

Remote learning guide

Module 3



LINCOLN
A PRIORY ACADEMY

Home learning FAQ

- **Where do I find my work?**

All your homework and home learning is set through ClassCharts. You can access ClassCharts either through the mobile app or through the website (www.classcharts.com). You need your ClassCharts code and your date of birth to log in. The home learning work will appear under the homework section. See the ClassCharts section in this guide for more help.

- **What if I can't remember my ClassCharts log in details?**

You should have written your ClassCharts code in your planner. If you cannot find your ClassCharts code email your form tutor.

- **What if I don't have a laptop or computer to work on?**

Please ask a parent or carer to complete the online laptop request form found here → <https://forms.office.com/Pages/ResponsePage.aspx?id=a4b7hEpr50GQiiDXWqYdgRt0gVNtvh1Hln2uB23F7K5UNDJTTUfKSFIHV1BGVjA1NzFMSjFKRTJXTy4u>

We will aim to be in touch as soon as possible to let you know whether or not you have been allocated a laptop.

- **Can I work on paper?**

How you choose to complete the home learning is your choice but we do encourage you to work on paper where possible. You can still submit work completed on paper by sending an image. Images taken on your mobile device can be attached to emails and sent to your teacher. Make sure to send any work using your academy email account.

- **How do I access my school emails?**

Our school email platform is Microsoft outlook. There are a number of ways you can access this. You can download the outlook app onto your mobile device or access outlook either through office.com or through the academy website using the gateway tab. Further details on how to access outlook can be found in the online platform section of this guide. You will need your academy email address (C.....@prioryacademies.co.uk) and password to access your emails. Your password is the same one you use to log into the computers at school.

- **How do I get help with accessing the work?**

If you are struggling to access ClassCharts, outlook or any other platforms please contact your form tutor in the first instance. Our staff emails follow the same format (e.g. jbloggs@prioryacademies.co.uk).

- **How do I get help with the work?**

To receive help and feedback you need to email your class teachers. Each subject has provided details of email addresses on their home learning instructions on ClassCharts.

- **What do I do with the work I have completed?**

The home learning instructions in Classcharts will tell you how to submit completed work. Your teacher may ask you to; email completed work, upload to Classcharts, complete a quiz or complete work on an online platform. If you are unsure, email your class teacher and ask.

- **How much work do I need to do?**

You need to follow your normal timetable and complete all the work that has been set on Classcharts for that day. Remember to email your teachers if you need help.

PARENT GUIDE TO CLASS CHARTS

- 1 Download the **Class Charts Parent** app from either the Google play store (for android users) or the App store (for Apple users). You can download it to tablets and phones.



- 2 Once you have downloaded the app it is easy to log in. You will need your email address, the code which the school will provide and your child's date of birth.

- a) Enter your email address
- b) Choose "I don't have an account yet"
- c) Enter your parent access code and name
- d) Enter the student's date of birth in the format DD/MM/YYYY
- e) Choose a password
- f) Click **login**

The code can be used multiple times so if more than one parent/carer wants to use the app then just register the email address and follow the instructions.

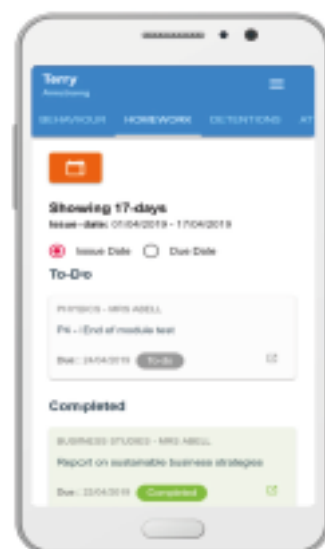
If you have multiple children in our Academy you can add additional children to your account. All you need to do is click the person's head outline. Click **'add pupil'**.

You will need the code for the child you want to add and their birthdate in the format DD/MM/YYYY. You can then switch between children so you don't have to log in and out.

- 3 You can then see what your child is being given for home learning.

- 4 You can change the dates and check different weeks.

- 5 You can also see what is to be handed in and when.



EXAMPLE:



You can also message teachers if you are unsure about any of the work set.



