



THE MILTON KEYNES ACADEMY
Creative Education Trust

Home Learning:

A guide to working from home



Dear Parent/Carer and Pupil,

This guide sets out all the information pupils will need to continue learning if they cannot attend school.

Pupils who cannot attend school should continue to follow their normal daily timetable and refer to the 'Home Learning' section of the school website for instructions on how to access their daily work.

Microsoft Teams will be used to set home learning and daily lessons in most subjects. Pupils can access Microsoft Teams by logging onto the web-based version of Office 365 or by downloading the Microsoft Teams app on a smart phone. The login and password are the pupils school email address and school password.

Through TEAMS pupils can:

1. Access their weekly learning for each subject
2. Access daily lessons taught by their teachers
3. Access voice over power points created by their teachers
4. Send work back to their teachers to be marked

The following pages outline the expectations for pupil on a daily basis. If you have any difficulties regarding accessing any of the information in this booklet then please do not hesitate to contact your tutor or head of year.

We also use other learning platform which are mentioned in this document and on the Home Learning section of the school website.

See also the Top 10 Tips on remote learning for parents from National Online Safety:
<https://www.miltonkeynesacademy.org.uk/wp-content/uploads/2020/04/Remote-learning-guidance-for-parents.pdf>

Kind regards

Sarfraz Akram
Assistant Principal for KS4 and Remote Learning



Remote Learning Guidance for Students

When you are working from home, we want to ensure that you can continue to make progress in all of your subjects. This guidance will set realistic expectations for what Remote Learning looks like.

How will it work?

- The expectation is that you will follow your normal timetable as closely as possible
- For each lesson follow the guided resources on this document
- You should spend the length of the lesson completing this work
- If you do not understand an element of the work, or need help, you should seek help from all available sources. This includes using your notes and textbooks, contacting your class teacher, and researching on the internet
- If you are still unsure or require help, contact the relevant teacher through email
- Your teachers will respond no more than 24 hours after the timetabled lesson where possible
- Responses may take the form of individual, or whole class guidance
- Your teachers will inform you if work should be shared with them, and how you should do this
- Your teachers may use a variety of methods to give you feedback on your work


How to be an excellent virtual learner

- Keep your routine as close as possible to the normal school day
- Ensure you are working in an appropriate working environment, at a desk, and without distractions
- Put your phone away when you work
- You have a responsibility to be independent and proactive. Please contact the Academy if you experience any technical difficulties in accessing your work

If you have any queries or require assistance regarding login/access issues for Microsoft Teams please email the following address: support@miltonkeynesacademy.org.uk. If you have any other queries, please contact info@miltonkeynesacademy.org.uk.

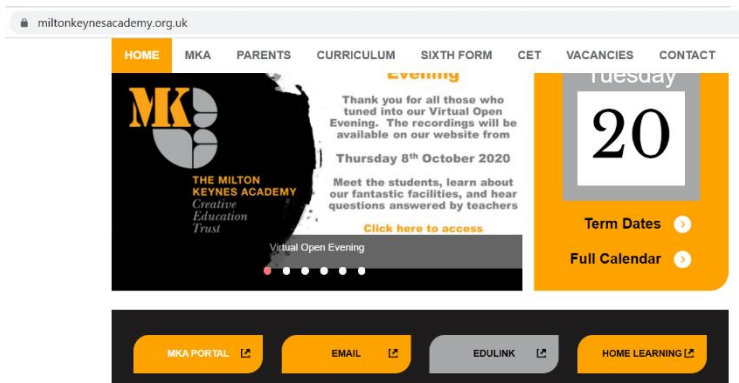
Key contact details

Year Group	Head of Year Email Addresses
Year 7	Kevin.Copson@miltonkeynesacademy.org.uk
Year 8	Kristal.Watkins@miltonkeynesacademy.org.uk
Year 9	Nicholas.Campbell@miltonkeynesacademy.org.uk
Year 10	Jonathan.Newman@miltonkeynesacademy.org.uk
Year 11	Martin.Lancaster@miltonkeynesacademy.org.uk
Year 12	Fahema.Choudhury@miltonkeynesacademy.org.uk

<p>Milton Keynes Academy Fulwoods Drive Milton Keynes MK6 5LA</p>	
	<p>01908 341700</p>
	<p>General queries: Info@miltonkeynesacadaemy.org.uk IT issues: support@miltonkeynesacademy.org.uk</p>

