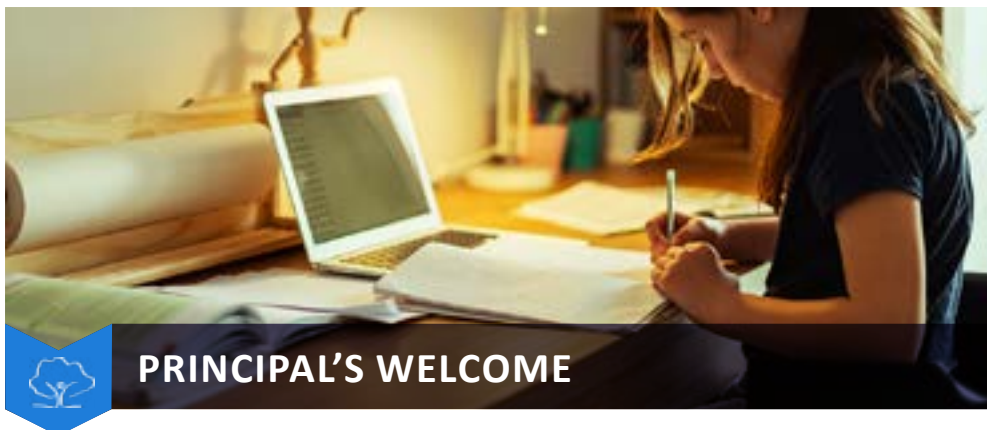




## HOME LEARNING GUIDE



**Glenmoor & Winton Academies**  
High Achievement – High Standards  
Part of United Learning



## PRINCIPAL'S WELCOME

We would first and foremost like to thank you for your continued support. We recognise what goes into supporting your son/daughter with their Home Learning and your efforts are greatly appreciated.

In order to try and support you and your son/daughter most effectively, we have drawn together all of the key information that you may need in this booklet.

Your son/daughter should access their lessons in line with their normal school timetable. A letter has been sent to you outlining all details.



## HOW TO USE YOUR GUIDE TO HOME LEARNING BOOKLET

All of the key areas in relation to Home Learning can be found within this booklet.

Please use the contents page to navigate to the relevant information that you need.

Should you have any questions in relation to Home Learning please contact Ms Birt.



[sbirt@glenmoorandwinton.org.uk](mailto:sbirt@glenmoorandwinton.org.uk)



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## KEY CONTACTS

We would encourage you to contact us should you have any queries in relation to Home Learning. Below is an outline of the key contacts you may need:

Head of Year 7	Mr Reiffer		<a href="mailto:breiffer@glenmoorandwinton.org.uk">breiffer@glenmoorandwinton.org.uk</a>
Year 7 Home Learning	Mr Lanahan		<a href="mailto:slanahan@glenmoorandwinton.org.uk">slanahan@glenmoorandwinton.org.uk</a>
Head of Year 8	Miss Allman		<a href="mailto:callman@glenmoorandwinton.org.ukk">callman@glenmoorandwinton.org.ukk</a>
Year 8 Home Learning	Mr Lanahan		<a href="mailto:slanahan@glenmoorandwinton.org.uk">slanahan@glenmoorandwinton.org.uk</a>
Head of Year 9	Ms Parsons		<a href="mailto:hparsons@glenmoorandwinton.org.uk">hparsons@glenmoorandwinton.org.uk</a>
Year 9 Home Learning	Ms Birt		<a href="mailto:sbirt@glenmoorandwinton.org.uk">sbirt@glenmoorandwinton.org.uk</a>
Head of Year 10	Ms Ford		<a href="mailto:jford@glenmoorandwinton.org.uk">jford@glenmoorandwinton.org.uk</a>
Year 10 Home Learning	Ms Birt		<a href="mailto:sbirt@glenmoorandwinton.org.uk">sbirt@glenmoorandwinton.org.uk</a>
Head of Year 11	Mr Mills		<a href="mailto:rmills@glenmoorandwinton.org.uk">rmills@glenmoorandwinton.org.uk</a>
Year 11 Home Learning	Miss Muse		<a href="mailto:hmuse@glenmoorandwinton.org.uk">hmuse@glenmoorandwinton.org.uk</a>

SENCO	Mrs Burley		<a href="mailto:lburley@glenmoorandwinton.org.uk">lburley@glenmoorandwinton.org.uk</a>
Safeguarding	Mr Coe		<a href="mailto:rcoe@glenmoorandwinton.org.uk">rcoe@glenmoorandwinton.org.uk</a>
SMHW/Microsoft Teams/ Technical Queries	Admin		<a href="mailto:smhw@glenmoorandwinton.org.uk">smhw@glenmoorandwinton.org.uk</a>
SENECA	Ms Birt		<a href="mailto:sbirt@glenmoorandwinton.org.uk">sbirt@glenmoorandwinton.org.uk</a>

Should you wish to contact a specific member of staff please click the link below which will take you to the Directory.

Students should contact teachers via Show My Homework, Microsoft TEAMS or through their school email accounts.

Please note that staff are unable to respond to students if they contact via a student's personal email address.

[www.glenmoor.org.uk/contact-us/staff-contacts/teaching-staff](http://www.glenmoor.org.uk/contact-us/staff-contacts/teaching-staff)





Visit the Academies' Intranet to access all of the resources you need:



Click 'Student Log-In' with your normal school username and password. All of the platforms will then be listed on the Intranet page.



