



**Castle View Academy**

The best in everyone™

Part of United Learning

# Home Learning Guide

A 'continuation of learning' guide for

Year 7 students and parents

2021-2022

## Principal's Message

Welcome to our home learning guide. I hope this enables you to support your child whilst they are not at school. It is important that your child is able to continue working whilst they are away so that they do not fall behind on their studies. It is widely recognised that home learning is as influential on a child's success as the time they spend at school. For this reason we hope this guide will support you and your child to maximise learning opportunities.

**Communicating remote learning:** we will communicate information about remote learning through our student and parent portal. We will also communicate with you via text and email.

**Online Learning platforms:** the main online platforms we will use for remote learning are **TEAMS, HEGARTY, SENECA** and **OAK NATIONAL ACADEMY**.

Students can choose to use any of the above platforms in bold to supplement their studies should they wish to complete additional work.

**Parental guidance and support:** I appreciate home schooling, in its purest form, is incredibly challenging for parents, if not impossible. The best ways to support your child/children through remote learning are:

- Help your child establish (and stick to) a daily 'home-school' routine; wake up and get dressed at the usual school day times and start working as if in the school building (if possible)
- Make sure they 'keep in touch' with school throughout. This may be via their subject teachers, their tutor, HOY and/or their RSL
- Play an active part in their learning, not necessarily by 'doing' the work with them or checking through it, as this can be extremely difficult, but by simply asking to 'see' their work and praise and congratulate them (when appropriate) for completing it (to the best of their abilities).

I hope you find this booklet helpful. If at any time you require additional support with 'remote learning' please contact the school at any time; we are always here to help. In addition, if your child has any special educational needs and they find home learning really difficult, please contact us via the contacts page, outlined below.

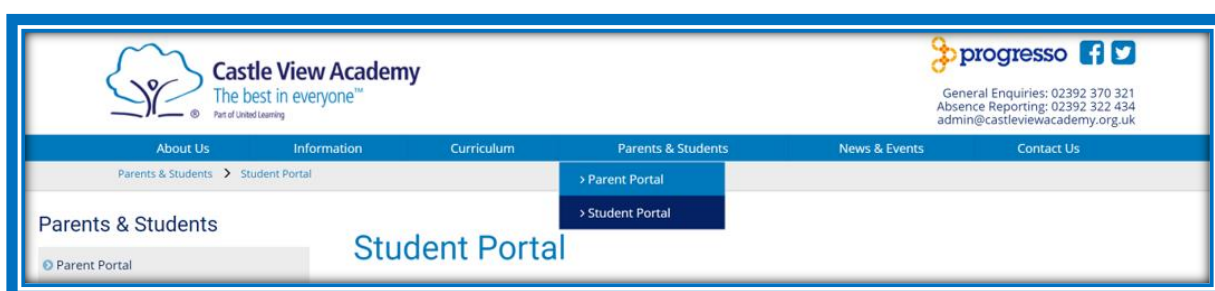
Good luck

Christian Down  
Principal

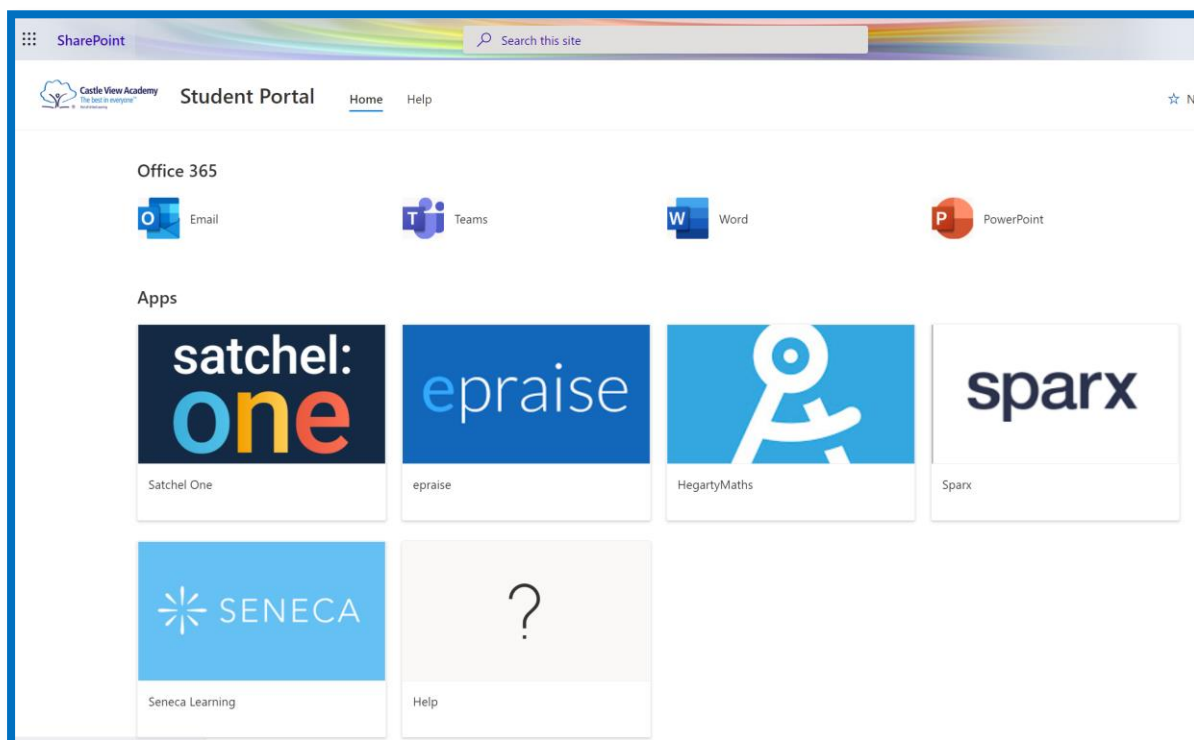
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Subject Curriculum Overview and Home Learning Links	<b>Separate Booklet</b>

