



Instructions on home study- Students and parents

If your child/ children do not have access to the internet or a device that they can use for Home Learning please can you contact the school and we will arrange for a home learning pack to be sent out.

In the event of an emergency closure, students are expected to follow the guidelines below in order to access work and learn effectively whilst at home.

- **Work will be available for students by 9am every day. Students are expected to complete work by 4pm each day.**
- **Students will be able to contact their teachers during school hours only (8.30am to 4.00pm).**
- Students will need access to **TEAMS** and **airhead** in order to complete work each day (*Please see a step by step guide to using teams and airhead below**).
- All instructions regarding work will be sent out to students via TEAMS (assignments).
- Work for students will be saved in files accessible through shared launchpads or TEAMS.
- Any reading, worksheets or weblinks will be included in the instructions from your teacher.
- Teachers will communicate with students with regards to the work completed, acknowledging work received and providing retrieval answers or feedback
- A newly designed timetable is presented below for KS3 students to follow.
- KS4 students to follow their usual timetabled lessons and to continue with their independent revision timetables in preparation for their GCSE examinations.

KS3 home learning timetable - You will be expected to follow the below timetable each day:

	Period 1	Period 2	Period 3	Period 4	Period 5
Monday	Maths	English	Science	History	Extra Curricular Project
Tuesday	Maths	English	Science	History	
Wednesday	Maths	English	Science	Geography	
Thursday	Maths	English	MFL	Geography	
Friday	Maths	English	IT	RE	

Structure of Work

- Teachers will set their pupils a retrieval task to complete at the start of each home learning session.
- Pupils will then have an input. This may be a video to watch, a podcast to listen to, something to read or a website to visit.
- The pupils will then have a piece of work related to the input. There will be an element of the work which needs to be submitted back to the teacher. The teacher will explain what that is in the TEAMS assignment.
- Teachers will provide pupils with some feedback. This may be whole class feedback or personalised feedback to individuals.



Extra-Curricular Project

Projects will be set in the following curriculum areas:

- Music
- Food Technology
- Graphic
- Music
- Drama
- Dance

Pupils can select a project to work on from the list above. Pupils should work on the project for an hour every day as per the timetable. Projects will last for two weeks. Once a project has been completed pupils can select another project to complete.

GUIDANCE ON ACCESSING WORK -

ALL LINKS ARE ALSO AVAILABLE THROUGH AIRHEAD

<https://gat.airhead.io> - login using your normal school email and password

Staff will be monitoring the work that pupils are completing.

Phone calls will be made home for any pupils who are not completing or accessing work to support with any issues that have arisen.

Step 1: To access Airhead :

Enter: gat.airhead.io in your browser

Sign in with your [full email](#) and [password](#)

Now you will be able to access **the launchpad**.

Pupils Email Addresses

All emails addresses end in [@nottinghamacademy.org](mailto:)

The of pupil's email address are as follows:

First 4 letters of the pupil's surname followed by the first letter of the pupils first name

Follow by 08.51 for Year 11 pupils, 09.51 for Year 10 pupils, 10.51 for Year 9 pupils,

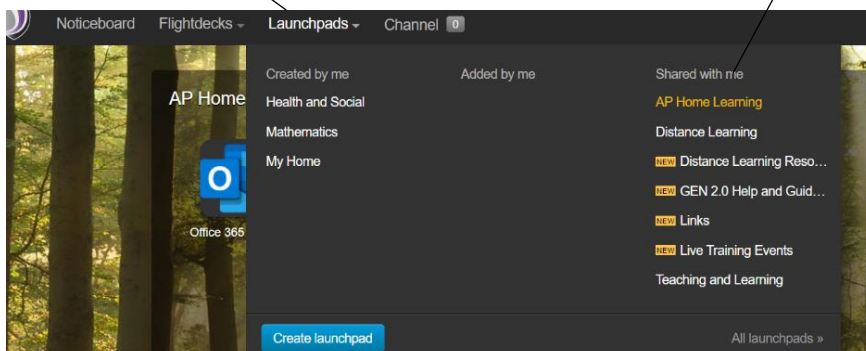
11.51 for Year 8 pupils, 12.51 for Year 7 Pupils

e.g. Year 9 student Peter Evans' email address would be evanp10.51@nottinghamacademy.org

Step 2: Launchpad

First: Click Launchpads

Select the subject Launchpad





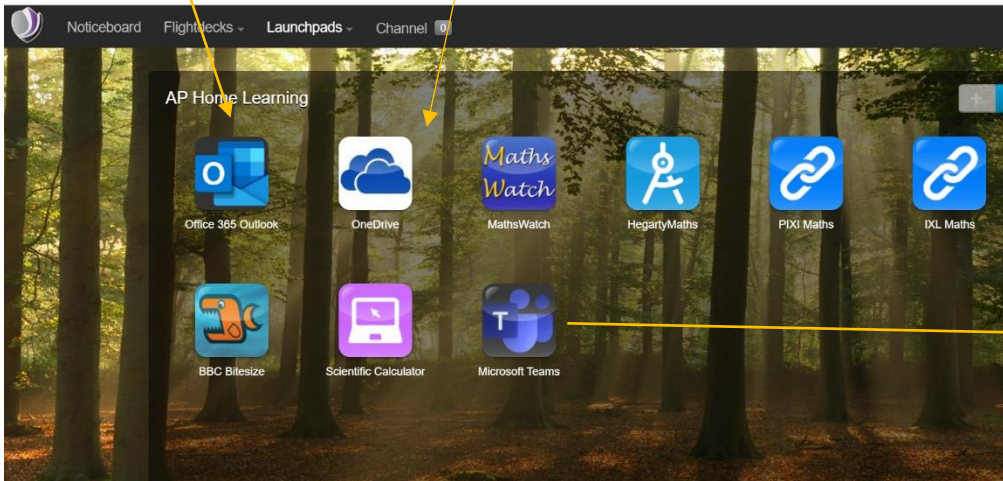
Step 3: Launchpad Platform

Office 365: Access school email.

One Drive: Access to individual school documents.

TEAMS: Access; class groups, files and assignments. Student's must complete; directed tasks, use supporting materials and communicate appropriately with teacher's.

All work will be regularly monitored by subject teachers!

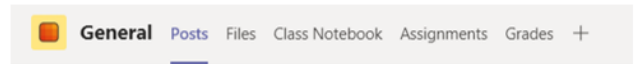


GUIDANCE ON ACCESSING WORK -

GUIDANCE ON HOW TO ACCESS RESOURCES FROM HOME ON ONENOTE

1. Click on 'Class Notebook' at the top of the Teams chat.
2. Use the arrow on the left to navigate between your class subject.
3. All files are downloadable in these sections. Please choose documents to read as directed by your class teacher.

TO ACCESS RESOURCES SIMPLY THROUGH TEAMS



1. Click on 'Files' at the top of the Team chat.
2. There you will find subject specific resources. Please note that we have NOT covered all content from each course yet, we have simply uploaded resources you are able to access through prior learning and reading such as retrieval, revision, practice and consolidation exercises.