To access your school email and documents from home AND have access to office applications such as WORD, PPT etc., you can do the following:

Go to [www.office.com](http://www.office.com)  
Choose SIGN IN



Sign in with your school email address  
[Jblogs15@glenmoorandwinton.org.uk](mailto:Jblogs15@glenmoorandwinton.org.uk)

Then the password you would have set up at school (this would also be the same as your Show My Homework Password).

Once logged in you should see a variety of apps you can access.





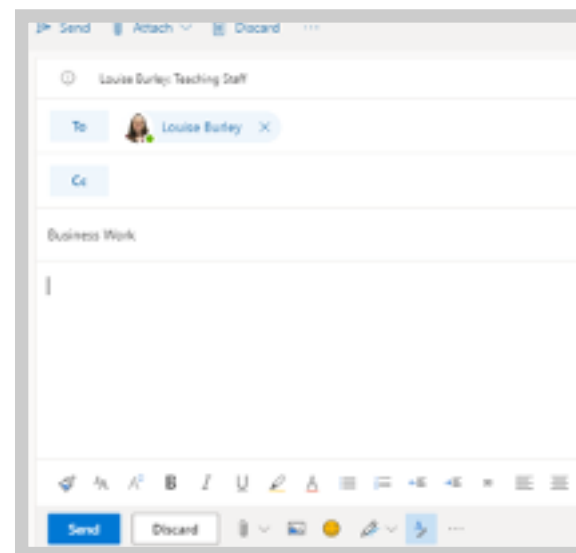
## OUTLOOK EMAIL

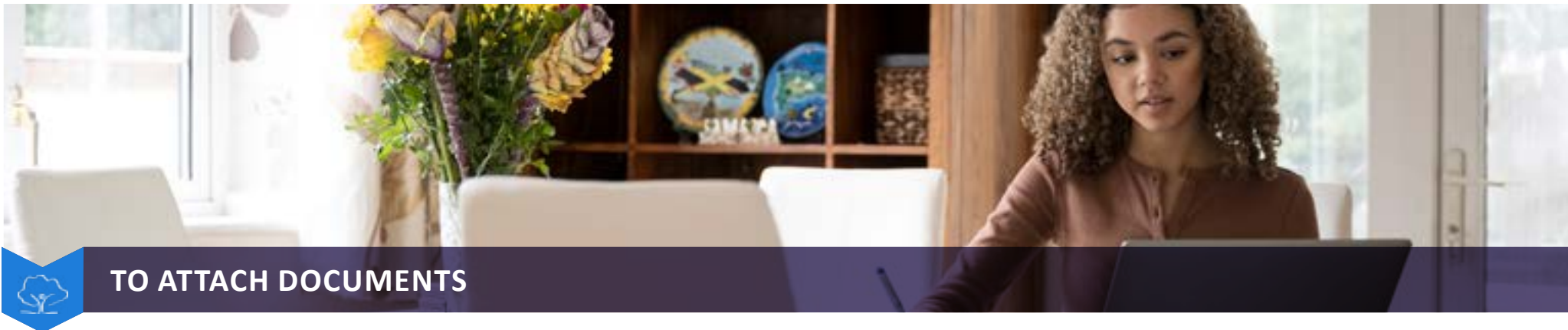
This is your school email. Here you can contact staff with work you have completed if necessary.

To create an email:  
Click on New Message



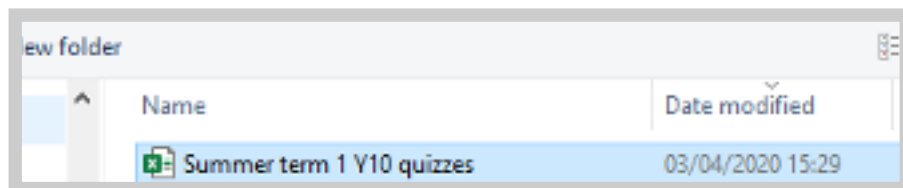
Enter the teachers name in the To box. Put in a suitable subject line.



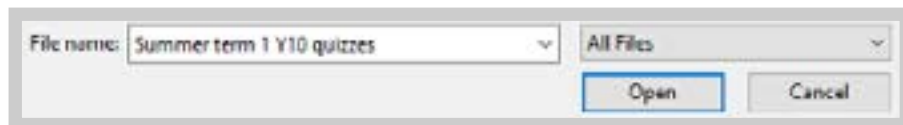


Click the paperclip at the bottom of the new email and choose the location your document is saved in. This could be your Onedrive (school document) or your home PC documents area.

