications are sent to your school address so please check it regularly

Starting a Live Lesson in Teams

- Mute yourself and turn the camera off
- Join the meeting
- Read the welcome slide. This slide will set the scene for the lesson and help you to be ready
- Record the title and date in your home learning workbook – this will be displayed on the welcome slide
- The meeting will be started by your teacher
- You are expected to participate in learning and feedback using the hands up and chat bar tools
- Behaviour in live lessons must be exemplary. Every lesson is recorded

Remote Learning will be set via Firefly as tasks. You will complete this work independently following the school timetable. You will be asked to submit work electronically. The task will tell you how to do this.

If you have any concerns or you are not able to access work, please contact your teacher.

This can be done via Firefly or using [home learning contacts](#) on the student home learning page website page.