This booklet can be found on our website: [Student Portal – Home Learning](#)



Students can also access all sites to support their study from our student portal. This provides a quick one-stop link.



## How to keep in contact with us

If a student needs **general support**, they should contact their tutor, who will either be able to help them directly or help them access the person they need to contact.

Any support with **technical issues**, please contact our ICT Support team. There are also other useful contact details on our website.

Useful Contact	Email Address
Head of Year	clare.sitch @castleviewacademy.org.uk
Assistant Principal – KS4	rachel.fox@castleviewacademy.org.uk
Assistant Principal – KS3	matt.gill@castleviewacademy.org.uk
Director of Faculty - English	rebecca.young@castleviewacademy.org.uk
Director of Faculty - Mathematics	sean.reeves@castleviewacademy.org.uk
Director of Faculty - Science	misha.bedassie@castleviewacademy.org.uk
Assistant Principal - Humanities	jim.attridge@castleviewacademy.org.uk
Director of Faculty – Professional Studies	katrina.nutland@castleviewacademy.org.uk
SENCO	kamilla.davess-humphrey@castleviewacademy.org.uk
Pastoral Leader	shelley.richardson @castleviewacademy.org.uk
Technical Support	itsupport@castleviewacademy.org.uk

## Home Learning – A Guide

This booklet is a guide to supporting home learning when a student is isolating at home due to COVID-19 and is unable to attend school but well enough to work from home.

In the event of an individual student or a number of students isolating, please follow the guidance on the following pages. Lessons will be primarily set online through the TEAMS folders and the links and guidance provided in this booklet. In the event of a whole year group self- isolating, students will be able to access a range of live and pre-recorded lessons in line with their school timetable and the current curriculum. Whatever the circumstances, it is important that students immediately establish a good home routine.

### DAY 1:

Establish a home routine using your timetable and the times of the school day as a guide. Access the lessons for the day – there are four lessons each day. Follow the guidance in this booklet and access your work through the platforms that have been set, like Hegarty or Seneca, or the resources in your class folder on TEAMS.

### Day 2 – 14:

Keep a positive routine. Continue to follow the time of the school day as best as you can. If you need any help, email your class teacher or tutor. Keep to a time of about 60-70 minutes per subject.

## Sleep – Eat Well – Stay Connected to People and do things you enjoy

Time	Session	Activity
	Tutor Time	Use the time to set up your day & check for any information
<b>9.15 – 10.20</b>	Lesson 1	
<b>10.50 – 12.05</b>	Lesson 2	
<b>12.05 – 1.10</b>	Lesson 3	
<b>2.00 – 3.00</b>	Lesson 4	

### Accessing Home Learning

The subject booklet, published separately, provides an overview of what is being taught in each subject and access to lessons and resources for those subjects. These should be completed if a student finds themselves having to work from home.

In the event of a whole class or year group being asked to self-isolate, the timetable will move to online lessons. This will follow the school timetable and be accessible through TEAMS. A tutorial is provided on the portal to ensure you and your child can access these.

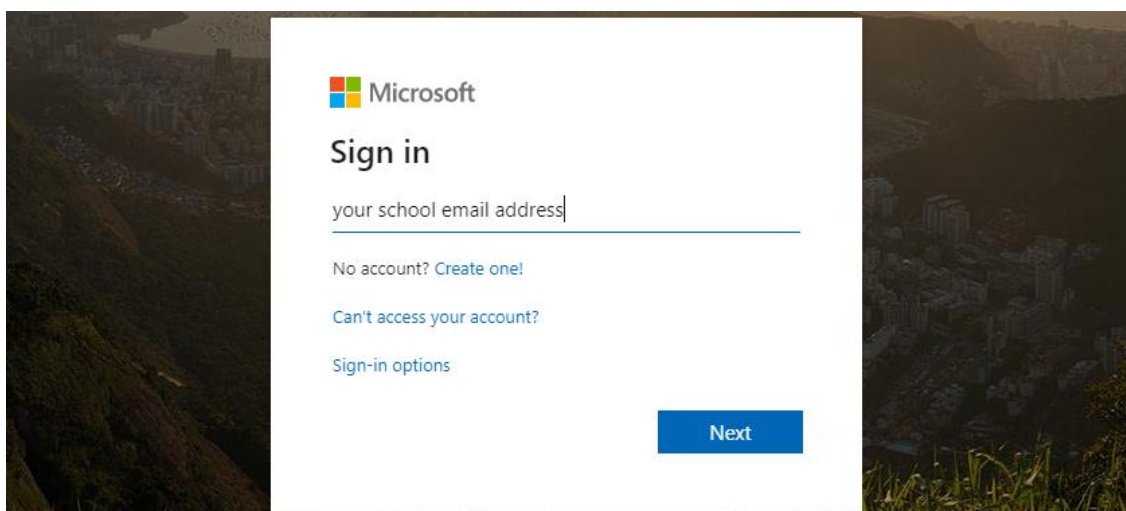
In addition to using the home learning map in this booklet, students can also complete the work set on either Hegarty, Seneca or through Satchel (Show My Homework). Students can access each of these quickly through the student portal