Office 365

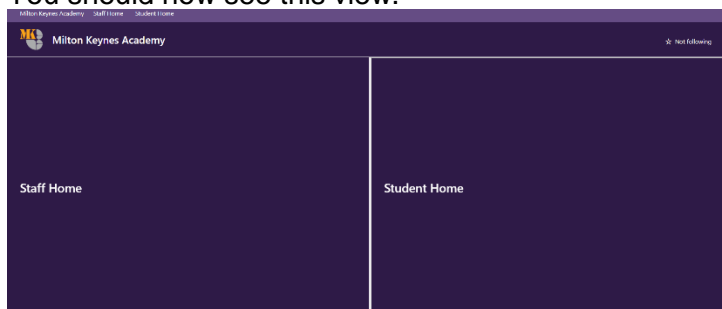
We will use a few different ways to keep in touch with you whilst you work from home. To log in, go the school website. www.miltonkeynesacademy.org.uk



1. Click MKA Portal or Email

You can now log in using your school email address and password. It should follow the following format: Username.Student@miltonkeynesacademy.org.uk

You should now see this view.

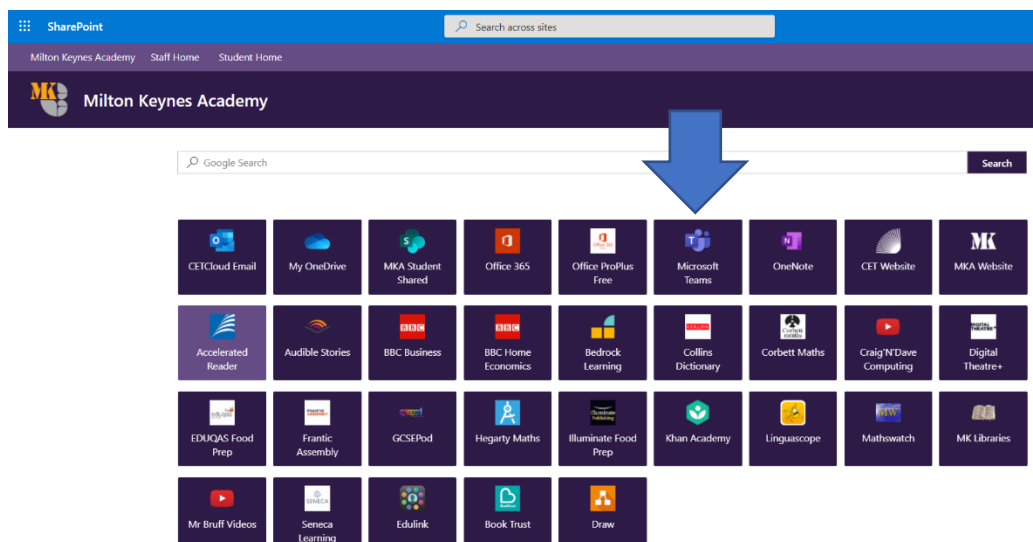


Outlook: Check your emails regularly to keep up to date

Microsoft Teams: This is where you will access your online classes and see work set

Calendar: Here you can access your calendar. Any meeting scheduled with teachers can be seen here.

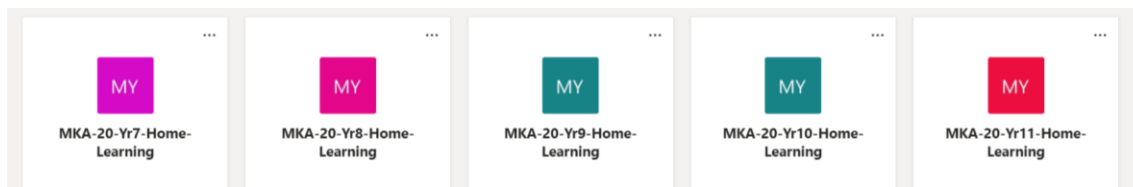
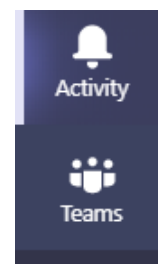
2. Now click on Microsoft Teams



