

## Home Learning 2020.

### Introduction.

The Government announced in June that its intention was for every child to return to school in September 2020. However, it is also clear that the Pandemic is not yet over, and that during this academic year a Local or National Lockdown may still occur. Even if this doesn't happen and school is still in session, you still may need to self-isolate if you experience coronavirus symptoms or if someone you have been in close contact does.

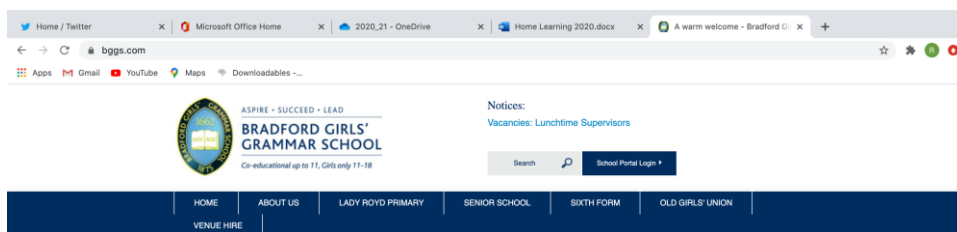
Many of you received projects to complete during the lockdown between March and July via Assignments in Microsoft Teams. Since then, the system has been developed; if you are out of school for any reason this year, you should be able to access high quality learning which matches the curriculum taught in school more easily.

As we know many of you share devices (computer desktops, laptops or tablets) with your siblings, your learning will be available **on demand** – you can access it when and where you need to.

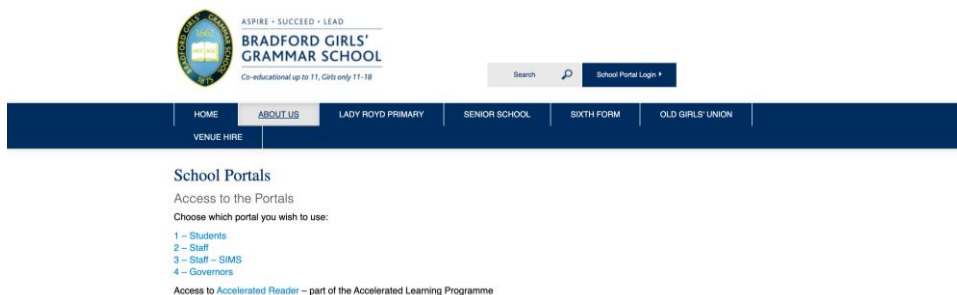
**Please note you need to know how to access your class teams even if you are in school fulltime as homework will be set using Assignments. Please let your form teacher know if you have no access to ICT and we will try our best to support you.**

### How to access Microsoft Teams.

Visit the school website: [www.bggs.com](http://www.bggs.com), click on the navy-blue button with the following text **School Portal Login**.

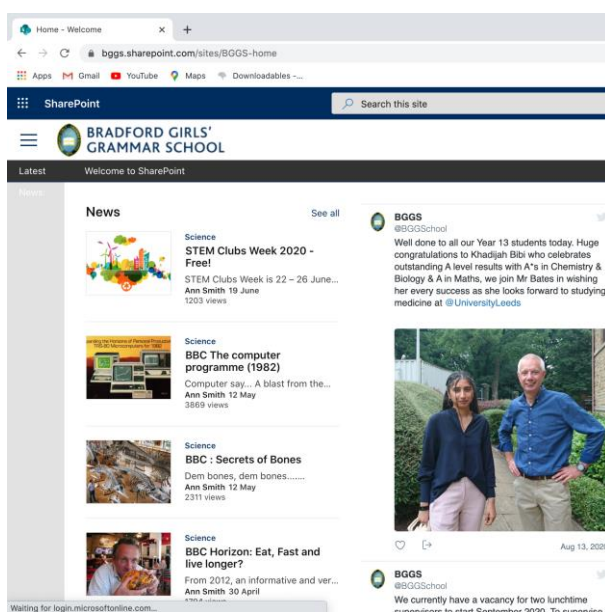


At the next screen click on the link 1.Students, and enter your school login details.