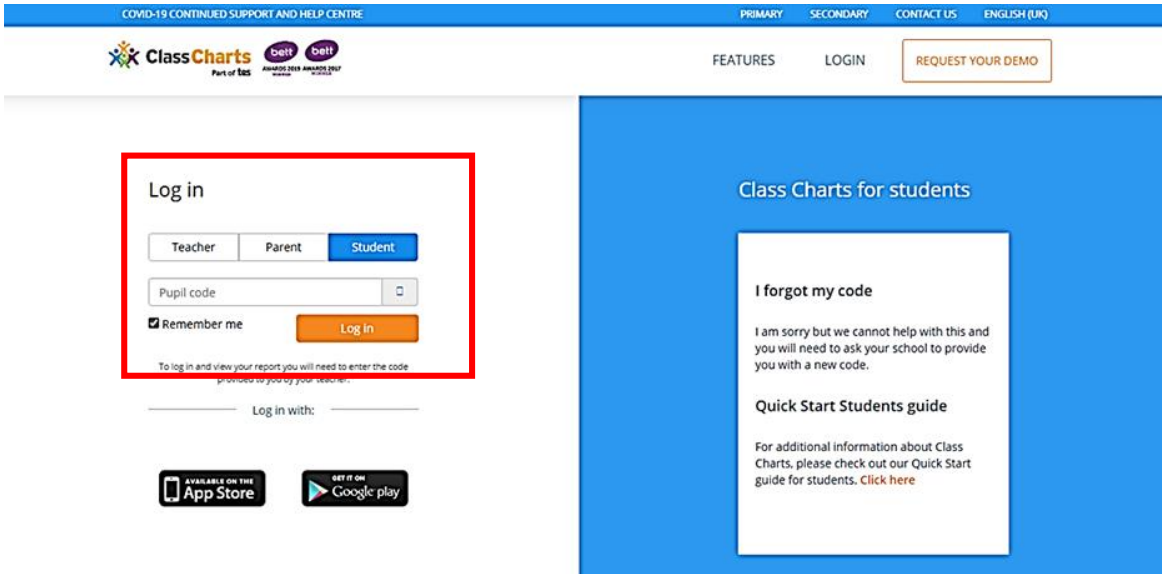
Click on the message tab (located at the top of the screen) and find the teacher you need to talk to. You can then send them a message.

WORK HARD BE KIND BE PROUD KEEP GOING DREAM BIG

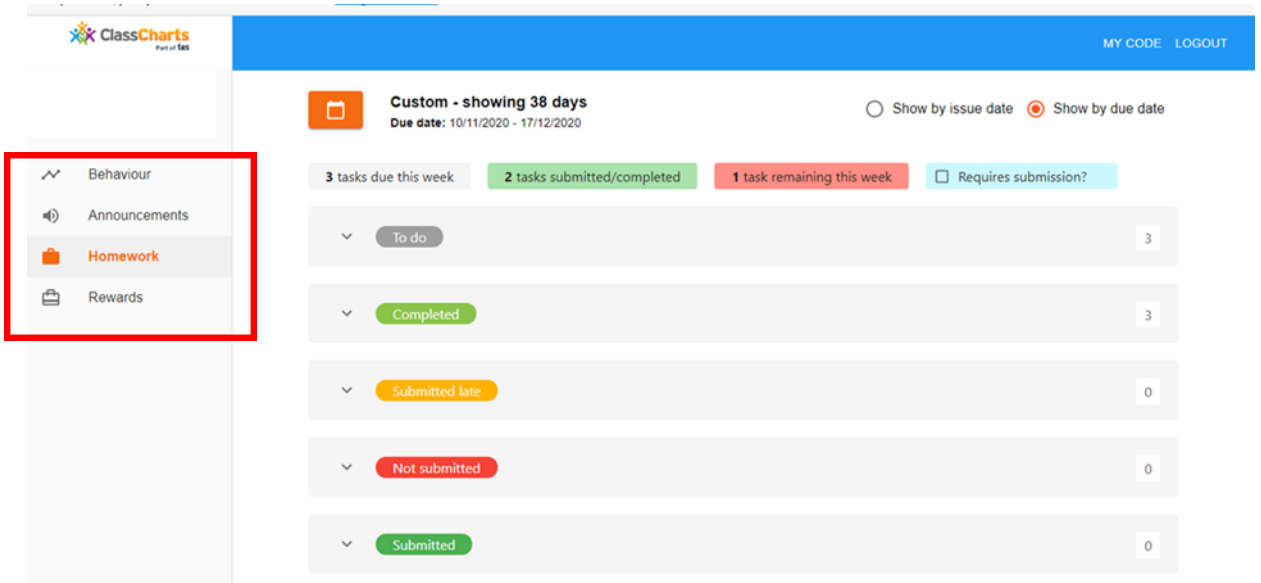
Any issues logging onto the app including the reissue of your code please email generalenquiries@porycity.co.uk

