

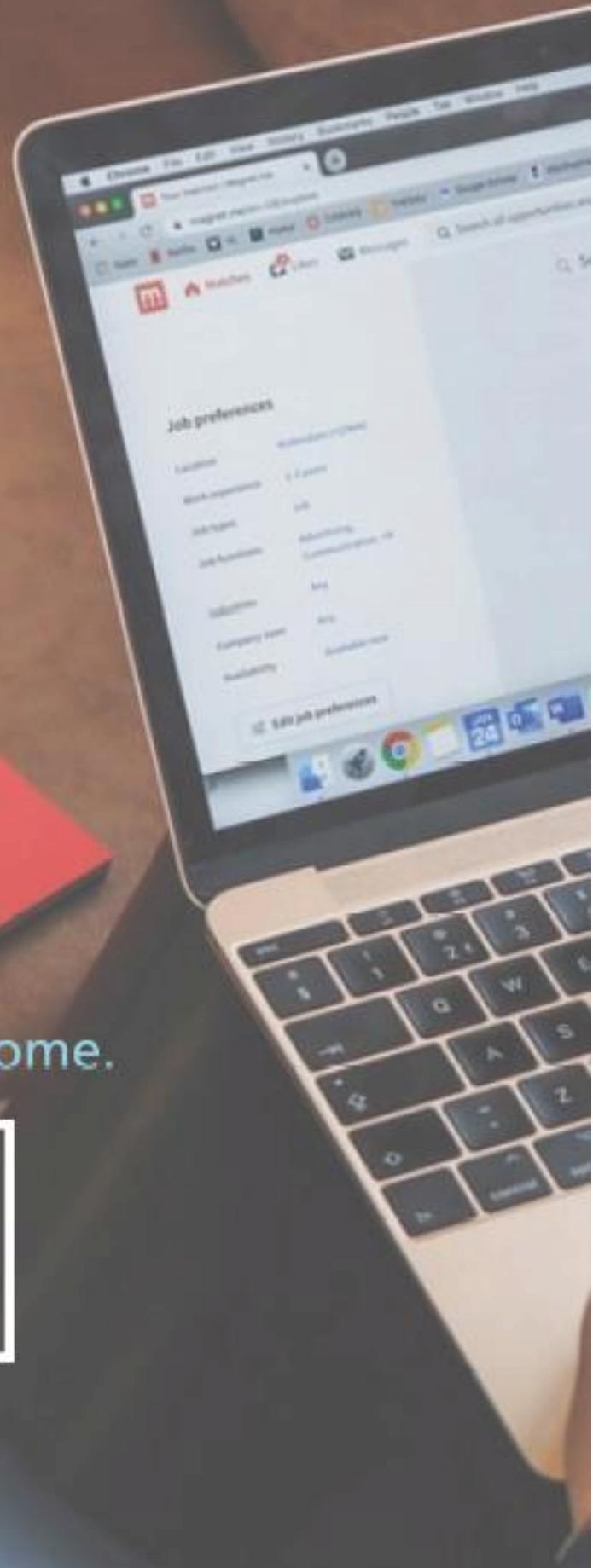


Sheffield Park Academy

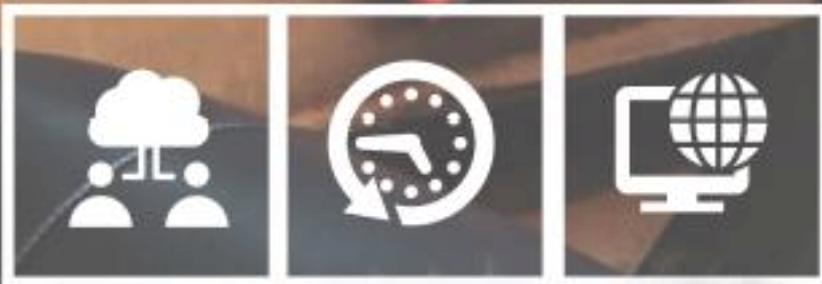
The best in everyone™

Part of United Learning

Flip to Home Learning



A guide to working from home.



Microsoft
Teams

Timetable
for Home
Learning

Home Learning
Expectations



Contents

Message from Mr Freeman	Page 3
How to keep in contact with us	Page 4
Students working from home January 2020 – Live lessons	Page 5
How to use Office 365 and Microsoft Teams	Page 7
Sheffield Park Academy code of conduct for online lessons	Page 10
How to find your lesson timetable	Page 11
Other Useful Links	Page 11
Safeguarding	Page 12
Wellbeing	Page 13

A message from Mr Freeman

Dear Parent/Carer and Pupil,

This guide sets out all the information pupils will need to continue their learning from home. We will be providing all year 7-11 students with 5 live lessons per day and all VI Form lessons will also be live. These live lessons will be broadcast over the Microsoft Teams platform. The following guide is designed to have all of the information that you need in one place, but please do contact us if you have any questions.