1. Students should spend 60 – 70 minutes a day on each of the four subjects on their school timetable. If it is a practical subject, then it is advisable to continue and finish any work set by a core subject – English, maths, science or the humanities.
2. When the time is up, move on to the next subject. If you do not finish the work set, make a note of where you have got to.
3. If you are stuck or unsure, you can email your subject teacher. Remember they are in school and teaching, so you won't get a response straight away.

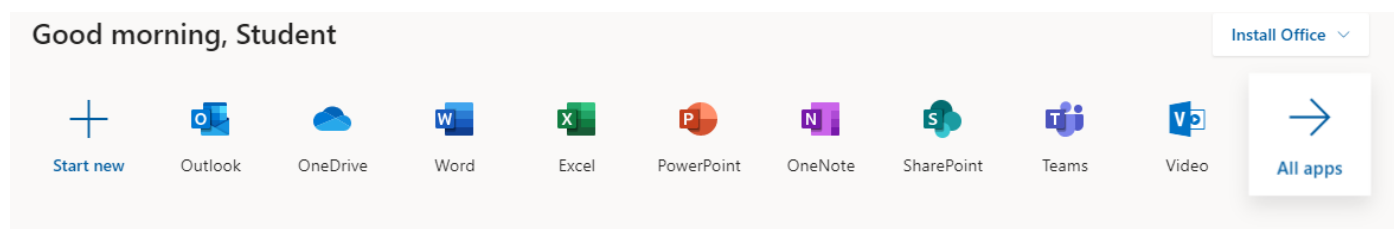
If a student wants to complete additional study for a subject, use the links on the subject curriculum map in this guide. Year 11 should maintain a regular routine of revision on top of their learning.

## How to access Office365.com

1. Log into your device
2. Once an internet browser and launch the Office 365 sign in page via <https://portal.office.com>
3. Then type your full school email address, for example [joe.blogs@castleviewacademy.co.uk](mailto:joe.blogs@castleviewacademy.co.uk)



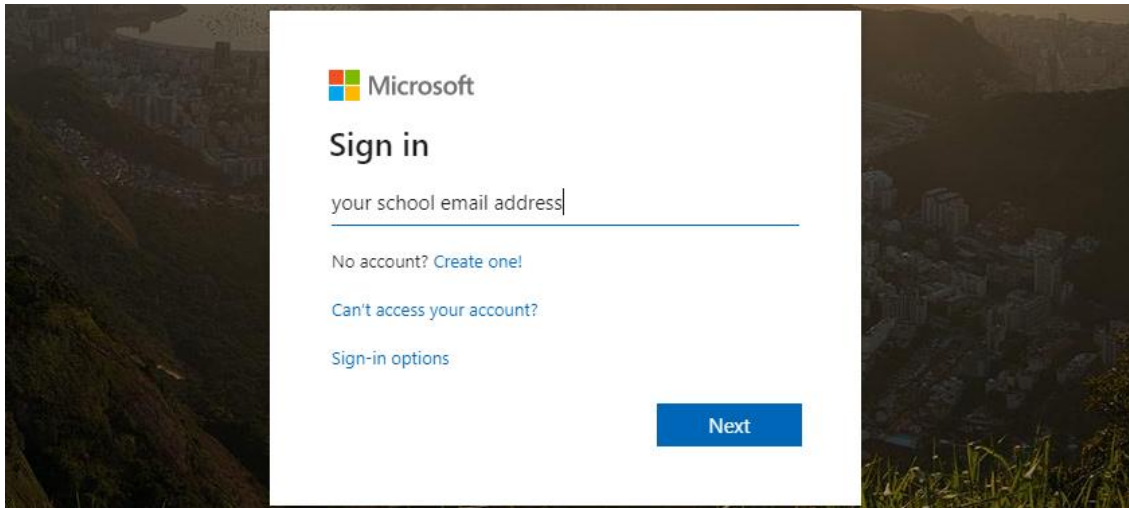
4. Then type in your school password.
5. You are now signed into your Office 365 account and have access to your essential applications, including Teams and your emails



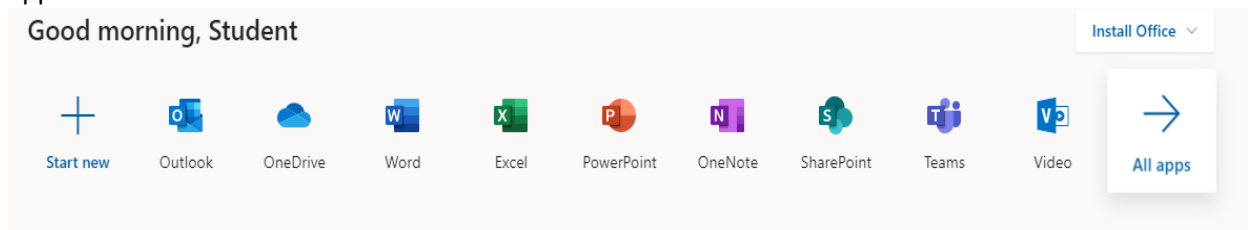
6. If you have **forgotten** your **school email address and password** and cannot log in to office365, you should contact [itsupport@castleviewacademy.org.uk](mailto:itsupport@castleviewacademy.org.uk)