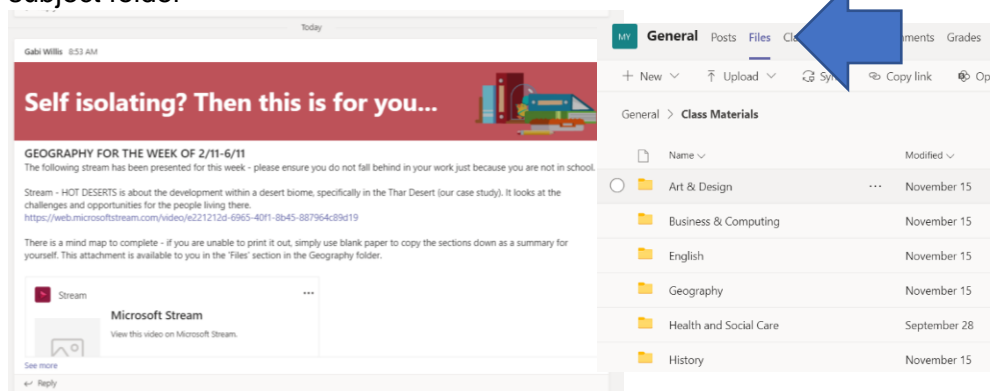
Office 365

Microsoft Teams

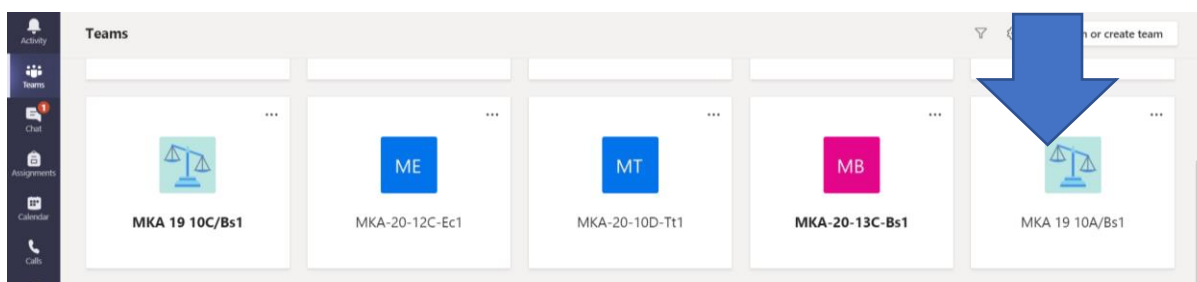
1. Once you have opened MS Teams, click on Teams
2. Now click on your relevant home learning group



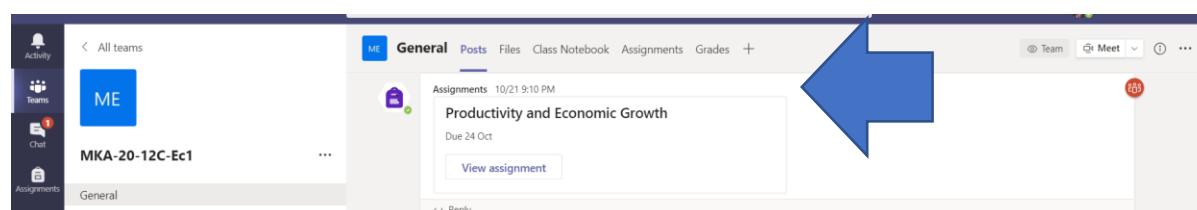
3. You will now see the posts in the Team, see example below with details of your lesson for that day/week. You also need to navigate to the files section and open the relevant subject folder



4. If your teacher has asked you to submit work, click on your relevant class Team



Now you will see all your class homepage, look through the posts/assignments and submit the work



Invite to meeting/lesson

If a member of staff invites you to a live lesson, then you will get an email notification in outlook. You can accept the meeting from the email and it will add to your calendar. Click on it when you are due to be in the meeting.

The screenshot shows the Outlook interface. On the left, a calendar grid for April 2020 is visible. The main area displays a weekly view from Monday to Friday. A meeting titled "HOV CHECK IN" is scheduled for Monday, April 6th, from 10:00 to 11:00. The meeting is organized by Nicola Palmer. A blue box highlights the meeting entry, and a blue arrow points from this box to the "Join Meeting" button in the meeting details pane on the right. The meeting details pane shows the title "HOV CHECK IN", the location "Slane Meeting", and a "Join Meeting" button. A blue box at the bottom of the image contains the text "Then click on join meeting." with an arrow pointing to the "Join Meeting" button.

Remote Learning Links KS3

Use the 'forgotten password' tool if you are unable to log in to any of the web-based sites below.

Subject	Resources for Remote Learning KS3	Oak Academy Links
Art		https://classroom.thenational.academy/subjects-by-key-stage/key-stage-3/subjects/art
Computing		https://classroom.thenational.academy/subjects-by-key-stage/key-stage-3/subjects/computing
English	<p>https://www.bbc.co.uk/bitesize/this-terms-topics</p> <p>https://app.senecalearning.com/dashboard/courses/your-courses</p> <p>https://app.bedrocklearning.org/</p> <p>https://www.educationquizzes.com/ks3/english/</p> <p><i>If you need any support logging in to Bedrock Academy please email library support.</i></p>	https://classroom.thenational.academy/subjects-by-key-stage/key-stage-3/subjects/english
Humanities	https://www.bbc.co.uk/bitesize/this-terms-topics	<p>https://classroom.thenational.academy/subjects-by-key-stage/key-stage-3/subjects/geography</p> <p>https://classroom.thenational.academy/subjects-by-key-stage/key-stage-3/subjects/history</p>
Maths	<p>Hegarty Maths</p> <p>Mathswatch</p> <p><i>If you forget your password for Mathswatch or HegartyMaths or you do not have a login email maths support.</i></p> <p>https://www.bbc.co.uk/bitesize/this-terms-topics</p>	https://classroom.thenational.academy/subjects-by-key-stage/key-stage-3/subjects/maths