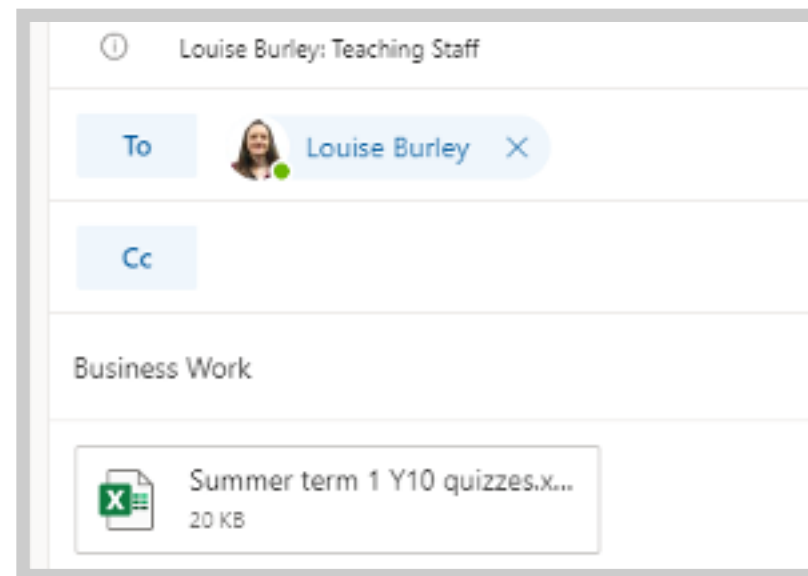
Click on the document you want to attach



Then press Open at the bottom of the dialogue box

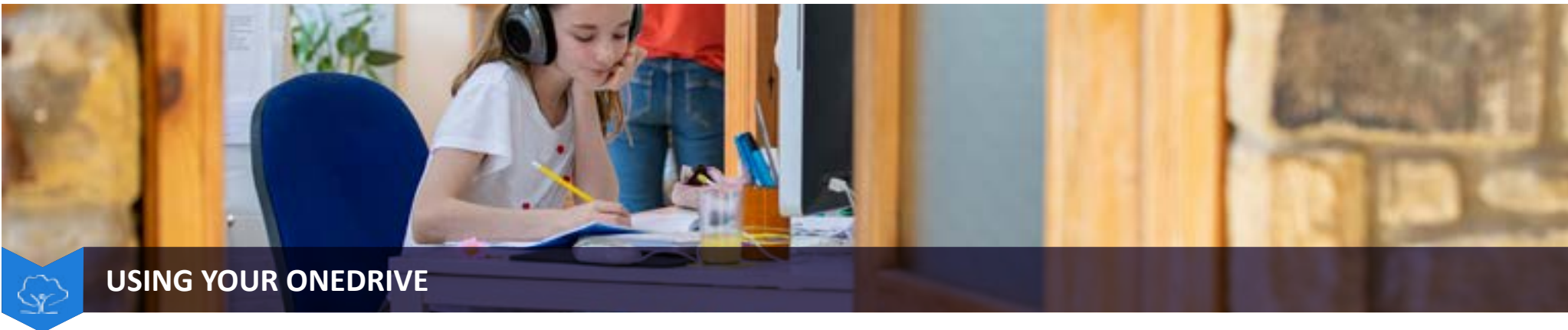


Your file will now show in the email under the subject line



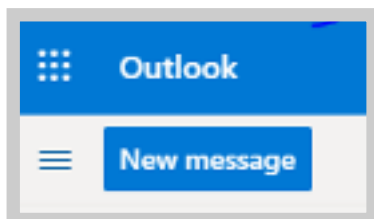
To send your email now press



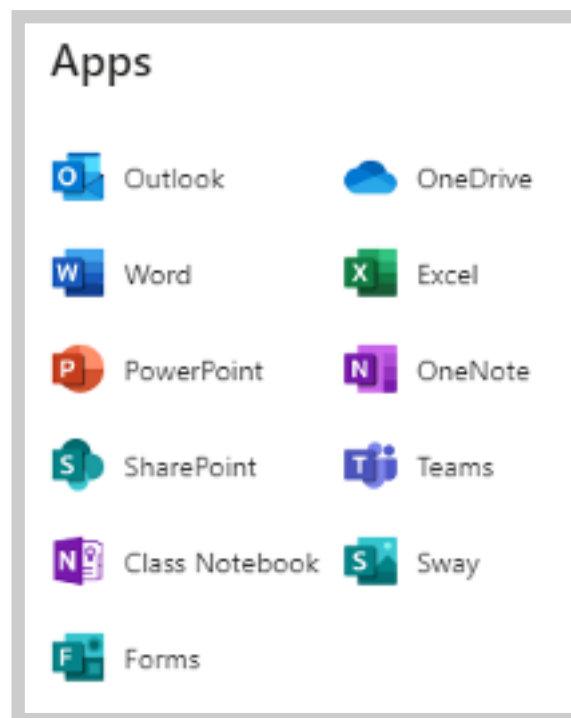


This is a cloud location which will have any documents you used at school in, and you can save documents here for school.

At the top left of your screen go back to your office 365 screen by clicking on the dots:



Now choose Onedrive



Now you will see all your files you have at school.





# USING YOUR ONEDRIVE

Files

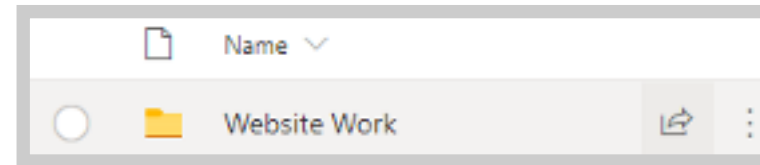
Name	Modified	Modified By	File Size	Sharing
Website Work	March 11	Louise Bulby	4 items	Private
Downloads	December 2, 2019	Louise Bulby	1 item	Private
Business Studies	November 11, 2019	Louise Bulby	2 items	Private
Programming	September 10, 2019	Louise Bulby	1 item	Private
2019 WORK	August 20, 2019	Louise Bulby	62 items	Private

From here you can open them, work on them online and they will save automatically, download files to your own PC and save files to the Onedrive.