## How to access your school emails

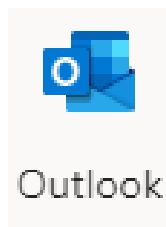
1. Log into your device
2. Once an internet browser and launch the Office 365 sign in page via <https://portal.office.com>
3. Then type your full school email address, for example [joe.blogs@castleviewacademy.org.uk](mailto:joe.blogs@castleviewacademy.org.uk)



4. Then type in your school password.
5. You are now signed into your Office 365 account and have access to your essential applications.



6. Click on the icon Outlook and your school emails will open in a new window



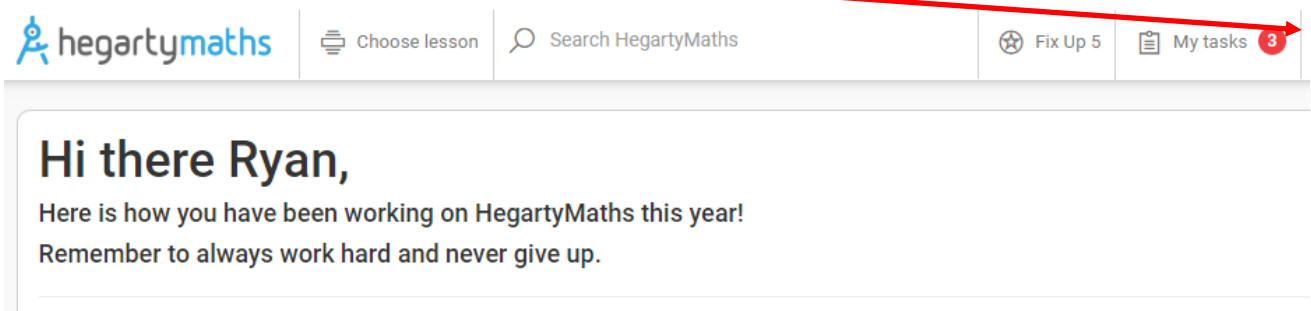
## How to access Hegarty

1. Go to [www.hegartymaths.com](http://www.hegartymaths.com)
2. Click 'Log in' and select 'Student log in'



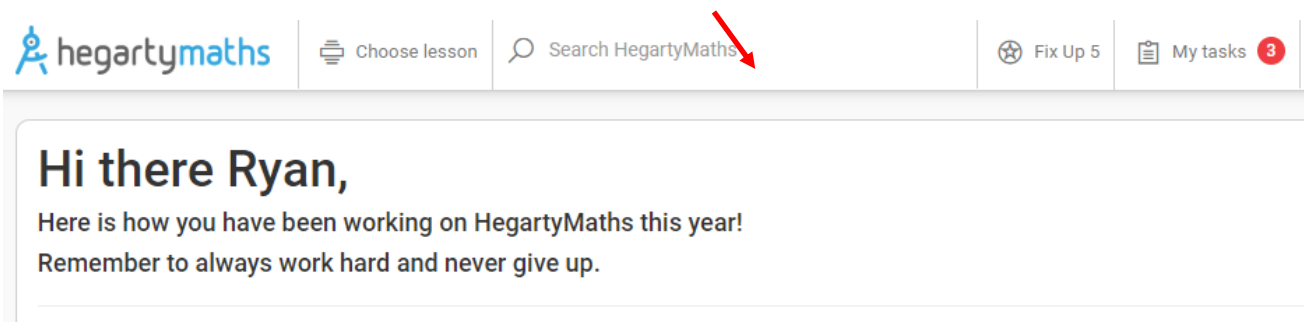
3. Type in 'CastleView Academy' and select it from the menu
4. Enter your first name, last name, and date of birth and click 'Next'
5. You will be asked to create your own password. Choose something memorable such as your own name or the word 'maths' to avoid forgetting your password

6. Click 'my tasks'



The screenshot shows the top navigation bar of the HegartyMaths website. On the left is the logo 'hegartymaths'. In the center is a search bar labeled 'Search HegartyMaths'. On the right are two buttons: 'Fix Up 5' and 'My tasks 3'. A red arrow points from the text 'Click 'my tasks'' to the 'My tasks 3' button. Below the navigation bar, the main content area displays a personalized greeting: 'Hi there Ryan,' followed by the text 'Here is how you have been working on HegartyMaths this year!' and 'Remember to always work hard and never give up.'

7. Complete your homework tasks!
8. You can also **use the search bar to search for topics to work on independently**. This is especially useful in preparation for exams or when revisiting topics you have been learning in class. Just type straight into the search bar and you will be able to select a lesson



This screenshot is identical to the one above, showing the user interface with the personalized greeting for Ryan. A red arrow points from the text 'use the search bar to search for topics to work on independently' to the search bar in the navigation bar.

Welcome Ryan

Please set a password to login.