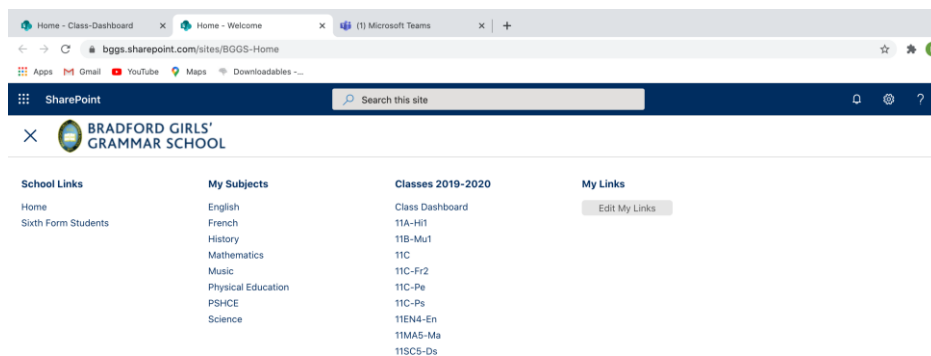


NB If you have forgotten your login details, log into another email account or ask a parent to email [helpdesk@bggs.com](mailto:helpdesk@bggs.com).

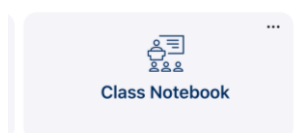
Once you have logged in – you will see your SharePoint home page. Click on the three horizontal lines at the left hand side of the page.



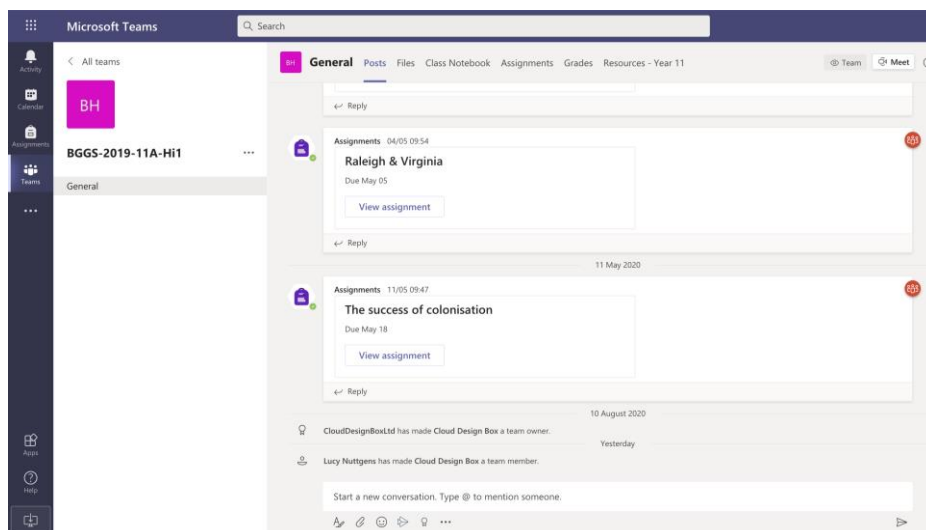
From the drop-down menu that you see, select a class from the list. All your classes should be listed; Sharepoint is linked to your timetable. If they are not, please email [helpdesk@bggs.com](mailto:helpdesk@bggs.com). In this case 11A – Hi1, Year 11 History will be selected.



From the menu that appears, click on Class Notebook in the centre of the screen.



You will then enter the class team. All pupils in the class are members of the team, along with their teacher/s. The screen should look like this:



At the moment, the *Posts* section is open – You can see that it is a summary of all activity in the team – assignments that have been set are listed there as reminders ( the actual assignments can be found by clicking on the assignments tab.) Looking at the bottom of the screen there is a space for asking questions (about your work) These can be seen by your teachers – both teachers and other pupils can answer any questions here.

If you click on *Files*, you'll see a folder called student work. If you click on that, then you'll see a folder with your user name – if you are absent from school, you can upload completed class work tasks to this space for your teacher to review.

The *Class Notebook* is where you will find your classwork. Teachers can type in instructions and add images / links to text files / videos that they want you to view. If you are struggling with the work, then ask a question in the Posts section, or email your teacher for help.