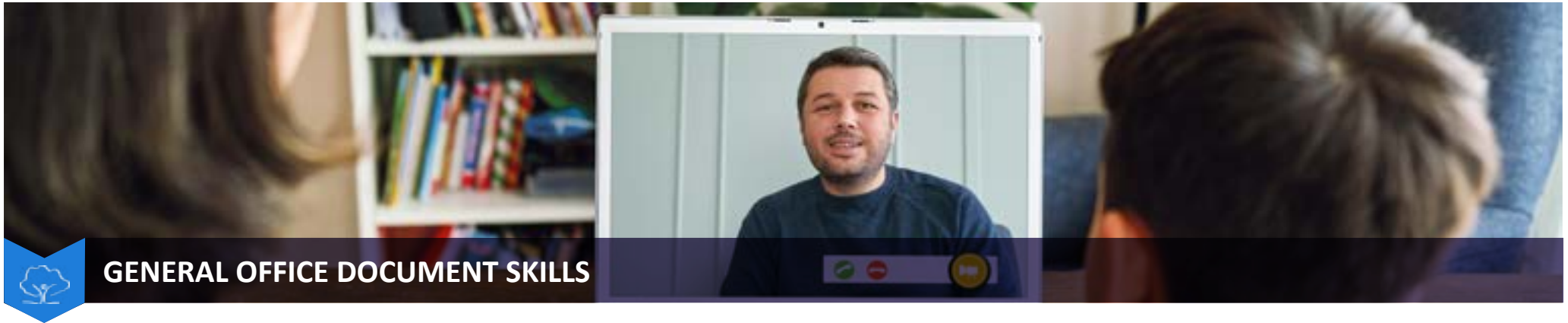
It is also easy to share files with your teachers here. Right click on the file you want to share:

Click on the share icon next to files or folders.



The insert the email address of who you want to share this with.

Please note that if they work on this document it will also change your original document SO BE CAREFUL WHO YOU SHARE IT WITH.



A few formatting skills below that might help when using documents such as WORD and POWERPOINT:

### Formatting

On the HOME tab you will find a number of tools to help your document look good:



Here you can make your writing BOLD, Underlined, or Italics.



You can also change the size and style of the font here:



On the INSERT tab you will find useful tools too:



### Insert a Table

To insert a table choose this one and then the number of columns and rows you want:

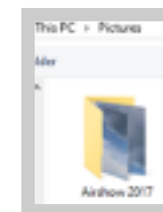


### Insert a Picture

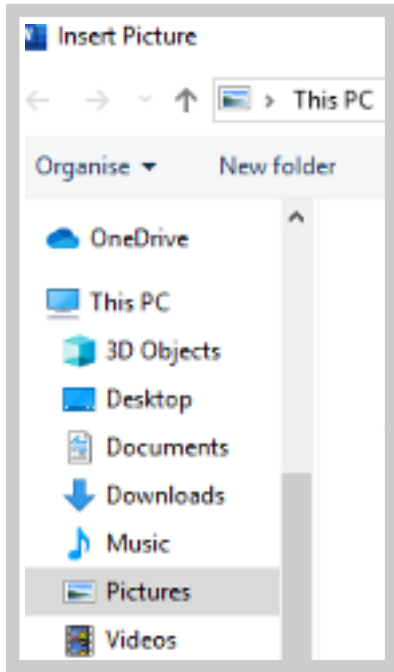
To insert a picture from your files choose this one:



It will take you to your PICTURES folder where you can choose an image you want to insert.



If this is not the right folder for your picture you can go to the correct folder down the left hand side:

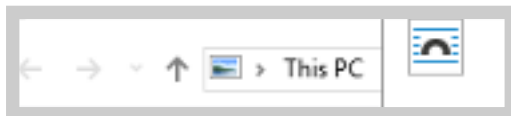


This gives you several options which might help keep your image in place.



Images in documents can be tricky. In Word for example they can jump around the screen.

Try to keep them small and you can adjust the formatting by clicking on the icon on the side of the image.