The log in and password are the pupils school email address and associated password. If students need their password reset, they are having problems logging in, or they do not know their login details they can email homesupport@unitedlearningyorks.org.uk to contact ICT technical support - please include:

- Full name of student,
- The year and form of the student,

Please follow the sequence of steps in this guide to access all of the areas needed to continue learning at home.

Logging onto the web-based version of office 365 allows access to Microsoft Teams, the platform that all remote learning including homework is set by Sheffield Park Academy.

Through TEAMS pupils:

1. Can access LIVE lessons taught by their teachers – they will effectively be joining the lesson which is happening in school remotely. This will give them the opportunity to keep up with their classmates and to ask any questions that they need to.
2. Can access remote tutor group sessions and assemblies

The following pages outline the expectations for the different scenarios that cause pupil absence so that you are clear as to what is required of pupils and the Academy on a daily basis.

If you have any difficulties regarding the accessing any of the information in this booklet then please do not hesitate to contact the following:

IT Support Email: homesupport@unitedlearningyorks.org.uk

General Enquiries Email: info@sheffieldparkacademy.org

Mr R Freeman - Principal



How to keep in contact with us

The Head of Year for your child's year group should always be your first point of contact.

Year 7	Miss Wesley
Year 8	Mr Stauber
Year 9	Mrs Mellon
Year 10	Miss Fernande
Year 11	Mr Pleass

Contact details

Sheffield Park Academy
Beaumont Road North
Sheffield
S2 1SN
Tel: 0114 239 2661

General enquiries - info@sheffieldparkacademy.org

IT - homesupport@unitedlearningyorks.org.uk

Admin - adminwork@sheffieldparkacademy.org

Students working from home: January 2021

Below sets out the expectations of pupils and the Academy for the time where pupils will be expected to work from home – ‘Flipped to Home Learning’.

Live Lessons

All students will have their normal timetabled lessons at similar times as in school, so they must be online and ready to learn as follows:

They should log on to Teams by 8.50am each morning, ideally in an undisturbed room, and follow the work set by their teacher in each of their 40 minute periods. We strongly recommend that phones and consoles are removed during this time to allow students to focus on their learning.

In the 10 minutes between lessons, students should get away from their screens for their wellbeing but return promptly for the start of the next lesson as registers- which inform attendance and therefore school references for VI Form, colleges and apprenticeships - are taken within the first 5 minutes of lessons.