## What to do if you are self -isolating or have been told to shield but everyone else is in school.

Follow the instructions above to find your class work in Teams. It should appear on the day that you would normally have the lesson – but you do not have to complete it at that time if you need to share a device with your siblings/parents.

Check the Class Notebook to make sure that there is some work there for you to complete. If there is nothing there, email your teacher, or telephone school and ask for him/her to call you back.

If you get to the day when you would next have a lesson, you have had no reply and there is still nothing in the class notebook, please email the appropriate Curriculum / Senior Leader for guidance:

English: Mrs Howarth [rhowarth@bggs.com](mailto:rhowarth@bggs.com)

Maths: Mrs Shields [rshields@bggs.com](mailto:rshields@bggs.com)

Science, Biology, Chemistry or Physics: Miss Watson [lwatson@bggs.com](mailto:lwatson@bggs.com)

Geography, History, Religious Studies, Classics / Latin, Citizenship: Mrs Plunkett [dplunkett@bggs.com](mailto:dplunkett@bggs.com)

Psychology, Sociology: Mr Bates [nbates@bggs.com](mailto:nbates@bggs.com)

French, Spanish: Mme Poloubinski [spoloubinski@bggs.com](mailto:spoloubinski@bggs.com)

Business, Computing, Art, Textiles, Food, Music, Drama: Mrs Mirza [amirza@bggs.com](mailto:amirza@bggs.com)

P.E.: Miss Taylor [ataylor@bggs.com](mailto:ataylor@bggs.com)

Upload your answers to any classwork into your folder in the Files section.

Complete any Assignments set for homework and submit for marking.

If you are struggling with the work, then ask a question in the Posts section, or email your teacher. If you receive no reply before the next lesson, then please forward your request to the appropriate Curriculum / Senior Leader as above, or telephone the school and ask for him/ her to call you back.

If you usually get some support from a Teaching Assistant, then the SENCO, Mr Mahmood, [kmahmood@bggs.com](mailto:kmahmood@bggs.com), will make sure that you still receive this whilst you are absent from school.

## What to do if there is another lockdown or your whole Year Bubble / Form / Set is self-isolating.

The system is broadly the same but the ways in which you can get support are slightly different (additions in bold).

Follow the instructions above to find your class work in Teams. It should appear on the day that you would normally have the lesson – but you do not have to complete it at that time if you need to share a device with your siblings/parents.

Check the *Class Notebook* to make sure that there is some work there for you to complete. If there is nothing there, email your teacher. If you get to the day when you would next have a lesson, you have had no reply and there is still nothing in the class notebook, please email the appropriate Curriculum / Senior Leader for guidance:

English: Mrs Howarth [rhowarth@bggs.com](mailto:rhowarth@bggs.com)

Maths: Mrs Shields [rshields@bggs.com](mailto:rshields@bggs.com)

Science, Biology, Chemistry or Physics: Miss Watson [lwatson@bggs.com](mailto:lwatson@bggs.com)

Geography, History, Religious Studies, Classics / Latin, Citizenship: Mrs Plunkett [dplunkett@bggs.com](mailto:dplunkett@bggs.com)

Psychology, Sociology: Mr Bates [nbates@bggs.com](mailto:nbates@bggs.com)

French, Spanish: Mme Poloubinski [spoloubinski@bggs.com](mailto:spoloubinski@bggs.com)

Business, Computing, Art, Textiles, Food, Music, Drama: Mrs Mirza [amirza@bggs.com](mailto:amirza@bggs.com)

P.E.: Miss Taylor [ataylor@bggs.com](mailto:ataylor@bggs.com)

Upload your answers to any classwork into your folder in the Files section.

Complete any *Assignments* set for homework and submit for marking.

**Your teacher will provide opportunities for you to talk to them directly via Teams by setting up some drop-in meetings where you will be able to ask questions directly. If you need some specific support then your teacher will arrange for this to happen. These will be available at different times during the week – you should be able to access at least one per week per subject. If there is any difficulty in accessing these, please email Mrs Howarth (contact details above.)**