How to access work on ClassCharts

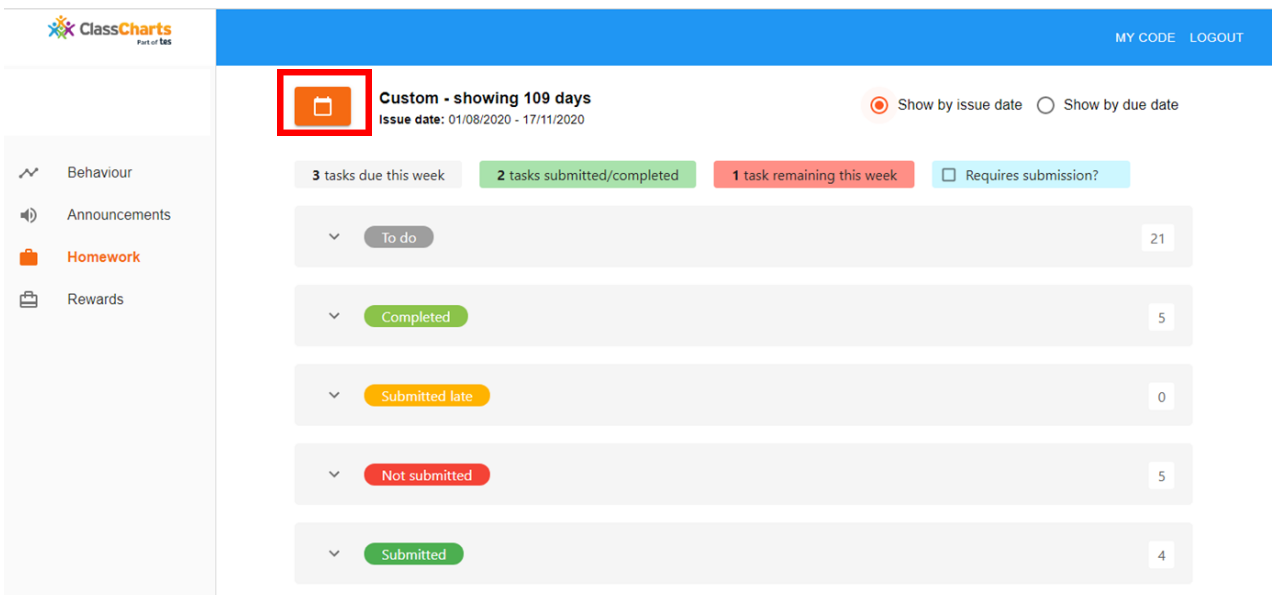
1. Go to www.classcharts.com.
2. Log into Classcharts using your code and date of birth. Make sure you have selected student.



