



SEND Department weekly lockdown bulletin

SO, WE'RE IN LOCKDOWN..... AGAIN!

Hello everyone, I'm sure lots of us are experiencing feelings of de'ja vu, maybe even dread at the thought of being home again. But we made it through the first one, we can make it through this one.



Your friends will probably be feeling the same way, so keep in touch with them; a quick phone call, face time or text can make all the difference.

Your school work will be set by your teachers every day and they will be there for you to talk to as well if you have any concerns or problems, just as they are when you are in school! The key thing to remember is: you aren't alone in this!

In fact, just like a school day, there are several people you can talk to about any issues you might have. You can email them or ask them for a Teams meeting if you want to see a face.

You may want to speak to your:

- ❖ Form tutor
- ❖ Key worker (if you have been allocated one)

- ❖ Subject Teacher
- ❖ Trusted adult at school

Just be aware that people will still be teaching or working so may not be able to respond immediately! Also if you do ask for a Teams meeting it will be recorded for safeguarding purposes.

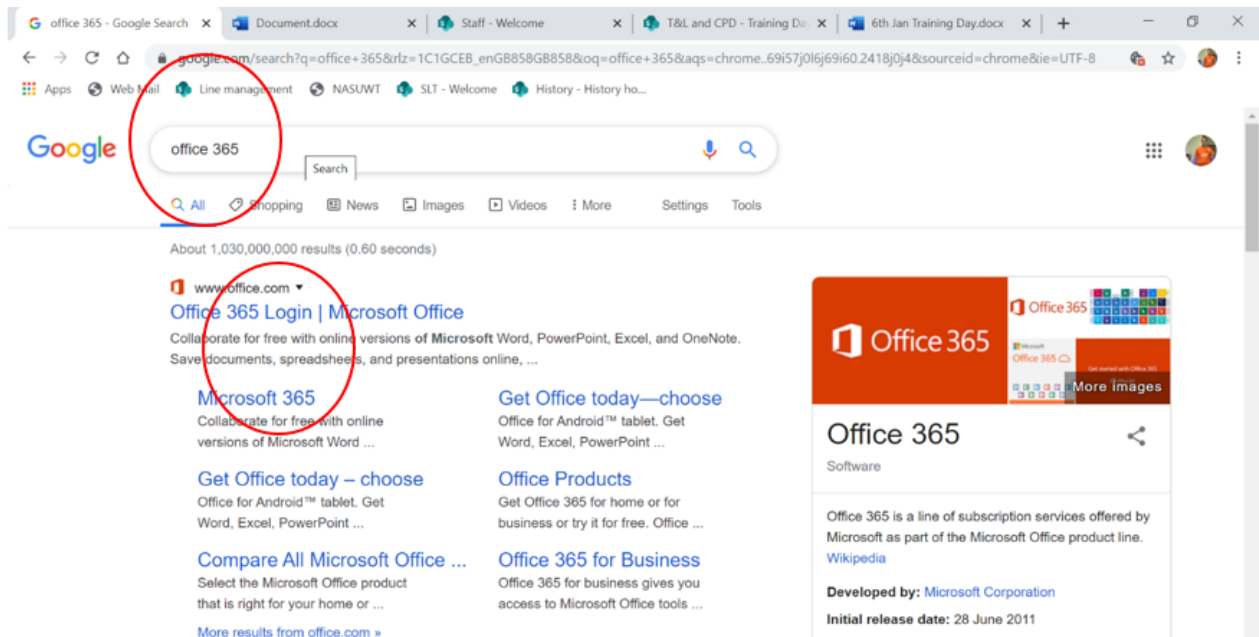


Having Trouble with Teams?

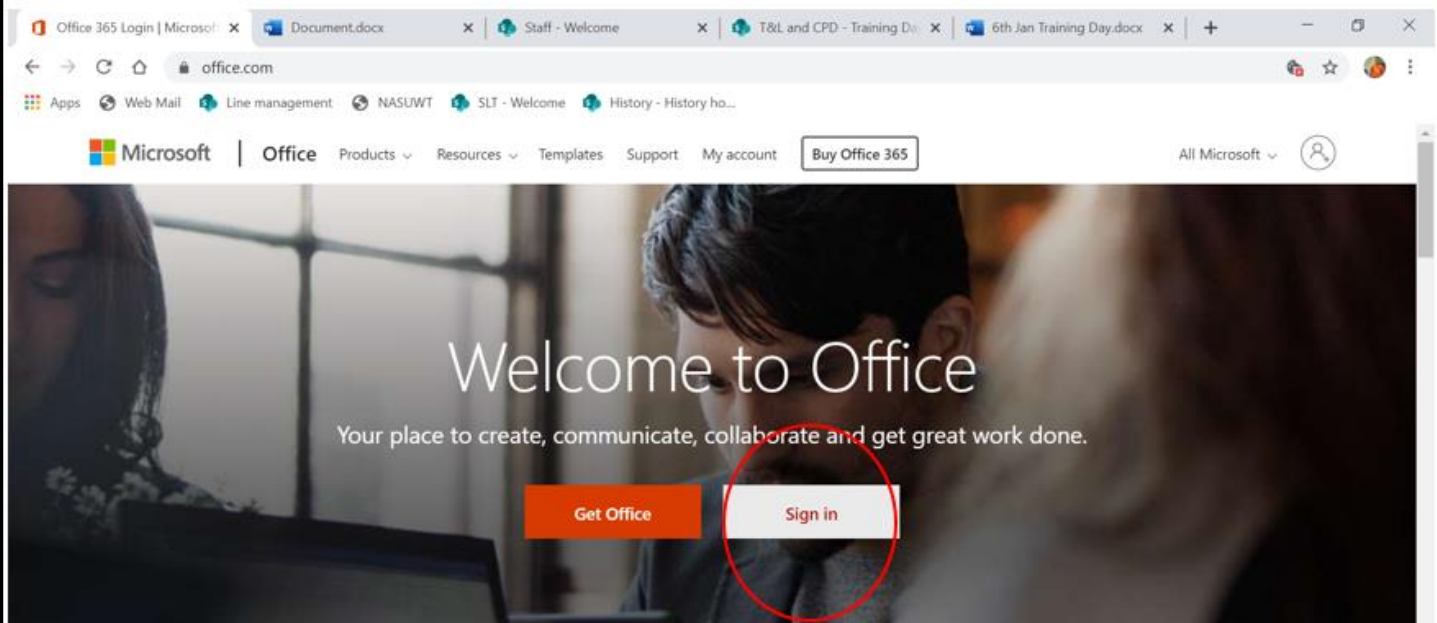
Here is a handy guide to help you logging in to Teams!

