

## Home Learning: Guidance for Students - March 2022 V7



**Important Note for Students who are Home Learning:** If you have **any** issues with the work on Teams, for example if you cannot find the work or if you don't understand the instructions, the quickest way to resolve the issue is to **contact your subject teacher directly through the Chat function of Teams**.

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1. Your teachers will provide work for you on **Microsoft Teams** if you are not able to attend lessons, for example:
  - If you are self-isolating because you have tested positive for Covid-19 but you do not have any symptoms and you feel well enough to complete schoolwork at home.
  - If you are unable to travel to the UK from abroad because of Covid travel restrictions.
  - If you have been temporarily excluded.
  - If you are taking part in an approved activity and you have your **teacher's permission** to miss a lesson. For example, a medical appointment, an approved sports fixture, a school trip, a careers interview or a student panel.
  - **Please note:** There may be other, exceptional circumstances in which teachers will be asked to provide work for students on Teams. These requests will be dealt with on a case-by-case basis.
2. If you are working from home, you will follow your normal school timetable. Your teachers will set work so that you can follow the normal curriculum from home.
3. Your lessons will follow the normal school timings:  
**Period 1:** 9:00am-10:00am  
**Period 2:** 10:05am-11:05am  
BREAK  
**Period 3:** 11:25am-12:25pm  
LUNCH  
**Period 4:** 1:40pm-2:40pm  
**Period 5:** 2:45pm-3:45pm

#### 4. How to access Microsoft Teams:

It is advisable to use **Google Chrome**.

Log on to Microsoft 365:

**Go to:** portal.office.com

**Username:** (your school email address e.g. smithjo.11@wyndhamcollege.org)

**Password:** (your normal school password)

On the left hand side of the screen, click on the blue 'Teams' icon.

You also have access to:

- Your school email account (Outlook)
- Microsoft Word
- PowerPoint
- One Note

**CISS (ICT Support) Telephone:** 01953 609 026

5. You will find a guide to using Microsoft Teams [here](#). Click on "How to Use Microsoft Teams."
6. It is possible to access Microsoft Teams using a games console such as an Xbox or PS4 by following these instructions:
  - a. Go to your console's Library and choose the option for Games and Applications.



- b. Select Applications and then the web browser – on PS4 select the 'www' icon, on Xbox click on Microsoft Edge.
  - c. Type Microsoft Teams in the browser and then log in to your account using your username and password.
7. When you log in to Teams, click on the subjects which you would normally have on that day and you will find instructions from your teacher.
8. Your teacher will provide work in one of the following ways:
- Your teacher will provide written instructions for you to follow. Your teacher will be available to answer questions through the Chat function of Teams.
  - Alternatively, your teacher may 'live-stream' the lesson on Teams using a webcam in the classroom.
9. If you have any issues with the work on Teams, for example if you cannot find the work or if you don't understand the instructions, the quickest way to resolve the issue is to **contact your subject teacher directly through the Chat function of Teams.**
10. The Chat function on Teams is for work purposes only. All comments typed into the Chat function must be relevant and appropriate. You must **not** use the Chat function to communicate informally or socially with your classmates.
11. If you are unable to complete Home Learning tasks due to illness, please email College Office; [collegeoffice@wymondhamcollege.org](mailto:collegeoffice@wymondhamcollege.org). College Office will then inform your teachers that you are not able to do Home Learning tasks on that day.
12. **It is very important that every student is able to access Home Learning.** If you are unable to access Home Learning **for any reason**, please contact Mr Pointon (Assistant Headteacher – [pointojo.staff@wymondhamcollege.org](mailto:pointojo.staff@wymondhamcollege.org)) and we will do our best to help you.

Mr J Pointon  
March 2022

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## Troubleshooting

Having problems accessing your schoolwork on Teams? Follow these steps:

### Step 1

Look at your school timetable. Work out which lesson you would be in if you were in school.

### Step 2

Click on the correct subject on Teams.

### Step 3

Follow the instructions which your class teacher has left for you.

### Step 4

If you have **any** problems, the quickest way to get help is to contact your subject teacher directly through the Chat function of Teams.