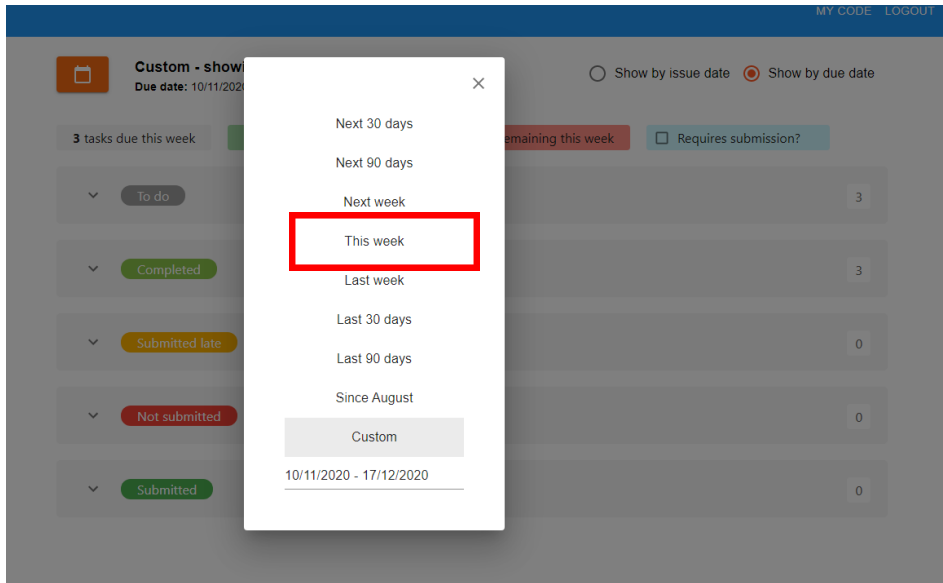
3. Click on 'Homework' on the left hand side of the screen.



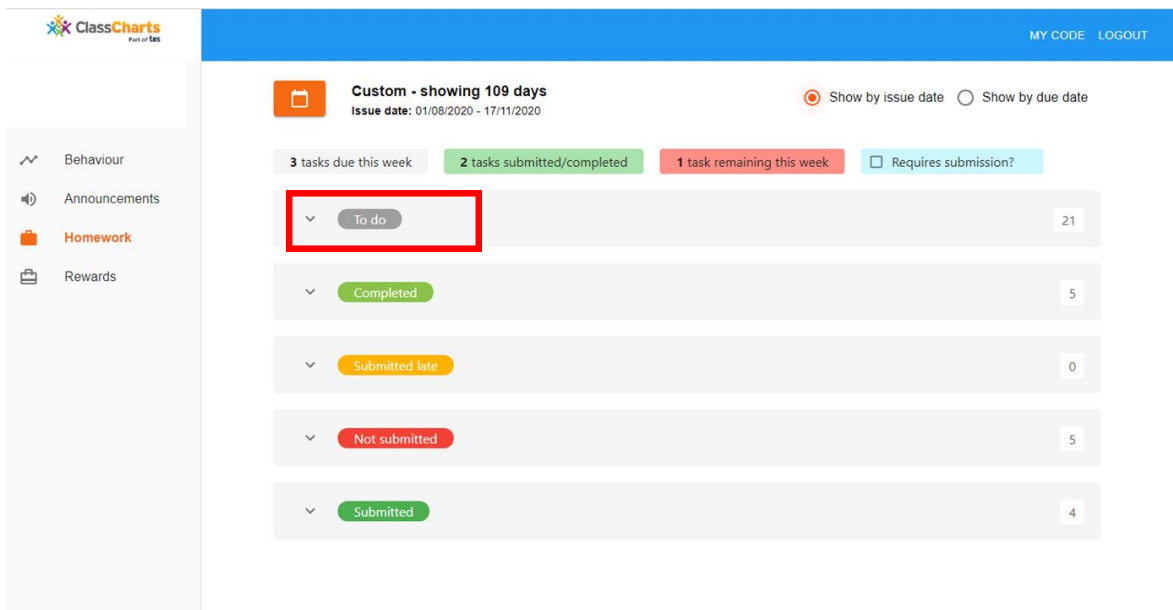
4. Click on the orange calendar symbol.