Logging in through office 365 (for a student at home) – in 4 steps:

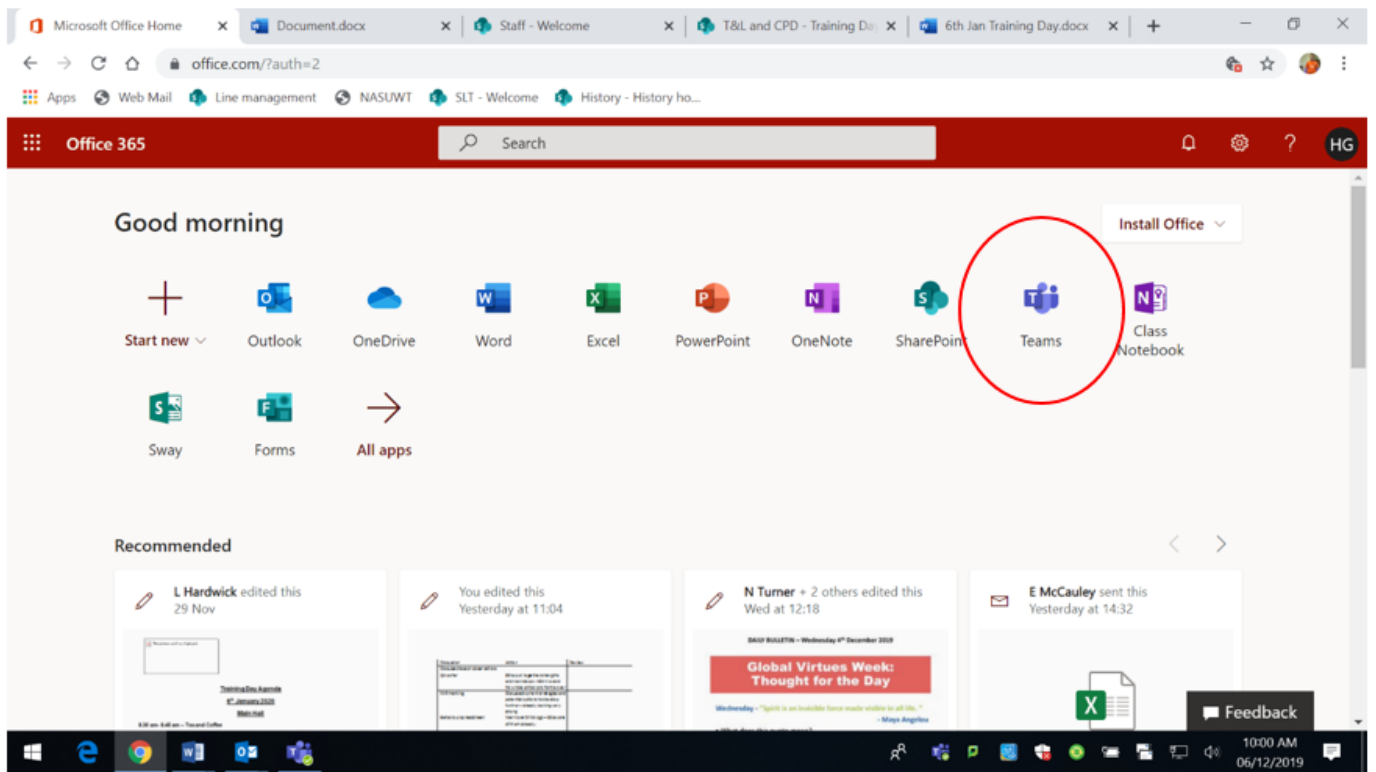
1. Google 'office 365'. Click 'login'



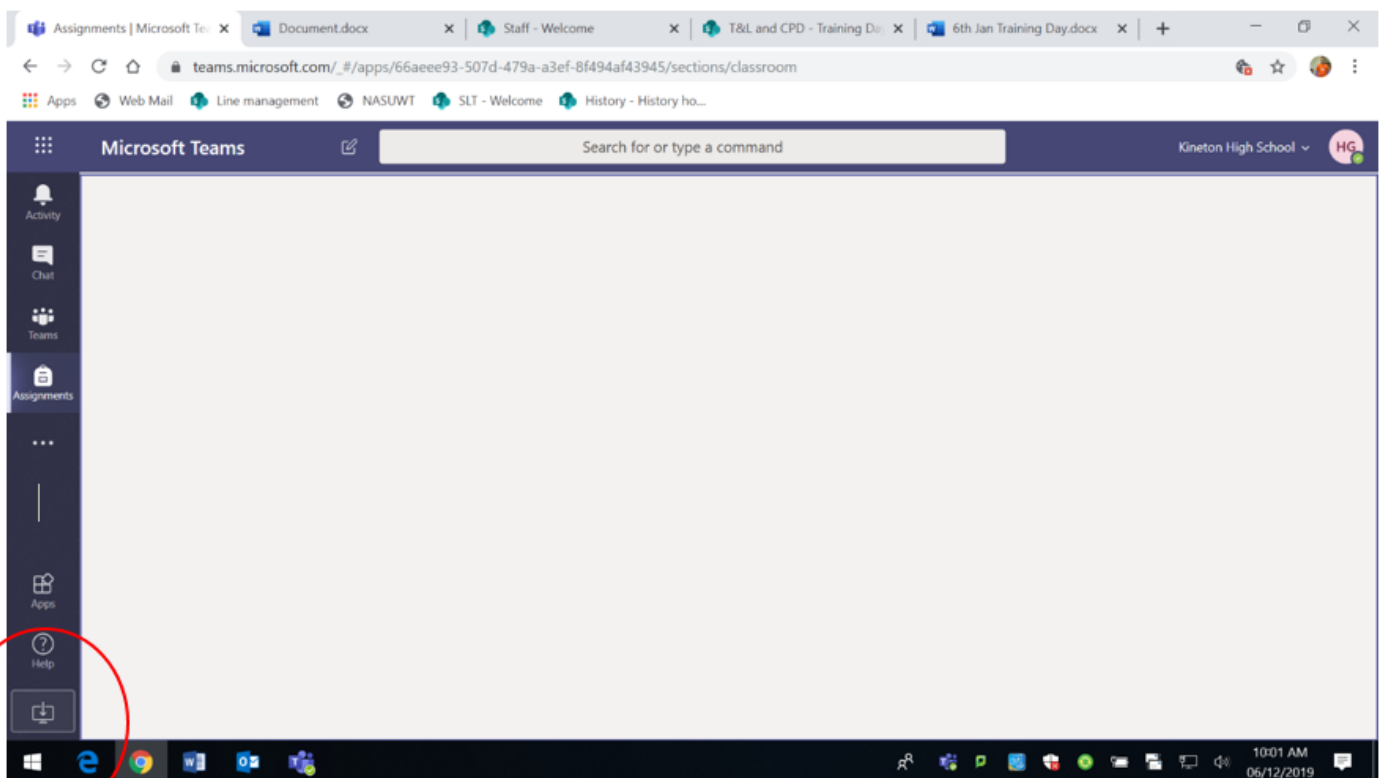
2. Click 'sign in' and enter the details that you use to log onto the school system (forenamesurname@kinetonhighschool.org.uk)