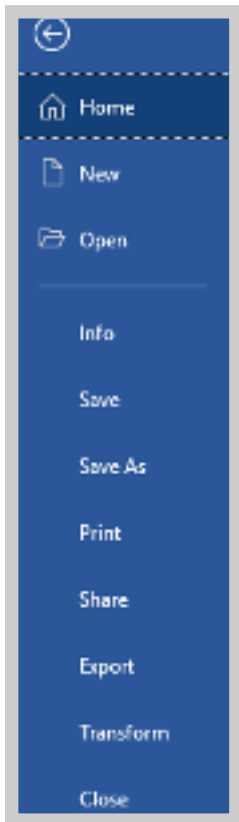




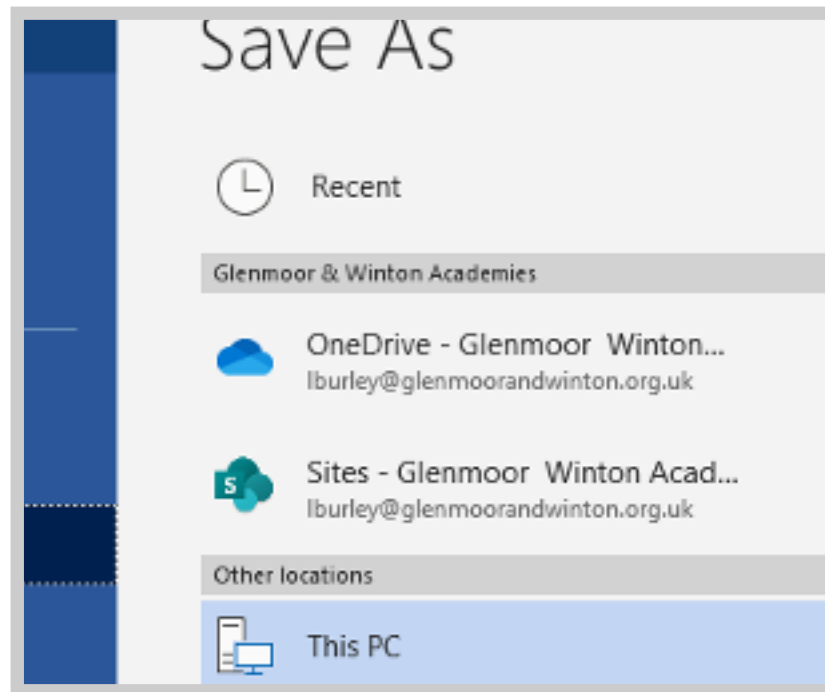
## GENERAL OFFICE DOCUMENT SKILLS

### Saving Your Document

If you want to save your document go to FILE – SAVE AS



This will save it to your PC or your Onedrive if you recently logged in or used it.

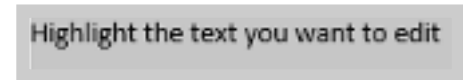


Here you choose a location to save your document. Make sure you name it appropriately and remember where you saved it.

### Cut, Copy and Paste

In most applications you can use tools to save you time such as CUT, COPY and PASTE.

Highlight the text you want to edit by dragging your mouse over it.



**To CUT** – type the keys CTRL and X

**To COPY** – type the keys CTRL and C

**To PASTE** – Type the keys CTRL and V

You can also find these tools if you highlight the text then right click.





## SEARCHING THE INTERNET

There are plenty of places to get help with school work on the internet BUT be aware of information that may be untrue, sponsored or paid for. Not everything you see on the internet will help you with your work.

You need to learn to evaluate what you see and check it against the source/web address.

### Common Rules to stick to are:

- Do you trust the web address? Is it trying to sell you something or persuade you to have a particular type of view? If it is then the information may not be factual.
- Does the website have lots of errors and advertising? If so it is possibly a fake website or only out to get as many clicks on the site as possible, that is how they make their money.
- Can you back up what the website is saying from more than 2 places? If so it is more likely to be true.
- Have you actually read the information? Sometimes the headline on the page doesn't represent the actual facts, you need to read the story/information to really find out what it is about.
- DO NOT DOWNLOAD any files from sources you do not trust, it could be malicious and damage your files, computer hardware or read your sensitive files such as bank details.
- Ensure your anti-virus software is up to date.

Should any student come across a concern whilst on the internet they are encouraged to visit the following sites to report their concerns or get support:



[www.ceop.police.uk/safety-centre](http://www.ceop.police.uk/safety-centre)



[www.dorset.police.uk/do-it-online](http://www.dorset.police.uk/do-it-online)



[www.childline.org.uk/info-advice/bullying-abuse-safety/online-mobile-safety/](http://www.childline.org.uk/info-advice/bullying-abuse-safety/online-mobile-safety/)



## HOW TO USE SHOW MY HOMEWORK TO SUPPORT YOUR HOME LEARNING

### SMHW

A guide for parents and students on submitting work.

### Setting work

Teachers will be setting work in the form of;

- Spelling test (self marking)
- Quick quiz (self marking)
- Description in the form of a task or question
- Upload of materials like exam questions, videos, extracts etc

Work submitted can be marked online e.g. graded, rag rated or simple submitted mark etc. Parents will be able to access the 'gradebook' on the parent app to see the relevant grade awarded or colour coded for that homework.

Students can submit work back to teachers online and through the app.

### Online submission of students work

The screenshot shows the 'Submit' tab of the Show My Homework app. It features a 'Task' section with a list of questions and a 'Comments' box at the bottom. A 'Submit' button is visible at the bottom right. Three callout boxes provide instructions: one points to the 'Submit' tab, another points to the 'Comments' box, and a third points to the 'Add attachments' button.

Students can submit work back to teachers by using the 'submit' tab on student profile of task, in the form of;

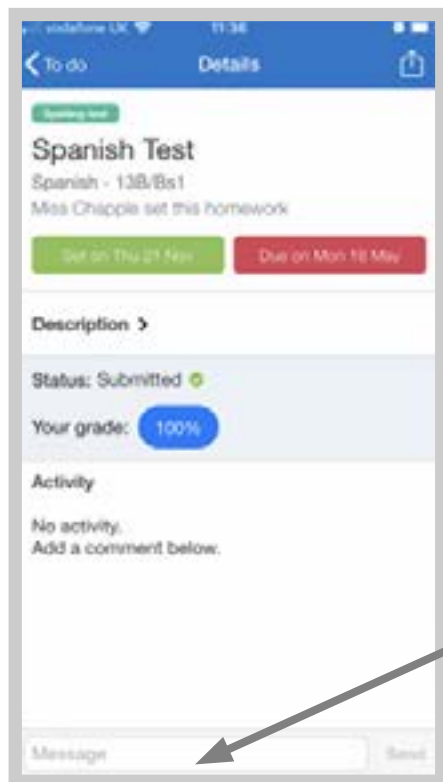
Responding in the dialogue box  
Completing the set quiz or spelling test

Uploading photos or electronic work

This can also be completed on mobile phones. Students can write extended answers in the 'comments' box on the task profile page and press 'submit'. Teachers will receive a notification and will then be able to download and grade work appropriately.