5. Select 'this week'



6. Work will appear under the 'to do' section

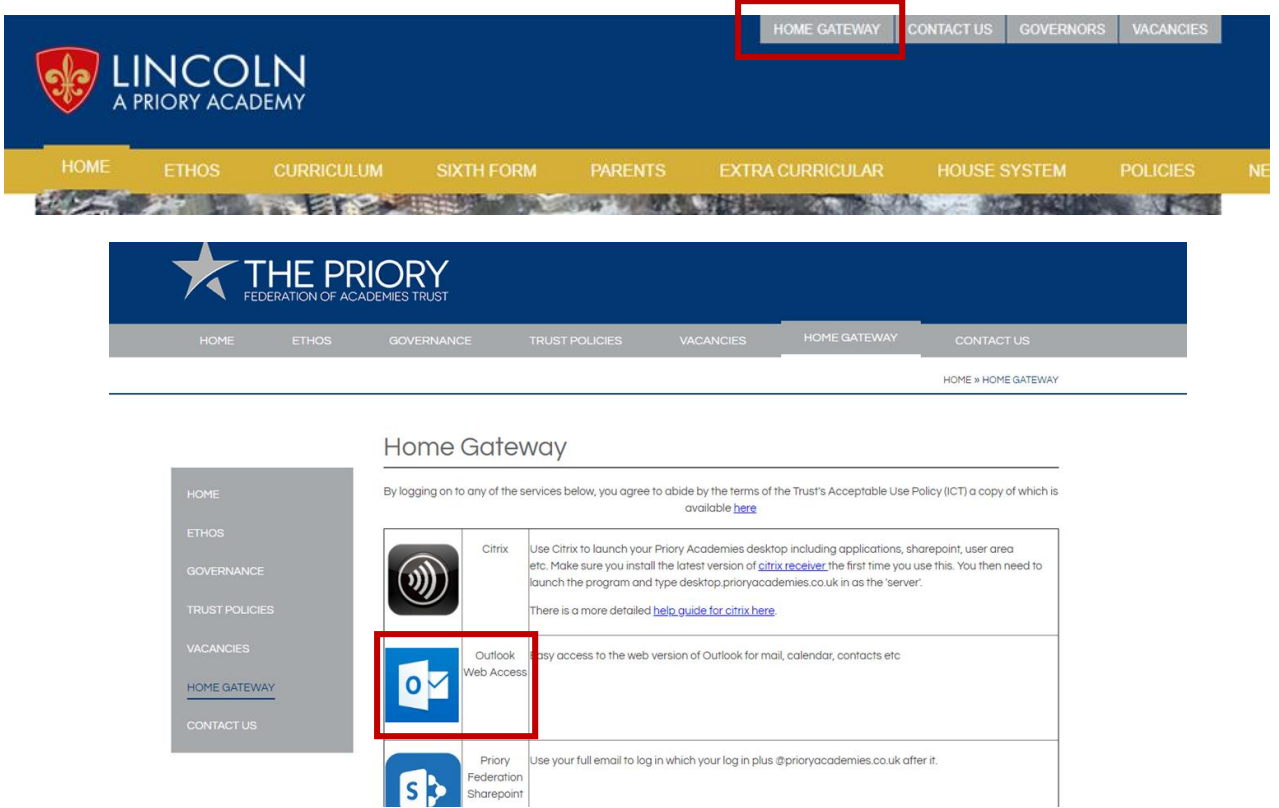


Online platforms

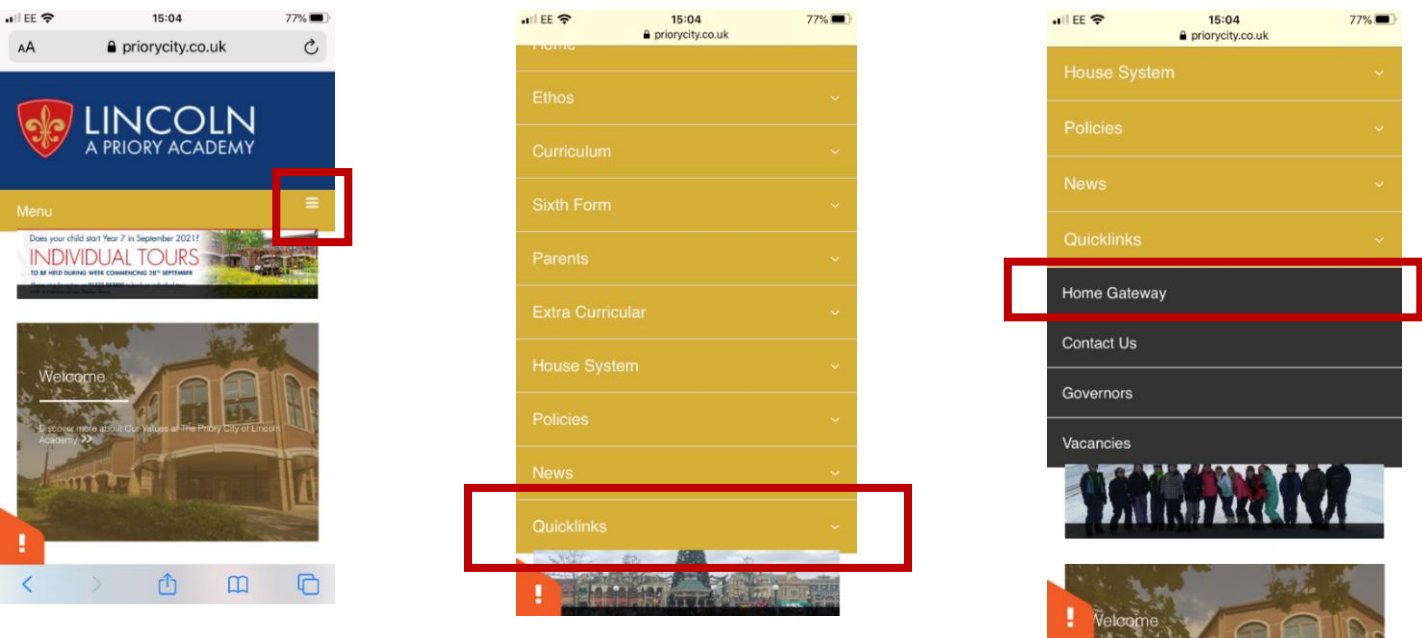
There are a number of online platforms used at Lincoln Academy. Below are details of what these platforms are, how they are used and how to access them.