Pass|word

---

Confirm password

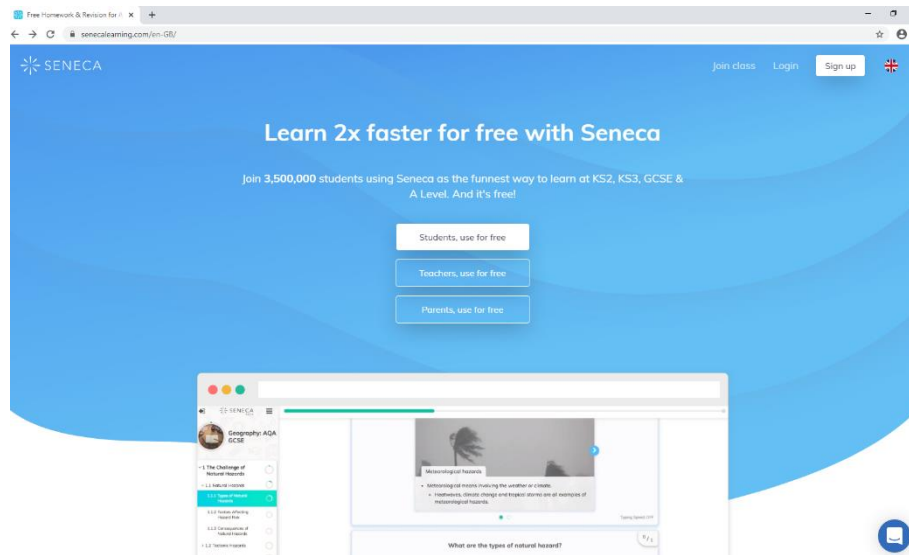
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→ Login

