



RUSKIN
A PRIORY ACADEMY

REMOTE LEARNING GUIDE
FOR STUDENTS



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INTRODUCTION...

STUDENTS

Here is a toolkit of resources that will help you organise your learning when you are at home. You will also find some useful tips and tricks to help you stay healthy and focused while learning remotely. There are links to helpful resources and ways to access the different apps you will use such as Microsoft Teams and Microsoft Office 365.

If you need any further help with your studies remember you can email your teachers or chat with them through Teams.

PARENTS / CARERS

This guide will provide useful information to support your child to understand how they will learn at home and where support can be found. You can support your child by helping to create a learning space and helping them to manage their time when creating their daily plan.

There is also advice on further support that is available if needed and ways that the Academy can help support with any barriers to learning.



STRUCTURE OF THE DAY...

Where possible we are strongly encouraging you to continue to follow your normal timetabled day. A mixture of live lessons and pre-set work will be used to support your education. It is therefore important that you are following the normal planned day so you have the ability to attend any live lessons on offer.

1. You are strongly encouraged to plan out your day using the template on page 9. This will allow you to see what lessons you have on that day and allow you to be more organised.
2. Work for the day will be made available on Show My Homework on the day of your lesson. This will in most cases be available to you by 9am.
3. You will have a mixture of live and pre-set work. We would therefore encourage you to check your Teams calendar as well. These links will also be set on Show My Homework.
4. During each lesson, the member of staff taking the lesson will be available either through the live lesson or through the chat function in teams. This is to support you if you need any help.

Please note that not all links in Microsoft Teams will be a live lesson, some of these have been set up to support you through the chat function. Your teachers will let you know in SMHW if it is a live lesson or Chat.

5. Your teacher will let you know how your work will be submitted. This could be done through Show My Homework or through email. Not all work submitted will be formally marked but will be used by your teacher to help guide them in your understanding and next steps.



RULES FOR LIVE LESSONS...

- 1 You must have given permission to take part in a live lesson
- 2 Ensure your camera and microphone are turned off
- 3 Be there at the start of the scheduled lesson
- 4 The chat function is to discuss work and ask questions not to socialise
- 5 If you wish to ask a question either place it in the chat or raise your hand using the raised hand icon
- 6 Remember all lessons will be recorded
- 7 Email your teacher/form tutor if you are having any issues accessing lessons





TOP TIPS...

Plan your time each day.


Take regular breaks.

Wear suitable clothing – get dressed in the morning but wear something you will find comfortable to work in.

Find an appropriate space to work in and ensure if possible that it has plenty of light. Ideally, you will have an area where you will not be distracted but you may wish to be near someone for guidance.

Have your resources to hand – A pen, paper, your books, etc.



A young woman with blonde hair in a braid, wearing a dark school uniform jacket, is sitting on a grey sofa. She is leaning forward, writing in a notebook with a blue pen. The setting appears to be a bright, modern lounge or study area with large windows in the background showing greenery.

Check Show My Homework or the Teams chat before each lesson as there may be resources on there for that lesson, always download these before.

Have a drink of water with you.

If you are having issues using Citrix login to the Teams app on your laptop/phone, download this beforehand.

If you need Word or Publisher then you can also access this on your own computer by loading the web browser and logging in to Office 365 using your school email and password.



PLANNING YOUR DAY AND LOGINS...

Think about what you need.

- A timetable
- A daily planning sheet – See opposite page
- Login details for different platforms



Username

Password



Username

Password



Username

Password



Username

Password



Username

Password



Username

Password



Day:

	Subject	What work has been set	Where is this work? (✓ or ✗)				Is this a live lesson? (✓ or ✗)
			Teams	SMHW	MathsWatch/ Dr Frost	Other	
1							
2							
3							
4							
5							

HOW DO I FIND MY WORK?...



All work set by your teachers will be placed on **Show My Homework** by 9am of the day you would normally have that lesson. Please login to Show My Homework and go to the Homework section. This will be clearly labelled with the subject and what period it should be done.

Please note that parents can also access this to see the work that has been set and what has been completed. We would encourage all parents to login to Show My Homework.

HOW DO I SET UP MICROSOFT TEAMS?...



Microsoft Teams can be accessed through Citrix, through the web browser or through an app. We recommend using this either through your own web browser or by downloading the app on your laptop or phone. This is because sometimes Citrix can be a little slower if multiple people are using all at once and it may not always allow you to login if this is the case.

Using via the App or web browser on your own desktop will overcome this problem.

For more information on how to download and access Microsoft Teams, please **CLICK HERE**.

For more information on using Chat in Microsoft Teams to contact teachers during a lesson, please **CLICK HERE**.

HOW DO I DOWNLOAD CITRIX?...

For more information on how to download and access Citrix, please **CLICK HERE**.

For more information on accessing my saved work through OneDrive please **CLICK HERE**.



HOW TO ACCESS MICROSOFT 365...



All students now have access to the full Microsoft Package; this includes Word, Publisher, Excel, Forms and many more. If students do not already have access to these packages we recommend they login and use through Office 365.

For more information on how to access and use Office 365, please **CLICK HERE**.

IT : FURTHER SUPPORT AND HELP FOR PARENTS...



We fully understand that during these difficult times, it can be difficult for students to engage with their usual routine and that technology may have to be shared out across siblings and is therefore limited.

If you are experiencing any difficulties with your child being able to complete work due to the barriers of technology please contact **ruskingeneralenquiries@prioryacademies.co.uk** and we will look to support with these barriers wherever possible.

WIFI/ MOBILE DATA...



If further assistance is required regarding students not having access to broadband or needing an increase in their mobile data provision then again please contact the email above.

More guidance on this can be found **HERE**.



PASTORAL SUPPORT AND WELLBEING...

During these uncertain time students can often find it hard to adapt to new routines such as staying up late reading the news, arguing more, struggling to sleep, being teary, feeling overwhelmed, headaches, ranting, picking fights, getting into arguments!

If you are noticing any of these things, I have good news. You are 100% not alone. This is in fact completely normal. We are all living in extremely anxious times, it is scary and it makes can make us feel out of control, and this on top of everything else we have going on.

However, should you have any concerns please contact the Academy to discuss these with a member of the Pastoral Team such as a Head of Year or a Pastoral Manager.

For support further support and information for your well-being [CLICK HERE](#).

For further support and information on physical well-being [CLICK HERE](#).

Keep checking the links above as we will continue to provide you with update.







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