Outlook – emails

Students can access their email both at school and at home through outlook. At home, Google 'Priory City of Lincoln' and you will see the Academy Website. On a computer/laptop, go to Home Gateway (in the top right hand corner of the website) then click on Outlook Web access. Students will need to use their Academy email: C.....@prioryacademies.co.uk and password.



If you are using a phone or an iPad, you will need to click on the 3 horizontal lines and then 'Quicklinks', 'Home Gateway' and click on 'Outlook Web access'.






From here, students can send and receive emails to and from their teachers. Email addresses can be searched for in the 'To:' section of outlook. Staff email addresses follow the same format – first letter of forename followed by surname then @prioryacademies.co.uk. For example jbloggs@prioryacademies.co.uk

Citrix – virtual desktop

Citrix is a program that will allow students to use their home computer as their academy computer. They will have access to their email and all the programs they use at school. Their desktop will mirror their school desktop. Students will need to download Citrix from the academy website. Follow the instructions above for accessing school email but instead of clicking on Outlook, click on Citrix and follow the instructions from there.

Home Gateway

By logging on to any of the services below

	Citrix	Use Citrix to etc. Make su launch the p There is a mx
	Outlook Web Access	Easy access
	Priority Federation Sharepoint	Use your full

SharePoint – shared website

SharePoint is the shared website of the Lincoln Academy. There is a home dashboard for announcements from the Academy and from there, students will be able to access all of their subjects (on the left hand side menu). SharePoint can be accessed either through Citrix or through the Home Gateway as above.



Class-Charts – homework and home learning

Students and parents/carers have been given a Class-Charts login. Students have a 10 digit code. To access Class-Charts students need to google 'Class charts' and login from the site. It will ask for their date of birth (in the format DD/MM/YYYY). It may then ask for an access code; this is the same 10 digit code. Here you will find details of homework or home learning.

Microsoft Streams – videos

Staff may record a video for students to view at home. They will be sent a link for this video via email to watch through streams. Streams videos are best viewed through a standard webpage on a computer/laptop or phone. If possible we would encourage students to download the streams app to their devices through Google play store (android) or the App Store (apple). Students will need to use their academy email address and password to view the videos.



Khan Academy – maths

Khan Academy is an online learning website that the Maths department use for home learning amongst other websites. Your child's Maths teacher may set work on there. If they do, they will put this on Class-Charts for students to see. All students will be given a log in and a password to access the site. Students need to watch the videos and complete the work online. Your child's Maths teacher will be able to monitor what has been completed.

Seneca Learning – learning platform

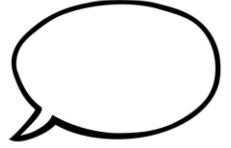
Seneca Learning is used across all curriculum areas. It is totally free and students can use it at their own pace. The class teacher will inform students which areas to study. Seneca uses videos and online questions. If students have not set up an account they can do this using their academy email address and password.