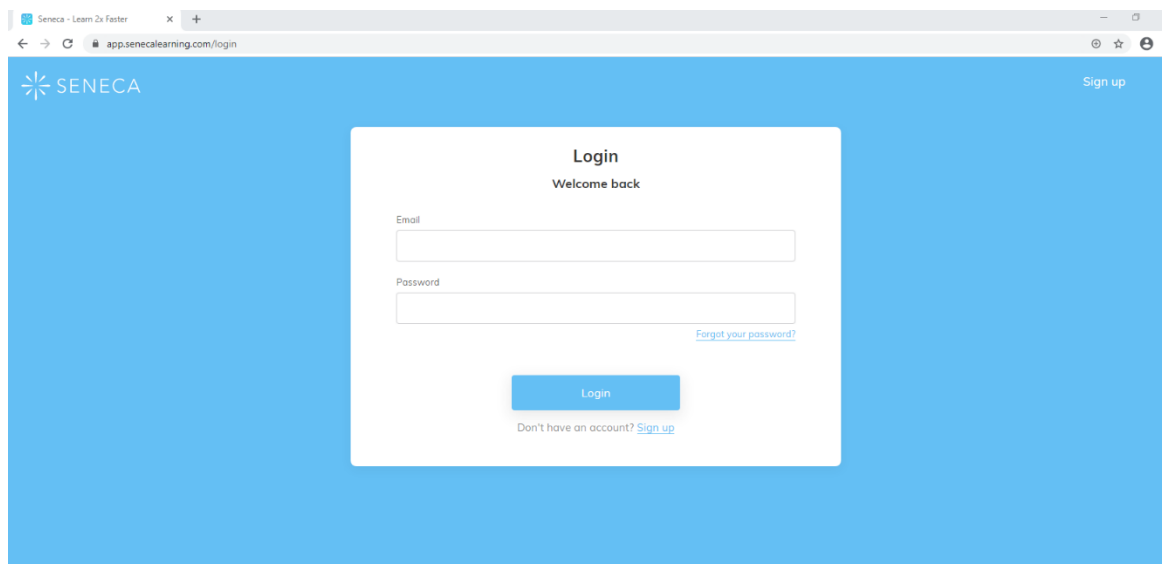


## How to access Seneca Learning

1. Log onto your device
2. Access a web browser
3. Type in [www.senecalearning.com](http://www.senecalearning.com)



4. At the top right hand corner of the screen click, Login
5. The login page will appear

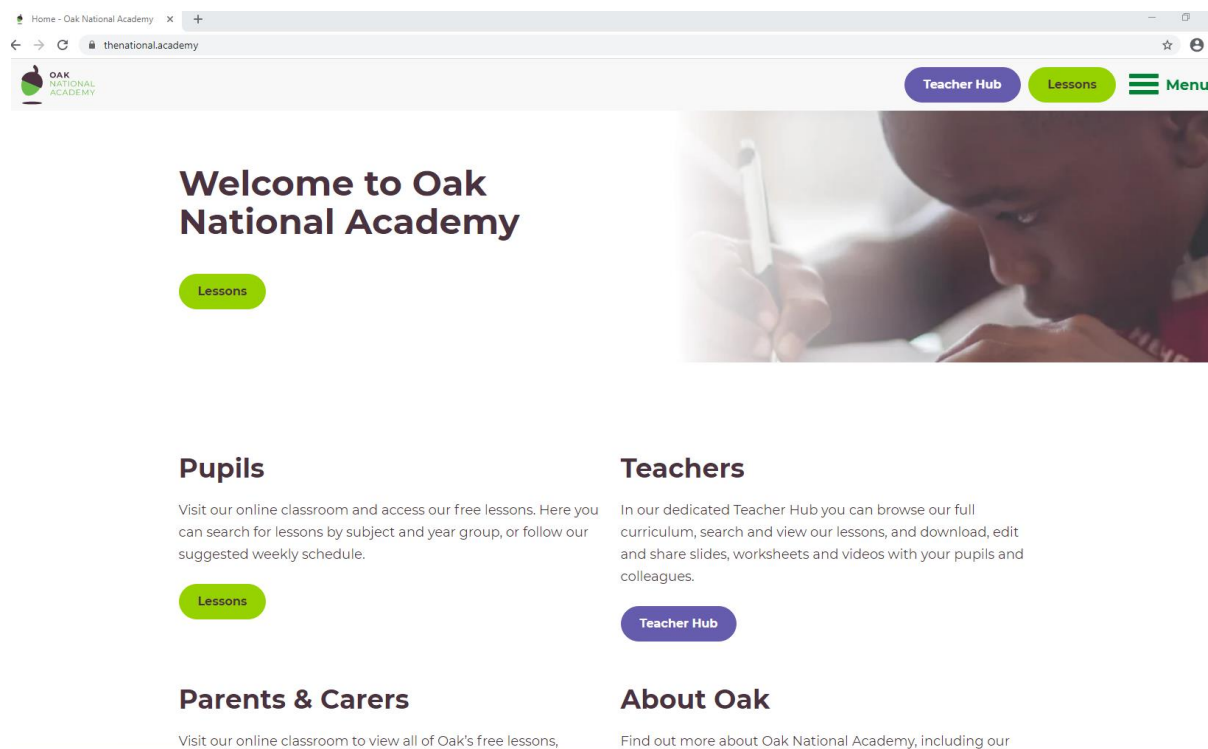


6. Enter your school email address e.g. [firstname.surname@castleviewacademy.org.uk](mailto:firstname.surname@castleviewacademy.org.uk)
7. Enter your password
8. If you can't remember your password, click the 'forgot your password' link at the bottom of the login page

Note: Students can access many of the free resources by clicking on the 'Students, use for free' tab on the front page

## How to access Oak National Academy

1. Log onto your device
2. Access a web browser
3. Type in <https://www.thenational.academy>



The screenshot shows the homepage of the Oak National Academy website. At the top, there is a navigation bar with the Oak National Academy logo on the left and three buttons: 'Teacher Hub' (purple), 'Lessons' (green), and 'Menu' (green with a hamburger icon). Below the navigation bar is a large banner with the text 'Welcome to Oak National Academy' and a green 'Lessons' button. To the right of the banner is a photograph of a young child writing in a notebook. Below the banner, there are four main sections: 'Pupils', 'Teachers', 'Parents & Carers', and 'About Oak'. Each section has a brief description and a corresponding button: 'Lessons' (green) for Pupils, 'Teacher Hub' (purple) for Teachers, and no button for Parents & Carers and About Oak.

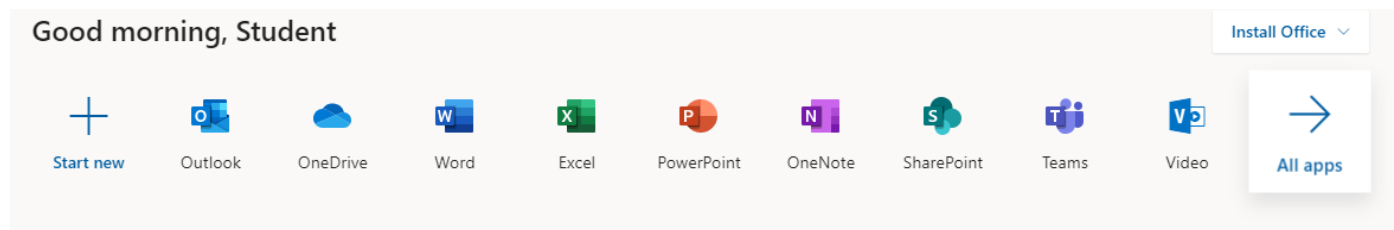
4. Click on the tab pupils
5. Click on the tab subjects
6. Click the required Key Stage (Year 7-9 = KS3 and Years 10 and 11 = KS4)
7. Select the subject you wish to study
8. Select a Year Group/Unit or Topic
9. Follow the lessons provided. You will find taught material by teachers (not from your school), tasks to complete and a quiz.

Important information:

- 1) **If students are set specific lessons to complete by a teacher, the teacher will provide a link to the lesson on the subject map in this booklet or in your class TEAMS folder**
- 2) If a student wishes to follow a guided schedule for extra learning, they follow steps 1-4 above. From the Pupil page, click schedule (not subject). Click their Year Group. Then follow the schedule for the calendar for week. Change the Monday to Friday tab to change the day of the week.