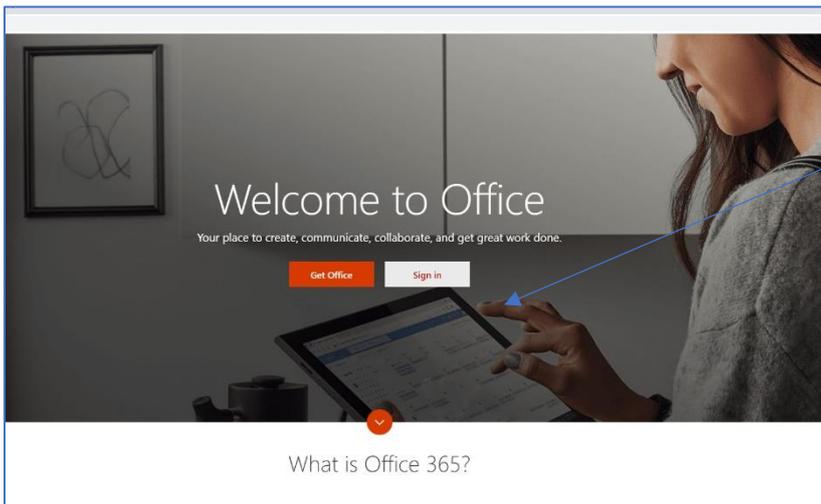
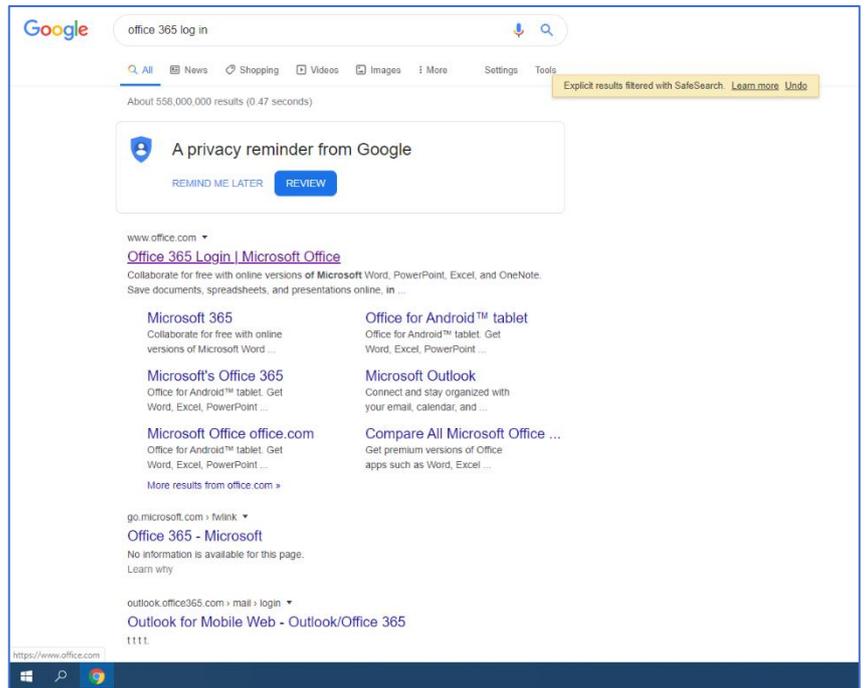
KS3 and VI Form	
9:00	Reading with SLT/assembly
9:10 – 9:50	Period 1
10:00 – 10:40	Period 2
10:40 – 11:10	Break
11:10 – 11:50	Period 3
12:00 – 12:40	Period 4
12:40 – 1:15	Lunch
1:15 – 1:25	Reading with SLT
1:25 – 2:05	Period 5
2:15 – 2:55	Period 6
2:55 – 3:30	Extra curricular

KS4	
9:00	Reading with SLT/assembly
9:10 – 9:50	Period 1
10:00 – 10:40	Period 2
10:40 – 11:10	Break
11:10 – 11:50	Period 3
12:00 – 12:35	Lunch
12:35 – 12:45	Reading with SLT
12:45 – 1:25	Period 4
1:25 – 2:05	Period 5
2:15 – 2:55	Period 6
2:55 – 3:30	Extra curricular

Instructions on how to join lessons are provided below.

How to use Office 365 and Microsoft Teams

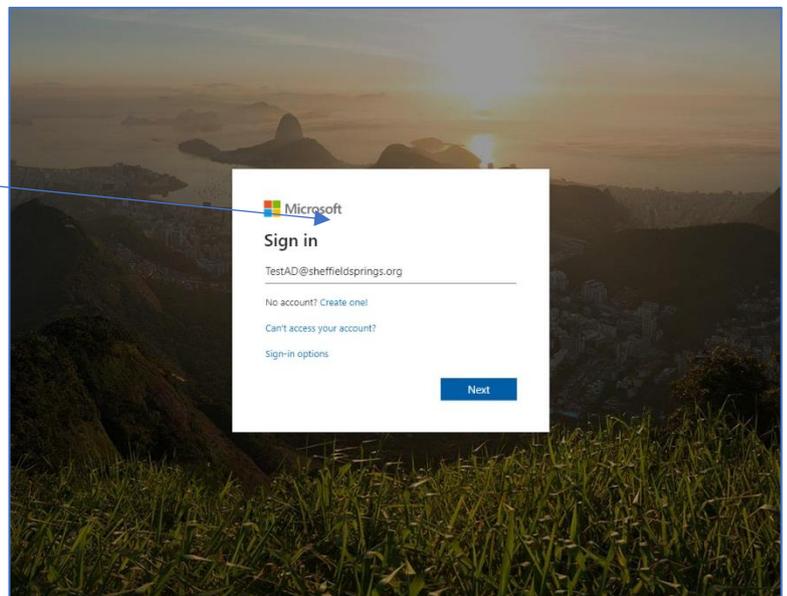
Go to Google and search for 'Office 365 Login'
You can download this as an app for free if you prefer (for use at home)