3. Select the Teams app:



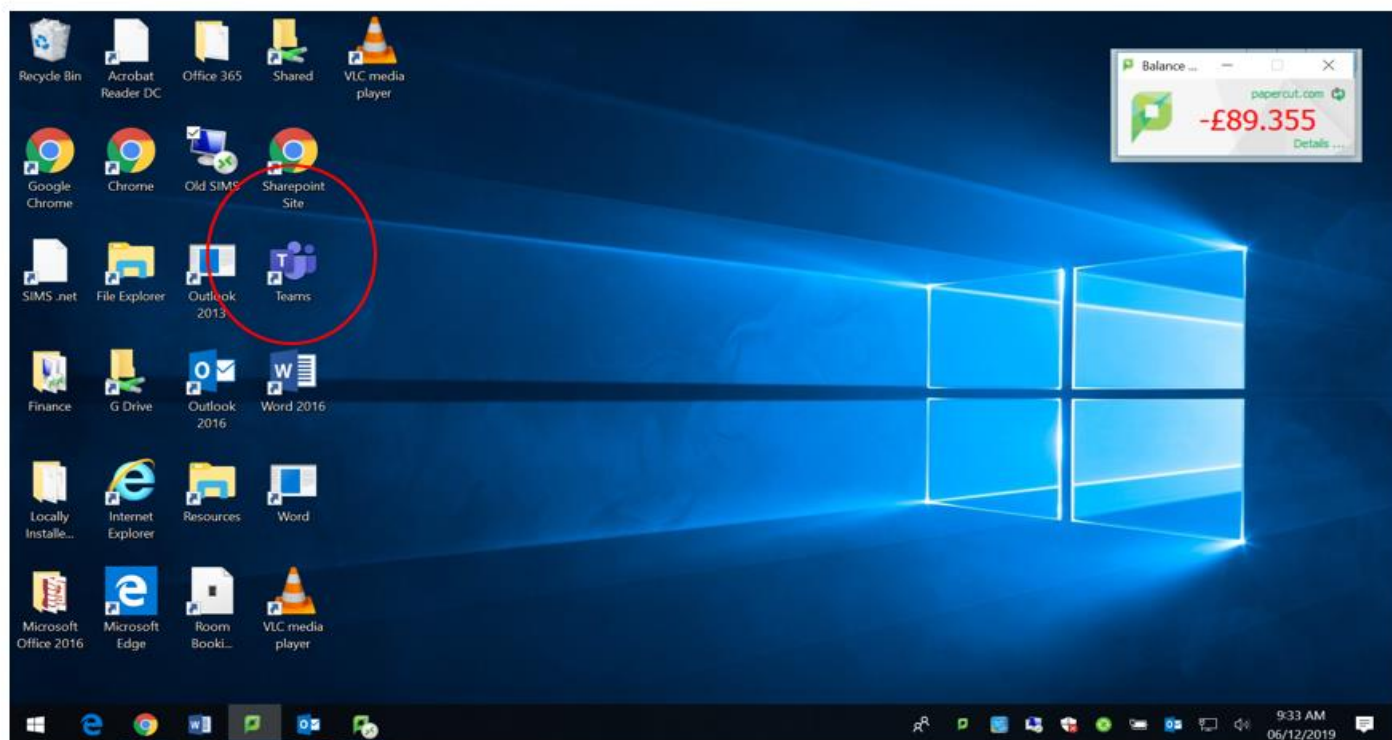
4. Select 'download desktop app' – circled:



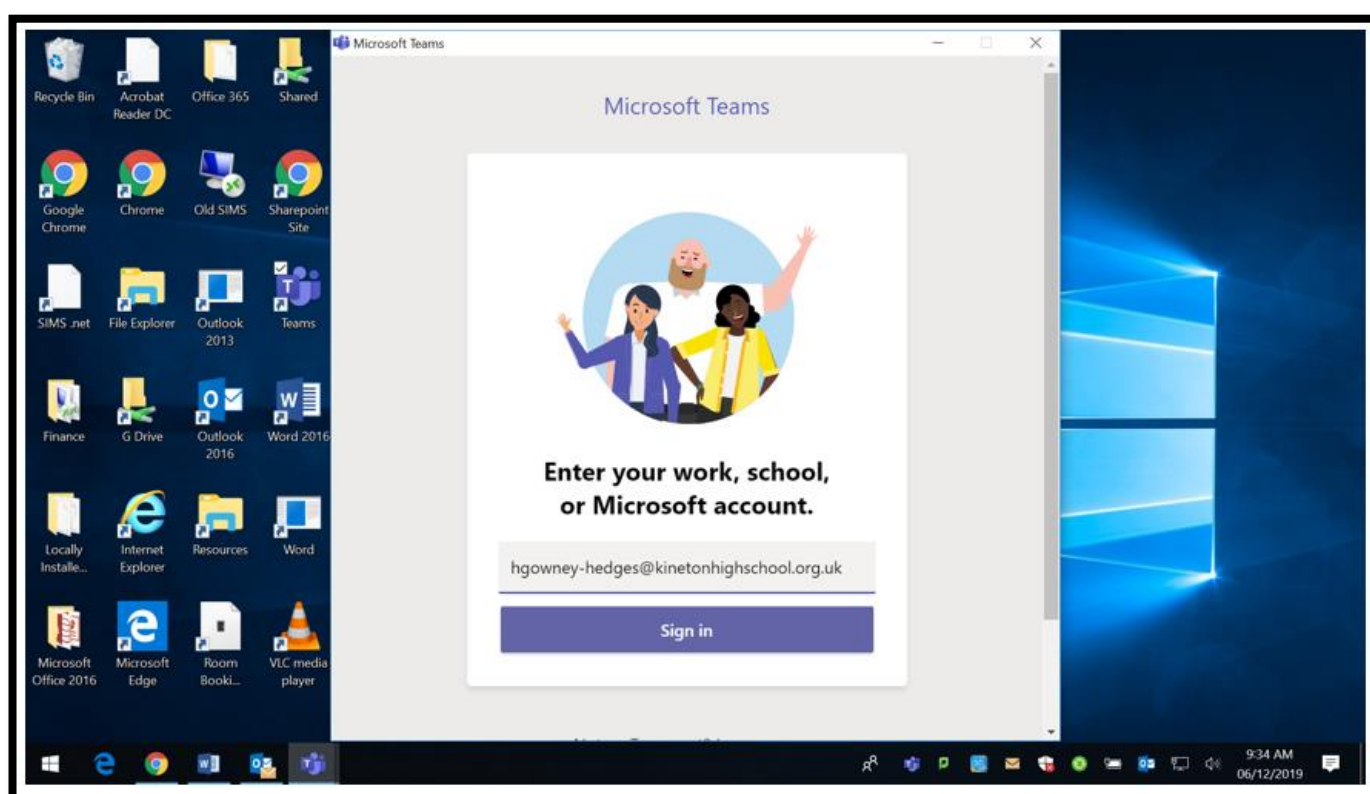
You can access it through the browser option, but the app is the recommended method.