## HOW TO USE SHOW MY HOMEWORK TO SUPPORT YOUR HOME LEARNING



### How can I ask my teacher a question?

Students are able to comment on work set, prior to the due date.

Teachers will receive a notification and can respond to the query or provide additional support.

Students can ask a question in the 'comment' section in both mobile app and the online computer based programme.

### FAQ - SMHW

**Q.** Students are not able to access OR have forgotten login –

**Answer:** Students can reset their own password using the password reset option on login page. If this does not work, students can email [SMHW@glenmoorandwinton.org.uk](mailto:SMHW@glenmoorandwinton.org.uk) for this to be reset.

**Q.** Will students and parents receive guidance on SMHW capabilities?

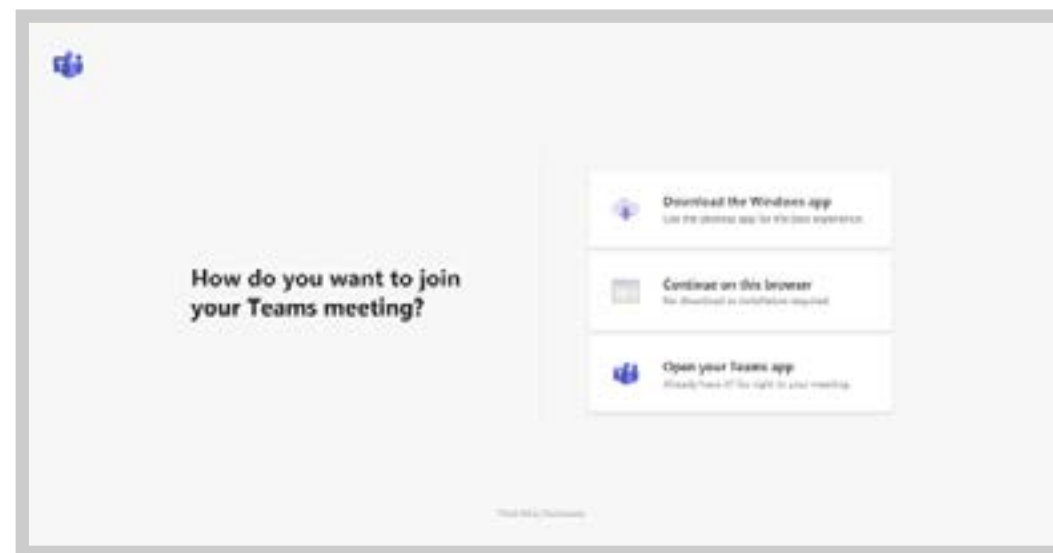
**Answer:** If you require additional support with SMHW, there are additional guides available in both the parent and student sections on the SMHW app or email the address above. All guides will be available on the academies website.



## HOW TO JOIN MICROSOFT TEAMS THROUGH YOUR BROWSER

The meeting can be joined on your browser  
(Chrome or Firefox recommended).  
You do not need to create a Microsoft account.

1. Click on the meeting link. This will take you to the screen below.
2. You have two options.
  - a) Download the Windows app
  - b) Use the in-browser software (recommended)



For a video, guiding you on how to use Microsoft Teams, please click here:



<https://www.youtube.com/watch?v=R0sQEQicQgc>

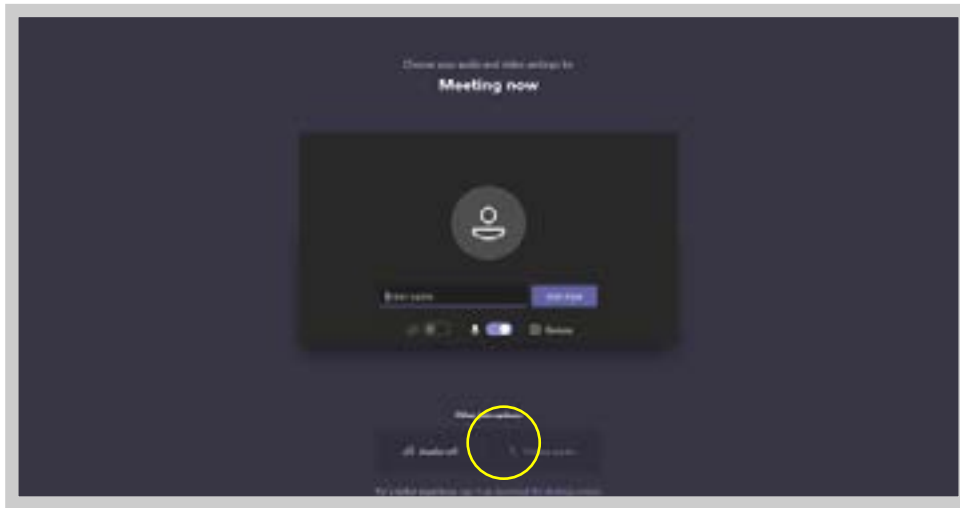




## HOW TO JOIN MICROSOFT TEAMS THROUGH YOUR BROWSER

3.Type your name in the box.