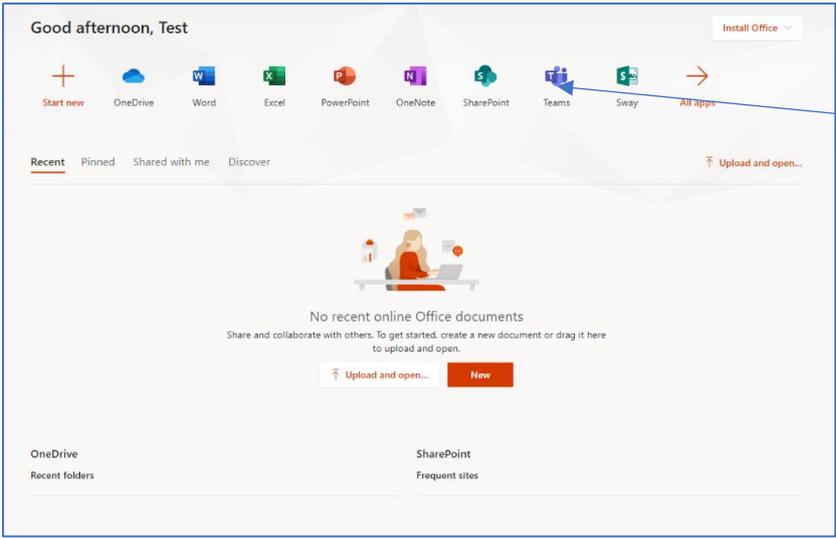


Click 'sign in'

Type in your school email address (form tutors have these)

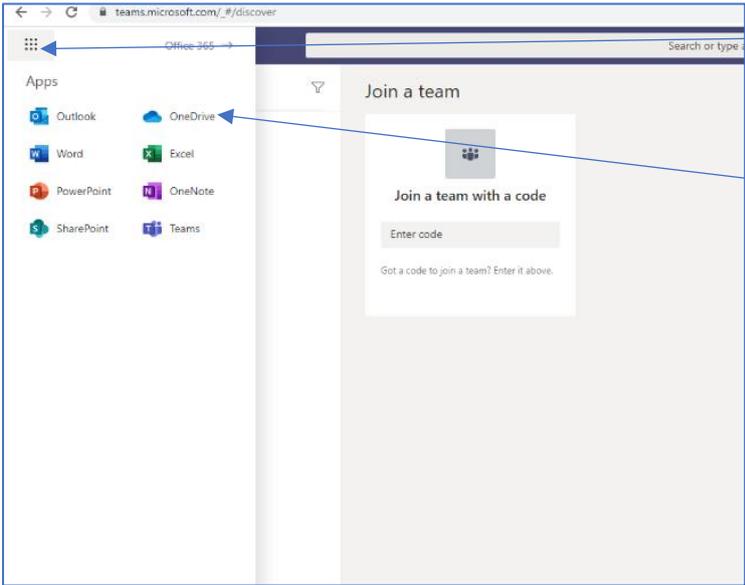
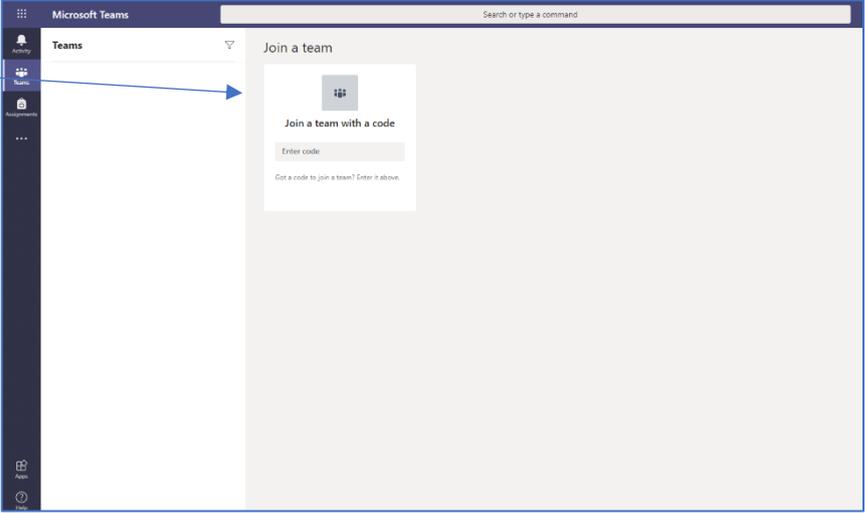
If you are asked for your password then re-enter your normal school password that you use to log-in. If you have forgotten your password contact the ICT Helpdesk homesupport@unitedlearningyorks.org.uk