MFL	Linguascope https://www.bbc.co.uk/bitesize/subjects/z2nygk7 http://realfrenchplus.net/ https://www.languagesonline.org.uk/Hotpotatoes/index.html	https://classroom.thenational.academy/subjects-by-key-stage/key-stage-3/subjects/french https://classroom.thenational.academy/subjects-by-key-stage/key-stage-3/subjects/german
Science	https://app.senecalearning.com/sign-up https://www.bbc.co.uk/bitesize/this-terms-topics	https://classroom.thenational.academy/subjects-by-key-stage/key-stage-3/subjects/science
General	Collins CoBuild dictionary that gives student friendly definitions MK Libraries / eBooks/ other electronic resources Free audio books	

Remote Learning Links KS4

Use the 'forgotten password' tool if you are unable to log in to any of the web-based sites below.

Subject	Resources for Remote Learning KS4	Oak Academy Links
Art	<p><u>Illuminate Publishing Food preparation and nutrition Online text book</u></p> <p><u>EDUQAS website : Food Preparation and Nutrition > Select Digital resources . > Choose from available topics, videos, links and worksheets</u></p> <p><u>BBC Bitesize – Home Economics</u></p> <p><u>GCSEPod</u></p>	<p>https://classroom.thenational.academy/subjects-by-key-stage/key-stage-4/subjects/art</p>
Business	<p><u>GCSEPod</u></p> <p><u>Seneca learning</u></p> <p><u>BBC Bitesize – Business</u></p>	
Computing	<p><u>GCSEPod</u></p> <p><u>Seneca Learning</u></p> <p><u>BBC Bitesize – Computer Science</u></p> <p><u>Craig'n'Dave AQA GCSE Computer Science videos</u></p>	<p>https://classroom.thenational.academy/subjects-by-key-stage/key-stage-4/subjects/computing</p>
English	<p><u>GCSEPod</u></p> <p><u>Seneca Learning</u></p> <p><u>Mr Bruff videos</u></p> <p><u>Accelerated Reader- student</u></p> <p><u>Accelerated Reader – parent</u></p> <p><u>Bedrock Vocabulary</u></p> <p><i>If you forget your password for Accelerated Reader or Bedrock Vocabulary or you do not have a login email library support.</i></p>	<p>https://classroom.thenational.academy/subjects-by-key-stage/key-stage-4/subjects/english</p>
Humanities	<p><u>GCSEPod</u></p>	<p>https://classroom.thenational.academy/subjects-by-key-stage/key-stage-4/subjects/geography</p>

		https://classroom.thenational.academy/subjects-by-key-stage/key-stage-4/subjects/history
Maths	<p>Hegarty Maths</p> <p>Mathswatch</p> <p><i>If you forget your password for Mathswatch or HegartyMaths or you do not have a login email maths support.</i></p> <p>GCSEPod</p> <p>Corbett Maths</p> <p>BBC Bitesize</p>	<p>https://classroom.thenational.academy/subjects-by-key-stage/key-stage-4/subjects/maths</p>
MFL	<p>Linguascope</p>	<p>https://classroom.thenational.academy/subjects-by-key-stage/key-stage-4/subjects/french</p> <p>https://classroom.thenational.academy/subjects-by-key-stage/key-stage-4/subjects/german</p>
Performing Arts / Dance	<p>Digital Theatre Plus</p> <p>Watch performances and interviews from Frantic Assembly</p> <p>Search for Physical Theatre (there is a playlist).</p>	
Science	<p>Seneca Learning</p> <p>Active learn</p> <p>GCSEPod</p> <p>Khan Academy</p>	<p>https://classroom.thenational.academy/subjects-by-key-stage/key-stage-4/subjects/physics</p> <p>https://classroom.thenational.academy/subjects-by-key-stage/key-stage-4/subjects/biology</p> <p>https://classroom.thenational.academy/subjects-by-key-stage/key-stage-4/subjects/chemistry</p>
Sport/PE	<p>GCSEPod</p> <p>Seneca Learning</p> <p>https://www.youtube.com/channel/UC4aEFy_BrFnHC3S-x1Bsfqw/playlists</p>	



General	<u>Collins CoBuild dictionary that gives student friendly definitions</u> <u>MK Libraries / eBooks/ other electronic resources</u> <u>Free audio books</u>	