## How to access a live lesson or tutor session in Microsoft TEAMS

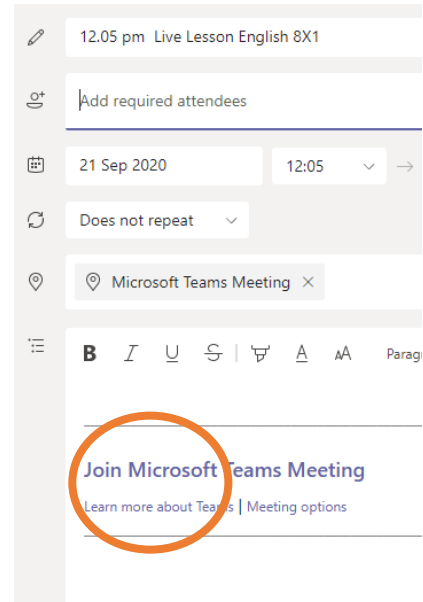
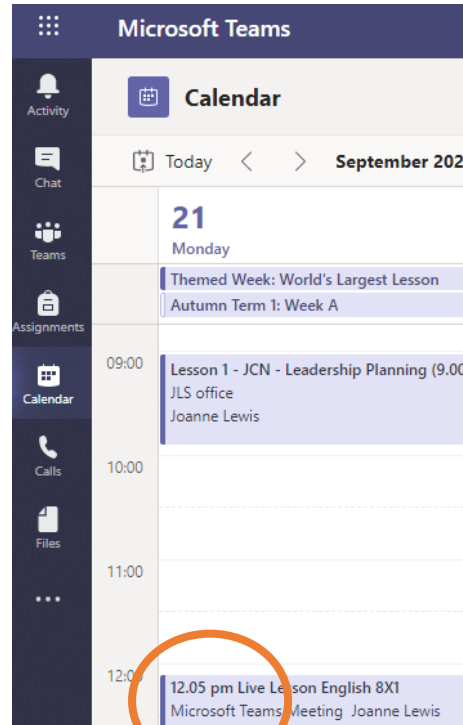
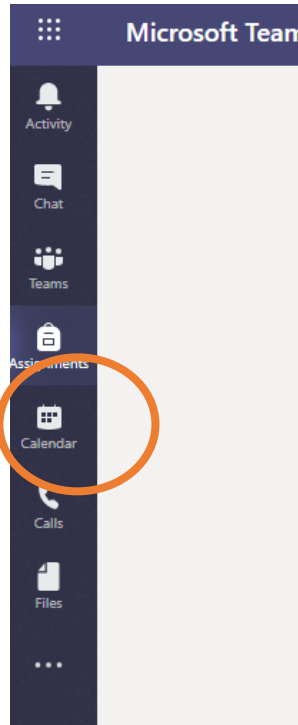
1. You will receive an invite to the live lesson or tutor session via your school email or in your class folder on TEAMS.
2. You must accept the invite to be able to access the live session. You can do this in advance of the session
3. On the day and time of your session, log in to office365.com
4. Click on the Teams icon



5. You will see a menu bar, click on the calendar. You will be able to see the current week, day and time.

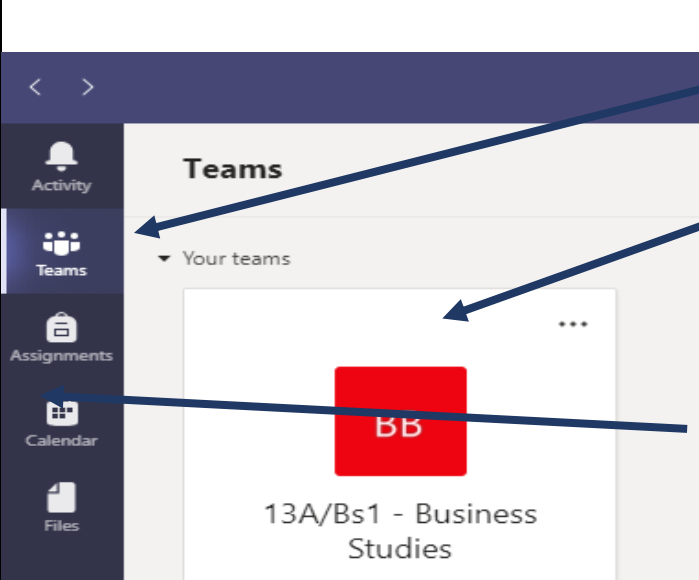
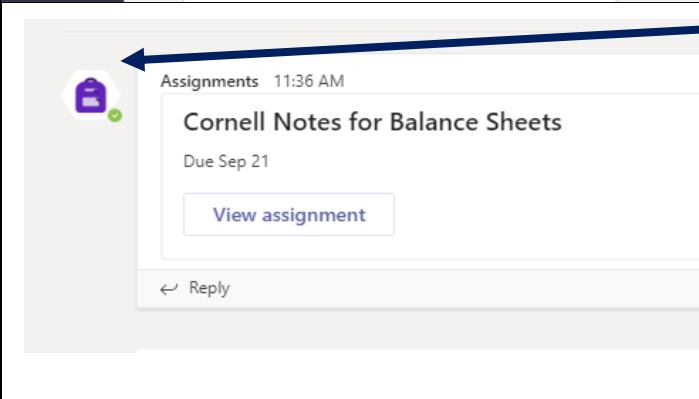
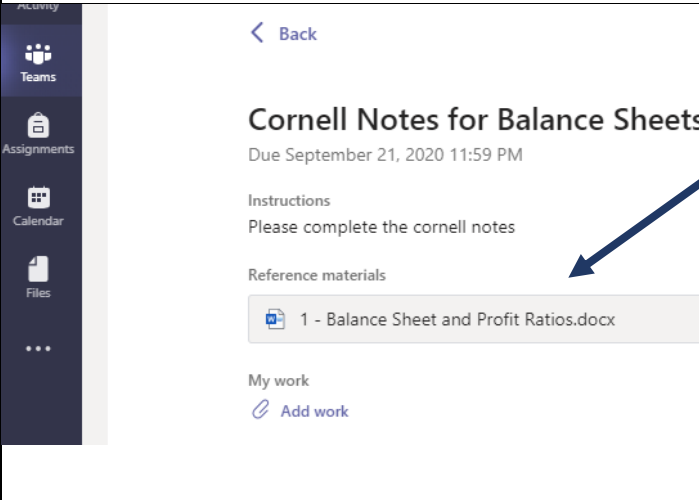
6. Click on the appointment in your calendar and a new window will open

