

Home Learning: Guidance for Students V3



1. Every day you will follow your normal school timetable. Your teachers will provide live lessons on Microsoft Teams.
2. You will find a guide to using Microsoft Teams [here](#). Click on “How to Use Microsoft Teams” and “How to Find Work on Microsoft Teams – Video.”
3. 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.
4. 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
5. 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.
6. Your teacher will be available to answer questions ‘live’ during lessons.
7. In exceptional circumstances, if your normal class teacher is not able to conduct a live lesson, there will be work for you to do on Teams.
8. Your teachers will record live lessons. The video of the lesson will be available on Teams for 20 days after the recording is made. If you are unable to attend a lesson ‘live’ (for example, if you are ill or if you live abroad in a different time zone), you should watch the video of the lesson and complete the work as soon as possible.
9. If you are unable to complete Home Learning tasks due to illness, please email College Office; collegeoffice@wyndhamcollege.org. College Office will then inform your teachers that you are not able to do Home Learning tasks on that day.
10. Your teachers will keep a record of your engagement with Home Learning. If you are not completing the work which is set, your teachers will contact your parents to offer support.
11. Your teachers will provide feedback on a weekly basis. This feedback may be...
 - a) Written/typed comments on your work.
 - b) Live feedback during a lesson.
 - c) Written feedback sent on Teams or by email.
 - d) Teacher voice recording on Class Notebook.
 - e) Whole-class feedback including common misconceptions.
12. If you have any issues with the work which your teacher sets, please contact your class teacher directly by email or through the Chat function and they will help you.



13. 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.
14. Students can access Microsoft 365 for free, including Word, PowerPoint and OneNote. Please click [here](#) for more details.
15. Your tutor will invite you to a small-group tutor session on Teams at least once every three weeks. Your tutor will let you know the date and time of these sessions in advance.
16. You will be invited to an assembly once a week on Teams. Your Head of House will let you know the date and time of the assembly in advance.
17. **Saturday lessons:** From Saturday 30th January onwards, Saturday lessons for Years 7-11 will take place according to the normal school timetable – please see Mr Browning’s letter to parents, dated 19th January 2021.
18. **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@wyndhamcollege.org) and we will do our best to help you.

Mr J Pointon
January 2021