Accessing homework through Teams

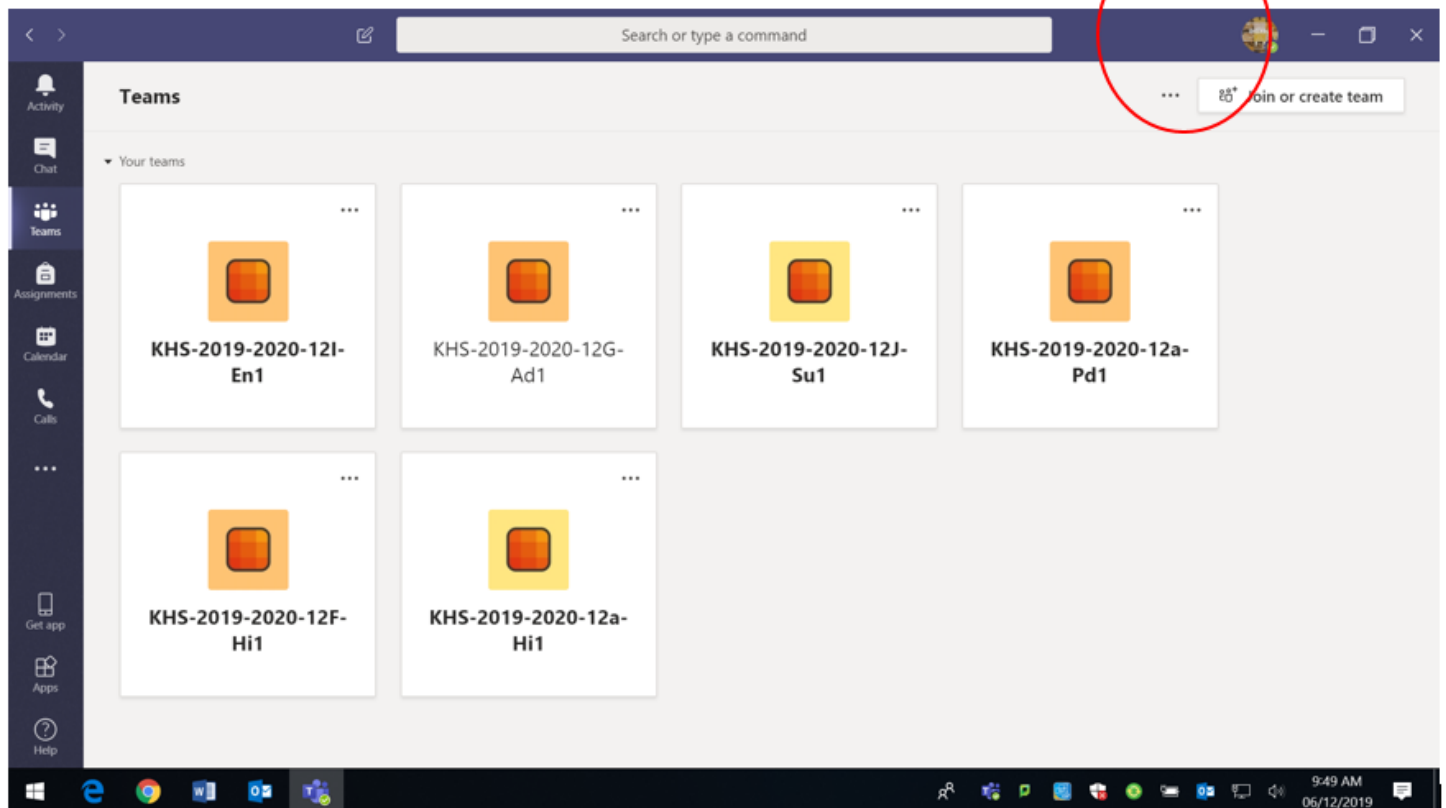
1. Double click the Teams app shortcut:



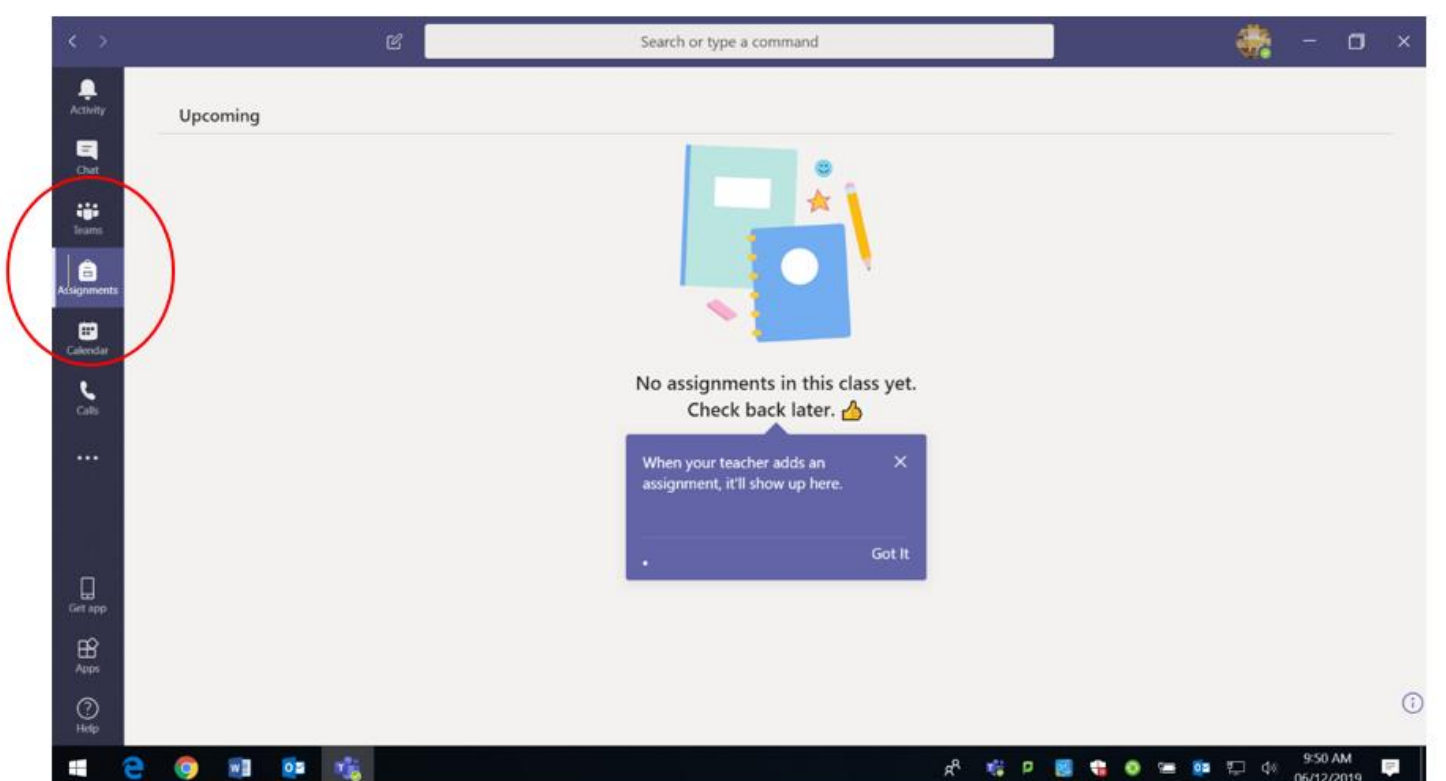
2. Enter your school account details (you will only be asked this for the first log in). Click 'sign in'.



3. Once logged in you should see your classes (either in a list, or shown in a grid below). Click the (...) to switch between grid and list view:



4. Click on assignments, you will see all of your assignments (once they are set).

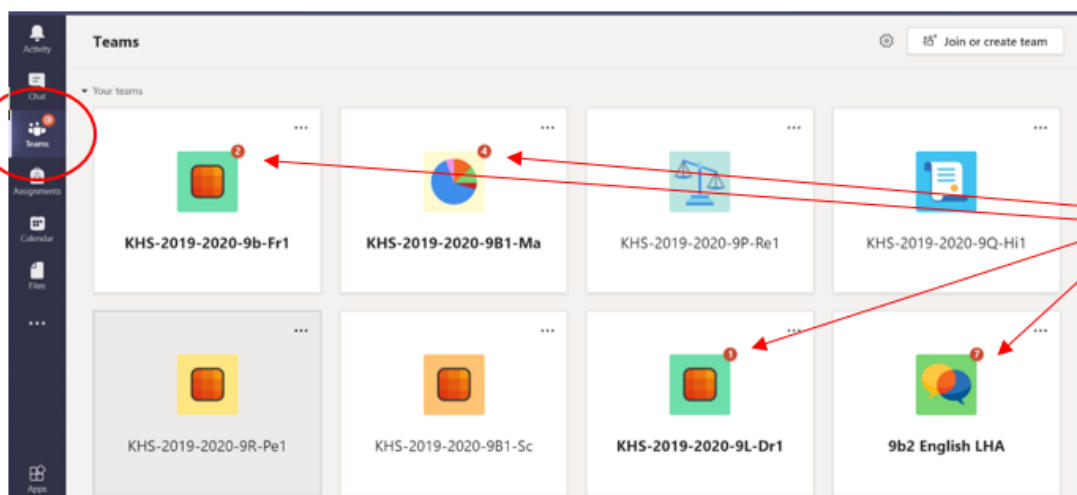


How do you check assignments?

Making the most of teams: Checking and submitting homework (assignments)

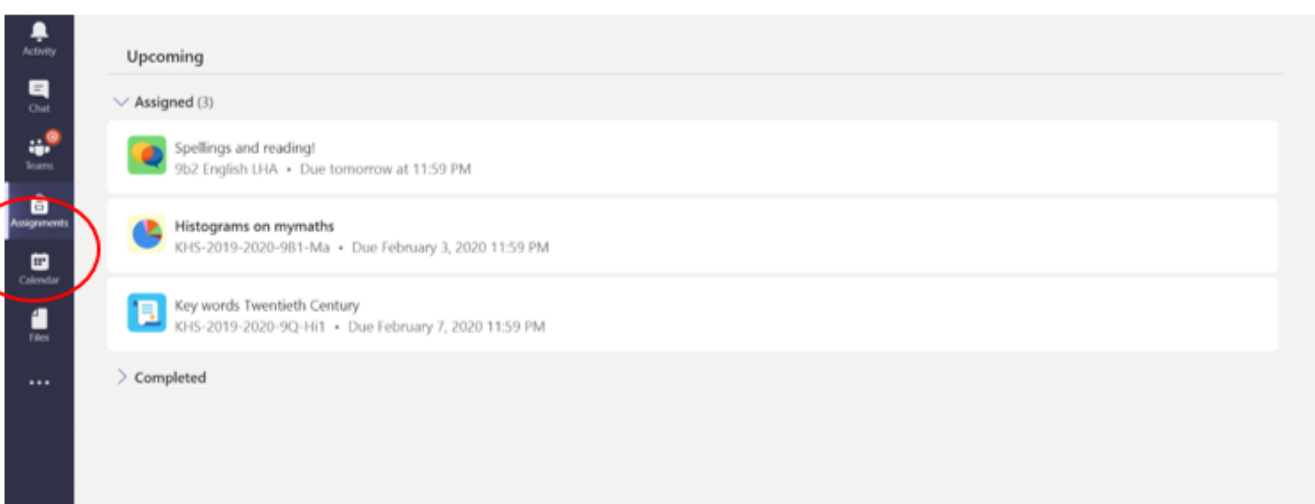
On a laptop/desktop

Once Teams has been opened there are two tabs that are useful in checking what homework has been set. Firstly the 'Teams' tab. This shows all of the 'Teams' (or classes) that the student is a member of. You can then click on each class to see the homework that has been set:

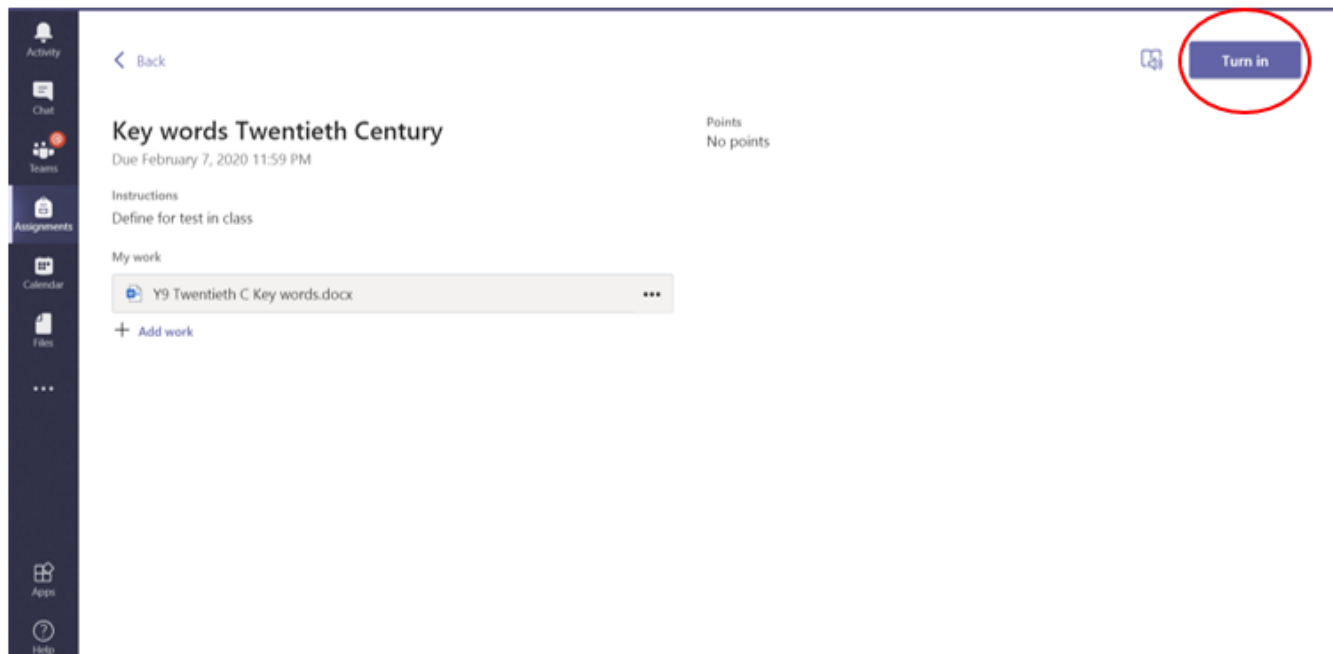


The red icons indicate that there is unread information eg. Assignment (homework) set or message from the teacher.

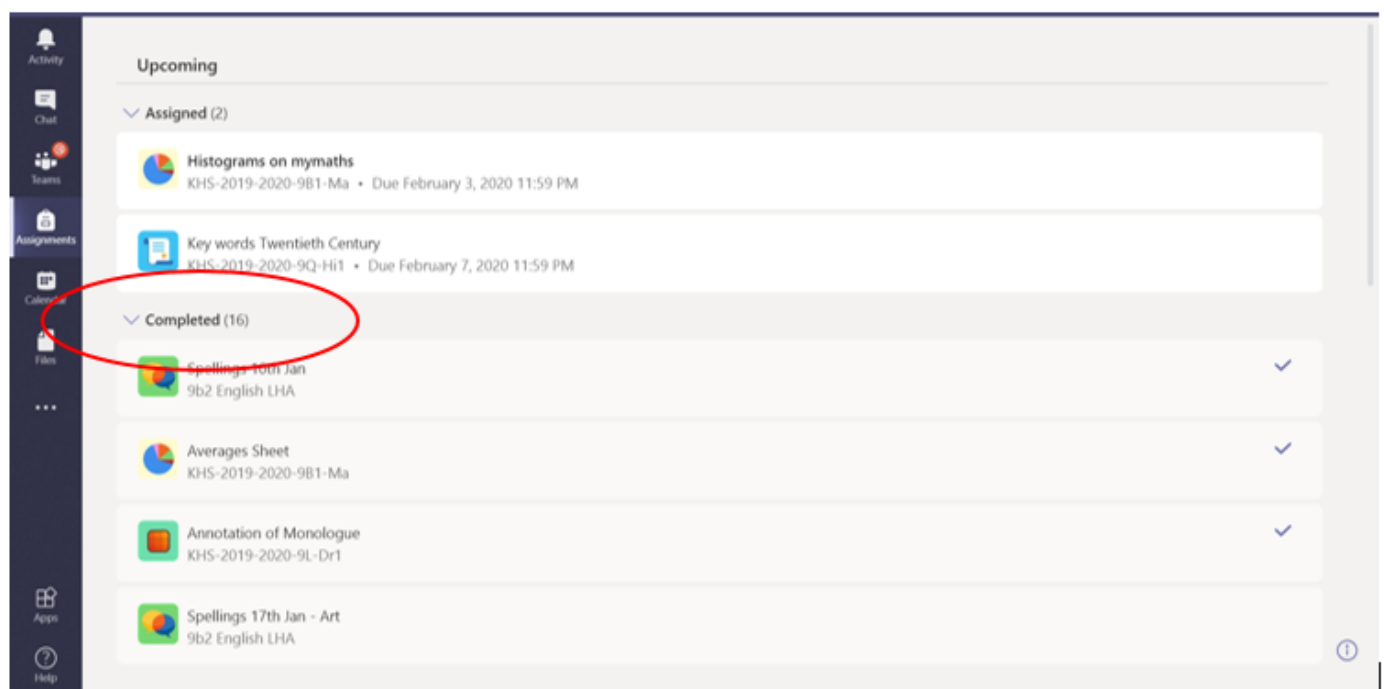
Alternatively you can select the 'assignments' tab. This displays all of the assignments set in chronological order. This will show all homework from all 'Teams' (classes) and can be used to view the most recent work set. In this case there are currently 3 assignments (homework's) set; English, Maths and History:



On clicking on the assignment (homework) you will get information on the work set. This history assignment includes an attached document for completion alongside the instructions. Once complete assignments (homework) can be 'turned in' (handed in/marked as completed) online by clicking on the 'Turn in' button. The homework will then need to be handed in (or sent) to the teacher.