Click on the 'Teams' icon along the top of the screen

The Teams area will look like this
 You will have access to a Form Group Team in this box (if it isn't there yet, don't panic)



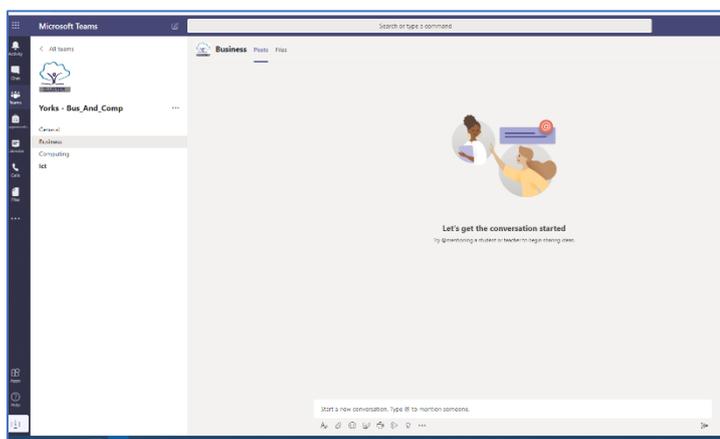
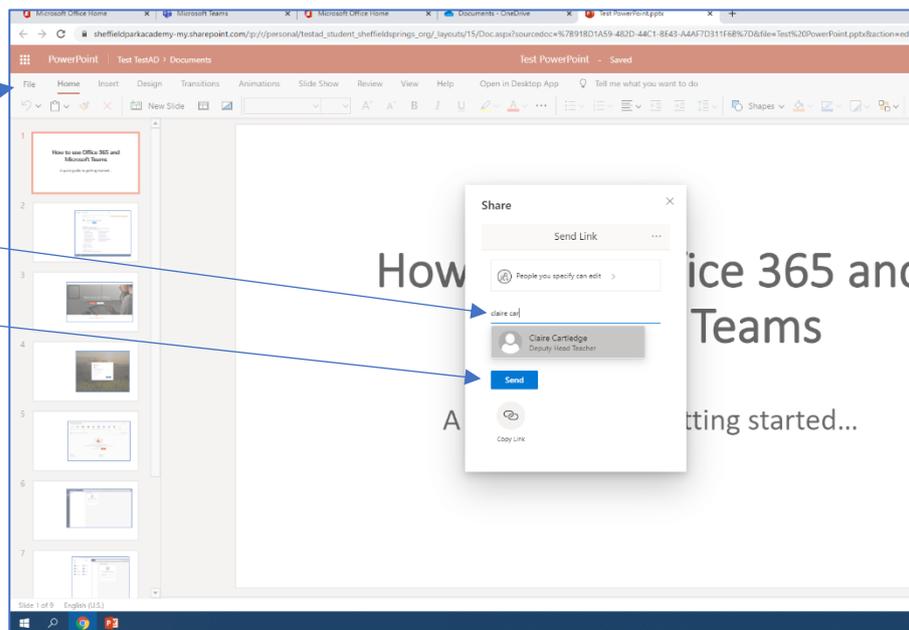
The icon with the 9 dots in the top left corner is really useful, click on it to see all the Office 365 Apps.

OneDrive will allow you to access your school documents

When you have completed a piece of work you can use Office 365 to share it with your class teacher

Click 'file' then 'share' then type the teacher's name

Click send and your teacher will receive a link to your work



To add a post to a group you simply click on 'Posts' and then you can ask questions to your teacher, this is like a normal class where everyone will see your question and the teacher's answer.

Please note, if you use this inappropriately you will lose access to MS Teams.

Other Useful links

- [Click here to access the user guide - How to use Office 365 and Microsoft Teams](#)
- [Click here to log in to Office 365 https://www.office.com/](https://www.office.com/)
- [Click here to read about how to submit/ hand in work using MS Teams](#)
- [YouTube video - Students Guide to Microsoft Teams - Completing Assignments \(Homework/remote learning tasks\) in Teams](#)
- <https://youtu.be/1glhMs8nfcM> - Logging on to your Chrome book and Microsoft teams
- https://youtu.be/A5qfvQ_JlyY - downloading teams app on an apple iPhone
- <https://youtu.be/S8wSa6SMgk4> - downloading teams app on an android phone.