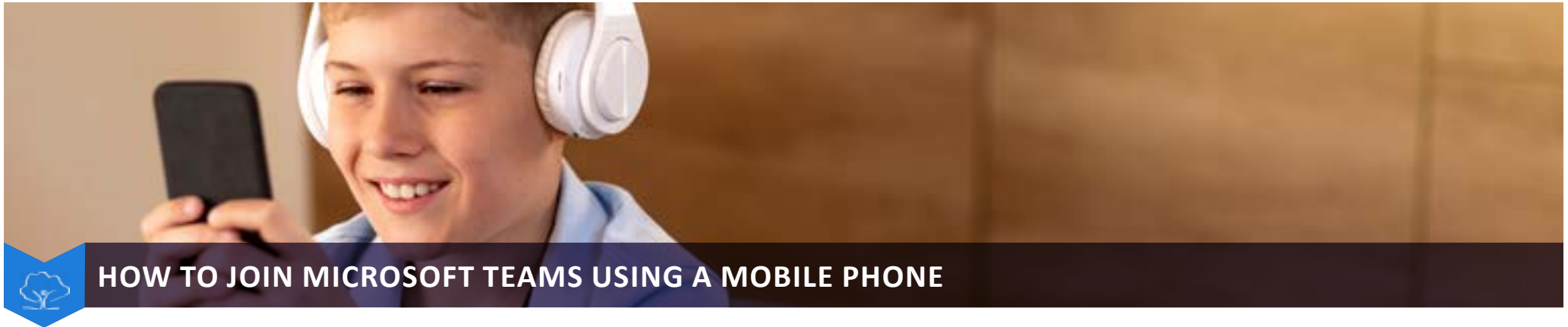
*Please make sure your microphone is turned off before joining the meeting. You can do this by clicking on the button shown by the orange arrow in the image below. The icon will then turn grey and the microphone icon will have a line through it, showing you have successfully muted your microphone. If your microphone symbol already shows a line through it then you don't need to do anything further.*



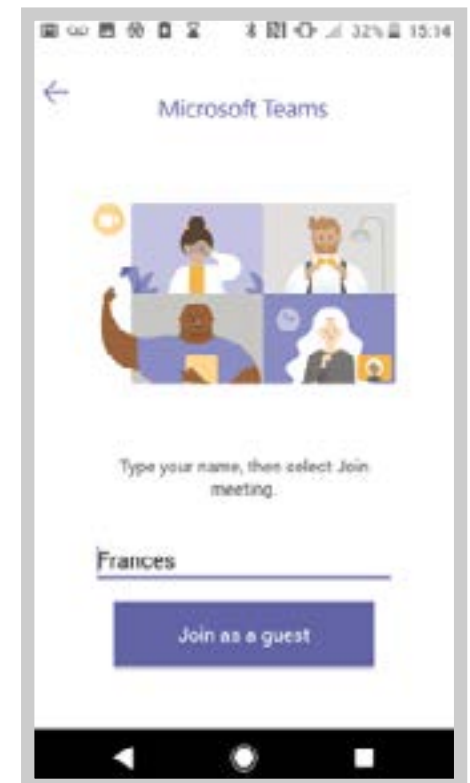
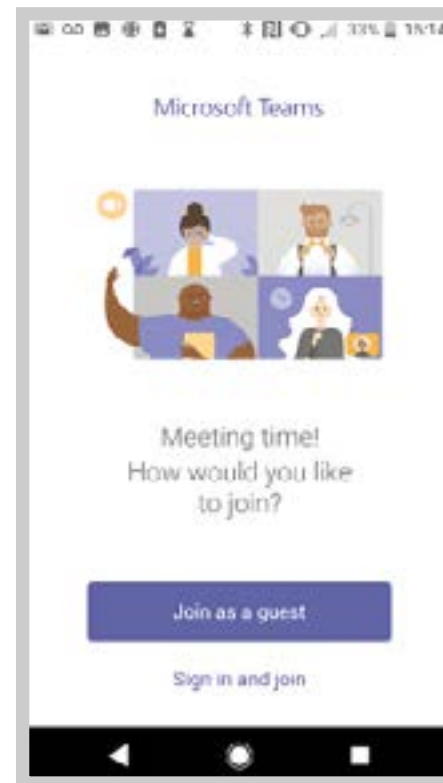
4.Click 'Join now'.