Tips for home learning

Staying safe online

Only communicate through approved school portals and platforms

It's important that you send messages and any pictures or images of completed work through approved school channels, such as through your school email or SharePoint. This will help to keep your personal information safe and secure.



Don't share passwords or other sensitive information

In order to begin your online lessons or to gain access to learning materials, you may be provided with login details and passwords. In the same way you keep your personal details private, always keep these safe and never share them with others.

Don't use school platforms to discuss personal matters

It's important to keep your school communication channels separate from your own personal communication with friends and family. Don't be tempted to engage in casual discussions or send images, videos or links via official school apps or platforms that aren't associated with your learning.



Only visit sites associated with your learning.

You may be directed to websites to help with your learning such as Khan Academy, Seneca Learning and YouTube. If you have borrowed an academy laptop your parent will have signed an agreement. This means you are not allowed to visit sites or download programs which are not allowed on the academy's devices. Only visit those sites directed to you by your teacher.



If you have any concerns relating to keeping safe at home or online please you can contact your pastoral manager using the email on the staff contacts page.

Structuring your day

Set and stick to a routine

Follow your normal sleep patterns and routines, if you can, and stay consistent. Get up at the same time, eat breakfast, and get out of your pyjamas! Try spending some time each day being active. Most importantly, when your school day stops, stop working. And at the end of the day, try to get to bed at your usual time.



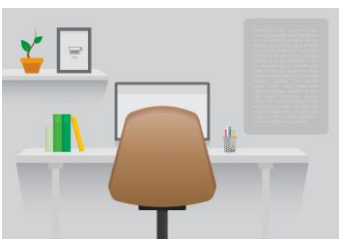
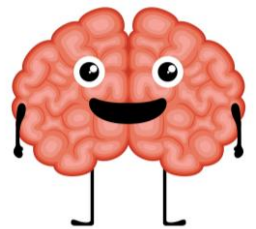
Take regular screen breaks

Whilst remote learning might be an exciting experience to begin with, having prolonged periods of time in front of a screen isn't always healthy. Remember to have regular screen breaks where possible and in your spare time, try to get some fresh air and enjoy other activities away from electronic devices.



Look after your mental health and wellbeing

Remote learning ultimately means working alone and missing out on daily social interaction with your friends. If you ever feel frustrated, low or sad, it's important to discuss how you feel with your parents, pastoral manager or a teacher. Keeping in touch with friends over the phone or on social media can also help to keep your spirits up.



Make a dedicated workspace

If you can, find a quiet space away from people and distractions like the TV or your bedroom. Get everything you need in one place, before you start work – chargers, pens, paper, books, a drink of water and anything else. Even in a small or shared space, try to designate an area as your work space. Lastly, get comfortable. While it might be tempting to sit on the sofa, it's much better to sit at a desk or table.

Staff contacts

Pastoral team

Year 7	Head of year – Mr S Liu sliu@prioryacademies.co.uk Pastoral manager – Miss R O'Connor roconnor@prioryacademies.co.uk
Year 8	Head of year – Miss C Shutt cshutt@prioryacademies.co.uk Pastoral manager – Mrs E Newton enewton@prioryacademies.co.uk
Year 9	Head of year – Miss G Gerrard ggerrard@prioryacademies.co.uk Pastoral manager – Miss S Jones sjones@prioryacademies.co.uk
Year 10	Head of year – Mr M Moss mmoss@prioryacademies.co.uk Pastoral manager – Miss A Ward award@prioryacademies.co.uk
Year 11	Head of year – Mr S Brown sbrown@prioryacademies.co.uk Pastoral manager – Mr A Perkins aperkins@prioryacademies.co.uk

Sixth form team

Head of sixth form – Mr M Pitts mpitts@prioryacademies.co.uk
Pastoral manager – Mrs L Jones ljones@prioryacademies.co.uk
Pastoral manager - Mrs M Mansford mmansford@prioryacademies.co.uk

SEND and Safeguarding

SENDSCO – Miss G Keenan gkeenan@prioryacademies.co.uk
Designated safeguarding lead – Mrs C Bramwell-Smith cbramwell@prioryacademies.co.uk
Designated Safeguarding officer - Mrs D Newell dbooth@prioryacademies.co.uk