This will remove the homework from the assigned assignment (homework) list and put it into the completed list. This can be viewed by clicking on the completed drop down menu identified by the circle. In this case, I have handed in the first homework on the original list: English 9b2 'Spellings and reading!' You can see that this is no longer on the 'assigned' list.



More recently completed assignments are at the bottom of this list (I have scrolled to the bottom to find the homework for English 9b2 'Spellings and reading!' that I marked as complete earlier (see red circle):

The screenshot shows the Microsoft Teams interface with the 'Upcoming' tab selected. The left sidebar contains navigation icons for Activity, Chat, Teams, Assignments, Calendar, Files, and Apps. The main area displays a list of assignments, each with an icon, title, and a blue checkmark indicating completion. The last item in the list, 'Spellings and reading! 9b2 English LHA', is circled in red.

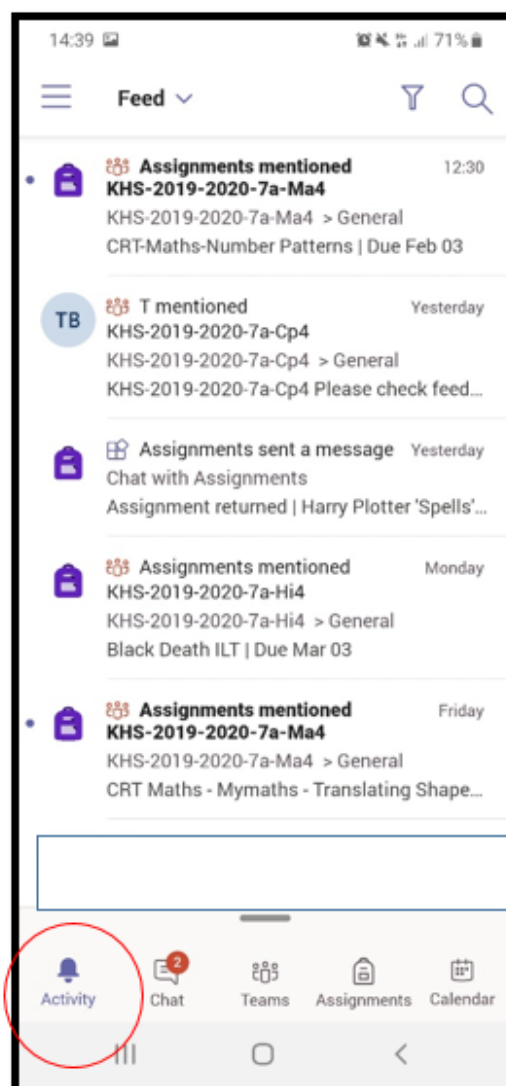
Icon	Assignment Title	Course/Section	Status
Acting Question	Acting Question	KHS-2019-2020-9L-Dt1	Completed
Spiderman Poster analysis	Spiderman Poster analysis	KHS-2019-2020-9T-Me1	Completed
Industrial key words	Industrial key words	KHS-2019-2020-9Q-Hi1	Completed
90 word writing	90 word writing	KHS-2019-2020-9b-Fr1	Completed
Box plots (box and whisker) mymaths	Box plots (box and whisker) mymaths	KHS-2019-2020-9B1-Ma	Completed
Homework - Poem Creation	Homework - Poem Creation	9b2 English LHA	Completed
Spellings and reading!	Spellings and reading!	9b2 English LHA	Completed

In this way you can track assignments (homework) which are due to be handed in, and those that have already been marked as completed.

On a Mobile Phone

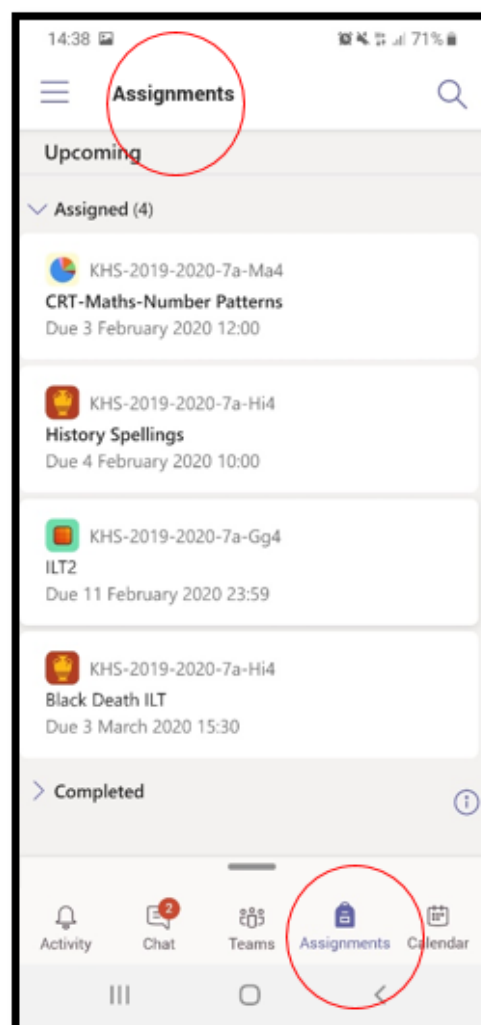
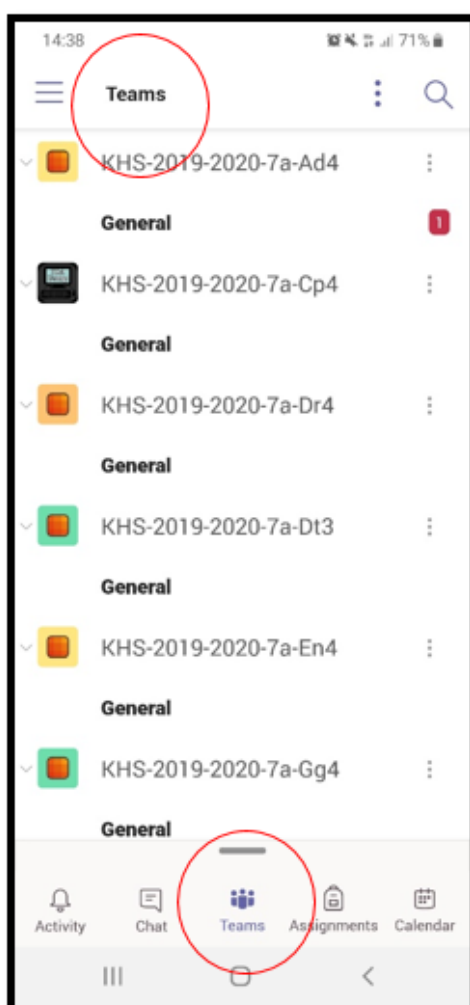
On a mobile phone