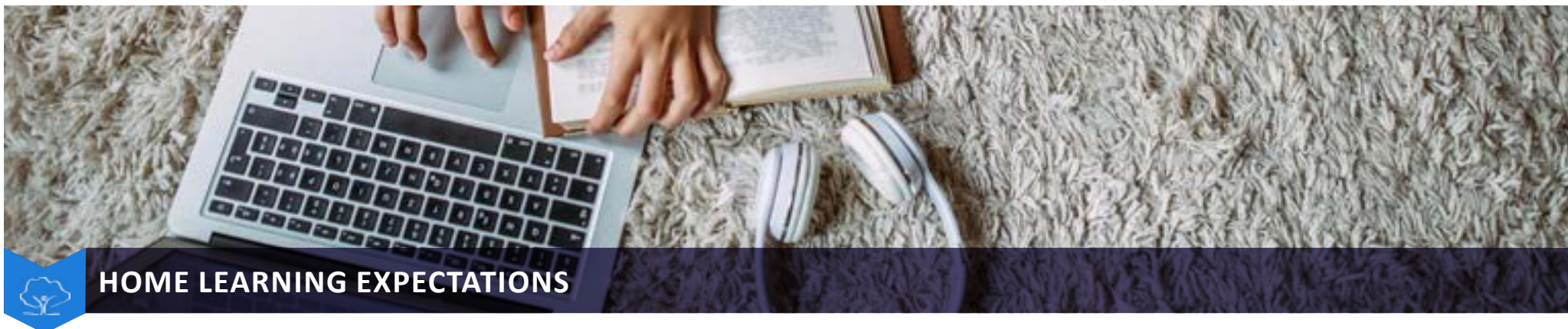


5.The meeting will start once the meeting organisers join.



1. Go to the Apple Store or the Google Play Store and download the Microsoft Teams app. You do not need to create a Microsoft account.
2. Click on the meeting link. This will load up the Teams app.
3. Click 'Join as a guest'.
4. Type in your name and click 'Join as a guest'.
5. The meeting will start once the meeting organisers join.
6. Please make sure your microphone is muted. The symbol needs to show a line through it, showing your microphone is successfully muted.





### **Code of Conduct**

Please be reminded of our expected Code of Conduct which is outlined below for students participating in LIVE lessons. Should a student not adhere to the Code of Conduct then they may be removed from the lesson and parents/carers will be contacted.

Please arrive to your live lesson a couple of minutes prior to your lesson starting. You should ensure you are away from all distractions and have equipment ready.

Ensure that your microphone is muted when you are not contributing to the lesson. Your microphone should only be used when your teacher asks you to speak.

The chat function is there so you can contribute to the lesson by asking or answering questions and should not be used for anything other than this.

Do not attempt to change your profile name or invite any other users to the lesson.

Do not share your screen unless your teacher asks you to share your work.

Please be respectful, courteous and polite to your teacher and peers at all times.

Enjoy your live lesson! Your teachers have put a lot of work into this and want you to get the most from the lesson. The more effort you put into the lesson, the better the impact will be on your learning.

Communication with teachers should continue to take place through SMHW. If students need to contact Form Tutors, Heads of Year or Senior Staff they should use email and will be responded to as quickly as possible.

# KEEPING IN TOUCH WITH YOU AND US

We encourage you to make contact with us throughout your son/daughter’s period of Home Learning at any time should you need to do so. A reminder of our key contact list can be found below.

Students will receive regular communication from their teachers via email, Show My Homework and Microsoft TEAMS, therefore it is important that they regularly check and engage with these platforms.

Staff will use the Show My Homework platform to issue rewards and recognition for the work that students are completing as part of their Home Learning.

Dependent upon the duration of the Home Learning period, your son/daughter will receive a call from their Form Tutor and/or their Head of Year/Pastoral Lead. If in the interim you have any queries, we would again encourage you to make contact with us via the below:

Head of Year 7	Mr Reiffer		breiffer@glenmoorandwinton.org.uk
Year 7 Home Learning	Mr Lanahan		slanahan@glenmoorandwinton.org.uk
Head of Year 8	Miss Allman		callman@glenmoorandwinton.org.ukk
Year 8 Home Learning	Mr Lanahan		slanahan@glenmoorandwinton.org.uk
Head of Year 9	Ms Parsons		hparsons@glenmoorandwinton.org.uk
Year 9 Home Learning	Ms Birt		sbirt@glenmoorandwinton.org.uk
Head of Year 10	Ms Ford		jford@glenmoorandwinton.org.uk
Year 10 Home Learning	Ms Birt		sbirt@glenmoorandwinton.org.uk
Head of Year 11	Mr Mills		rmills@glenmoorandwinton.org.uk
Year 11 Home Learning	Miss Muse		hmuse@glenmoorandwinton.org.uk

SENCO	Mrs Burley		lburley@glenmoorandwinton.org.uk
Safeguarding	Mr Coe		rcoe@glenmoorandwinton.org.uk
SMHW/Microsoft Teams/ Technical Queries	Admin		smhw@glenmoorandwinton.org.uk
SENECA	Ms Birt		sbirt@glenmoorandwinton.org.uk

Should you wish to contact a specific member of staff please click the link below which will take you to the Directory.

Students should contact teachers via Show My Homework, Microsoft TEAMS or through their school email accounts.

Please note that staff are unable to respond to students if they contact via a student’s personal email address.

[www.glenmoor.org.uk/contact-us/staff-contacts/teaching-staff](http://www.glenmoor.org.uk/contact-us/staff-contacts/teaching-staff)





## WHOLE SCHOOL TIMETABLE

TUTOR	8:35 - 9:05am
LESSON 1	9:10 - 10:15am
LESSON 2	10:20 - 11:35am
BREAK	11:35 - 11:50am
LESSON 3	11:55 - 1:10pm
LUNCH	1:10 - 1:40pm
LESSON 4	1:45-3:00pm