5. Click Join Microsoft Teams Meeting icon as below. You may need to wait in the lobby before being accepted in to the lesson



## How to Access and Submit Work via Microsoft TEAMS

Log on to Office. Com and access the TEAMS App

	<p>When in teams, click on the Teams button.</p> <p>All your classes should appear here Click on the classes that you have work set.</p> <p>You can also click on the assignments TAB, which will give you all the assignments that have been set for your classes</p>
	<p>When you have accessed the class you will see the assignment that has been set.</p> <p>You will then need to view the assignment</p>
	<p>When you view the assignment you will see instructions and any attachment or link for you to complete.</p> <p>If there is an attachment then complete by clicking on the attachment and it will open.</p>

The document will open in a new window. **In order to work on it, you must open it using the desktop app** otherwise it will not allow you to change it. See the icon highlighted below.

1 - Balance Sheet and Profit Ratios

Active Reader **Open in Desktop App** Print

Note Taking Template	Name: _____ Title of Lesson: <u>Balance Sheets and Profit Ratios</u> Date: _____
What does a balance sheet show?	
Explain the difference between a Fixed and Current Asset	
Write down the formula for the following balance sheet entries.	Current assets =
	Net Current Assets (working Capital) =
	Net Assets =
	Capital Employed =
Explain the difference between Gross and Net Profit	
	What is the formula for Gross Profit Margin?

Complete the task set and save it to your OneDrive. You **MUST** save it here in order to be able to upload it back to your teacher

Activity  
Teams  
Assignments  
Calendar  
Files

[Back](#)

### Cornell Notes for Balance Sheets

Due September 21, 2020 11:59 PM

Instructions  
Please complete the cornell notes

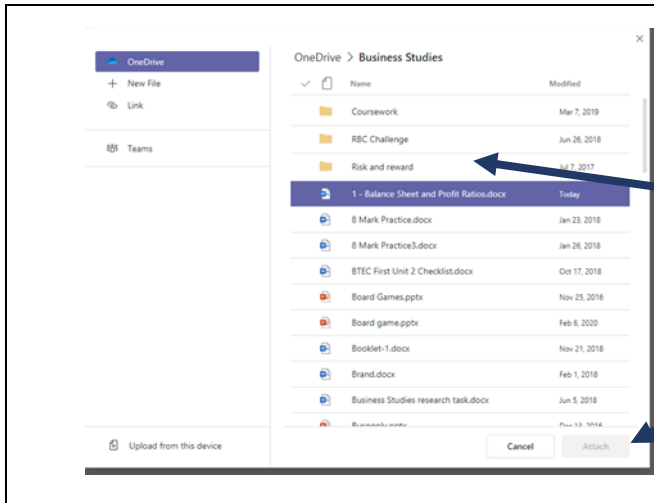
Reference materials

1 - Balance Sheet and Profit Ratios.docx

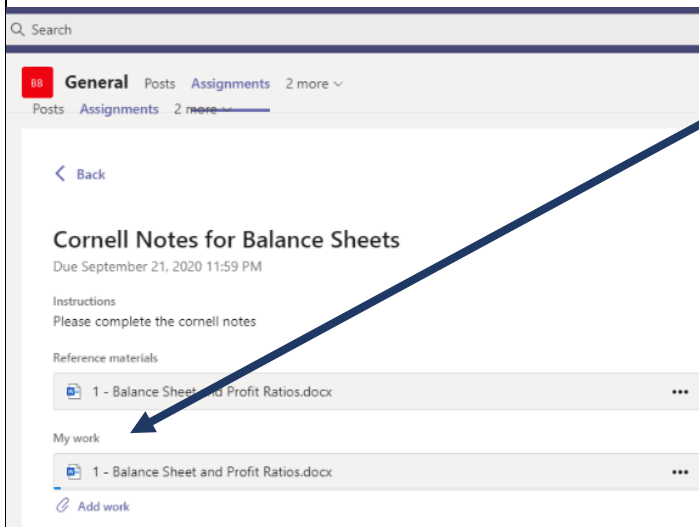
My work  
[Add work](#)

Go back to where you retrieved your assignment from.

Click on the add work button on the assignment screen



You will be given the option to access files from your OneDrive. Find the file you have saved in your OneDrive. Click on it and it will highlight the file. Then press attach. Once you have clicked attach it will upload to your TEAMS



You will know it has uploaded because it will appear under 'My work' on the assignments page

Last step – you need to submit your work. You do this by clicking on the 'Turn in@' icon at the top right of the screen. If you don't do this your teacher will not be able to see your work