Code of Conduct - Live Learning

To be read in conjunction with the IT Acceptable Use Policy

Pupils must always adhere to the school behaviour expectations and the IT Acceptable use Policy. In addition, during live Teams lessons they should follow these expectations:

Attendance - Pupils must:

- attend the live lesson promptly as per given timetable. The teacher will issue a 'meet now' just before the meeting time.

Behaviour - Pupils must maintain the high expectations of Sheffield Park Academy by:

- Only taking part in the meeting at the appropriate time bearing in mind all actions on Microsoft Teams is monitored
- Only take part in lessons for subjects/form group that you are invited to.
- NOT engage in any spoken or written language that could be deemed inappropriate or offensive when asking questions either verbally or through the discussion function
- Requesting clarification, asking questions using the hands up function and await their turn to respond. When answered lower the hand function
- Be respectful of all those involved in the lesson

Disciplinary Procedure

- Any pupil not behaving in accordance with the expectations as stated above will be given a warning of removal from the live lesson by the class teacher.
- If the warning is not adhered to the pupil will be removed from the lesson.
- Any pupil not behaving in accordance with the expectations as stated above on more than one occasion will be referred to the behaviour team and parents will be contacted.
- If, after the above escalation's have been enforced and unacceptable behaviour continues the pupil will be removed from Live Teaching indefinitely.

How to find your lesson timetable

Copies of all timetables can be found on our website - <https://www.sheffieldpark-academy.org/bubble-learning-from-home>

Timetables

Week beginning 22nd February is Week 1

Week beginning 1st March is Week 2

-  1) Year 7 - Week 1
-  2) Year 7 - Week 2
-  3) Year 8 - Week 1
-  4) Year 8 - Week 2
-  5) Year 9 - Week 1
-  6) Year 9 - Week 2
-  7) Year 10 - Week 1
-  8) Year 10 - Week 2
-  9) Year 11 - Week 1
-  Year 11 - Week 2

Other things to check and use

Accelerated Reader

You can read and take online quiz's on Accelerated Reader for each book they read. We encourage pupils to read at home as much as possible. We will be monitoring the uptake of accelerated reader quiz completion and pupils will be rewarded for this on their return to school.

Website: <https://ukhosted70.renlearn.co.uk/2243830/>

Hegarty Maths: www.hegartymaths.com Login: Your name and date of birth

BBC Bitesize: <https://www.bbc.co.uk/bitesize>

Quizlet: <https://quizlet.com/en-gb>

Lexia Core Reading: <https://www.lexiacore5.com/register>

Lexia Power Up: <https://www.lexiapowerup.com>

MFL Word Ref: <https://www.wordreference.com>

Duolingo: <https://www.duolingo.com>

Seneca Learning: <https://app.senecalearning.com/login>

Oak National Academy: <https://classroom.thenational.academy>

Sparx Maths Y7 Only: www.sparx.co.uk/

Safeguarding

Just because you may not be in school at the moment, that does not mean we cannot help you.

If you have any safeguarding concerns, are worried for your safety or feeling at risk then you can still make contact with us at the Academy.

A member of the Safeguarding Team will be on site at Sheffield Park Academy Monday to Friday 8am – 3pm.
We will always do our very best to help you.

You can contact us on 0114 2392661 between 8am and 3pm daily:



The Designated Safeguarding Lead (DDSL)

Name: Mrs Kelly Mills

(Role: Senior Leader: Safeguarding & Pastoral Support/ Designated Safeguarding Lead)



The Deputy Designated Safeguarding Lead (DDSL)

Name: Mr Alex Ratcliff

(Role: Safeguarding Manager/Deputy Designated Safeguarding Lead)

We also have the Anti Bullying Portal that will still be monitored by the Safeguarding Team over the lock down period. <https://www.sheffieldpark-academy.org/information/anti-bullying/e-bullying-portal>

Safeguarding section of the school website - <https://www.sheffieldpark-academy.org/information/safeguarding>

Safeguarding & Wellbeing Support: Lockdown <https://www.sheffieldpark-academy.org/Portals/0/Safeguarding%20%26%20Wellbeing%20Summer%20Support%20for%20website%20%281%29.pdf>

Wellbeing

Many of us are struggling to maintain our wellbeing during the coronavirus (Covid-19) pandemic.

You may also feel worried or anxious about the health and wellbeing of those close to you.

It is important to remember that it's OK to feel this way and that everyone reacts differently.

For most of us, these feelings will pass. Staying at home and following the Government guidance may be difficult at times, but by doing so you are helping to protect yourself and others.



We have lots of useful information available on our school website - <https://www.sheffieldpark-academy.org/information/spa-wellbeing>



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