There are different ways of tracking assignments (homework) on a mobile phone. One is through the activity tab (see screenshot). This shows all activity so can get very cluttered very quickly:

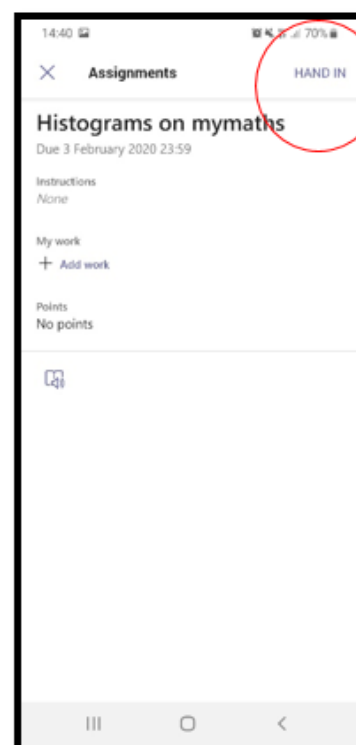


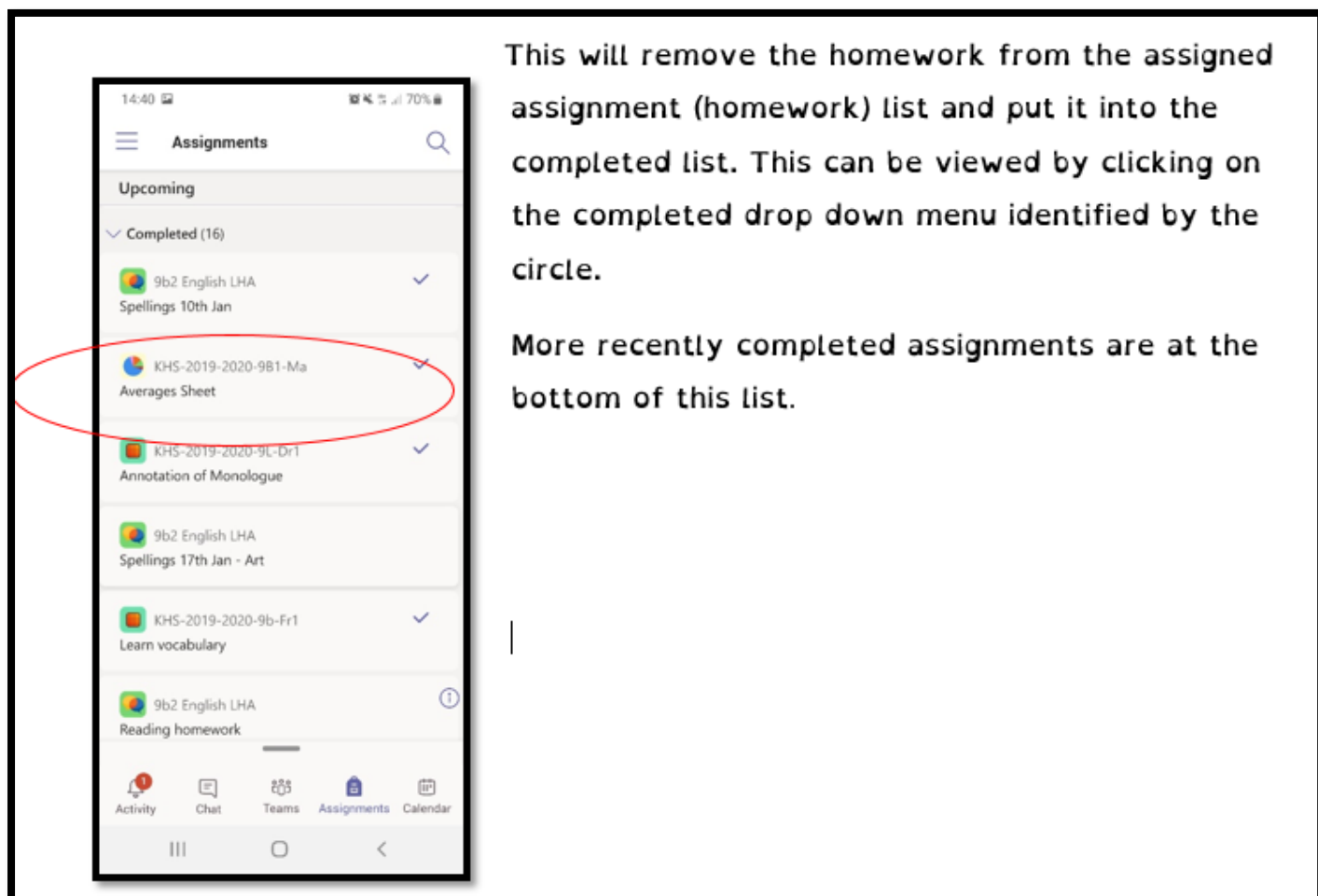
There are two other tabs that are useful in checking what homework has been set. Firstly the 'Teams' tab. This shows all of the 'Teams' (or classes) that the student is a member of. You can then click on each class to see the homework that has been set (see **left hand** screenshot):

Alternatively you can select the 'assignments' tab. This displays all of the assignments set in chronological order. This will show all homework from all 'Teams' (classes) and can be used to view the most recent work set. In this case there are currently 3 assignments (homework's) set; Maths, History (two pieces) and Geography ILT2 (see right hand screenshot):



On clicking on the assignment (homework) you will get information on the work set. Once complete assignments (homework) can be 'handed in' (referred to as 'Turned in' on a computer) online by clicking on the 'Hand in' button. The homework will then need to be handed in (or sent) to the teacher.





This will remove the homework from the assigned assignment (homework) list and put it into the completed list. This can be viewed by clicking on the completed drop down menu identified by the circle.

More recently completed assignments are at the bottom of this list.

A lot of people feel a lot more confident with Teams this time around. However,

If you feel you cannot log on to Teams or you still need help please tell your tutor during form time. They can add you to a list for a member of the SEND department to call you at home and walk you through how to attend a Teams meeting, manage homework or turn in assignments.

Or, you can email SEND@kinetonhighschool.org.uk asking for a TEAMS Booster session.

In the next SEND bulletin, we'll talk about positive Mental Health in Lockdown.