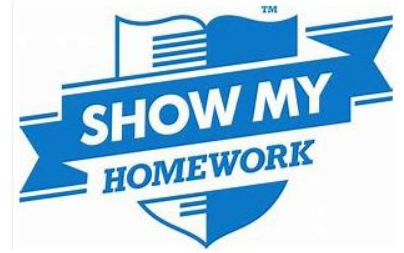


Guidance for Students and Parents

The guidance in this booklet will help you stay on track with your learning whilst you are at home. It is very important that you continue to access your lessons during this time so that you do not fall behind in your learning.



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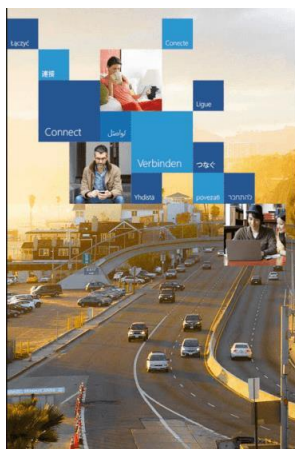
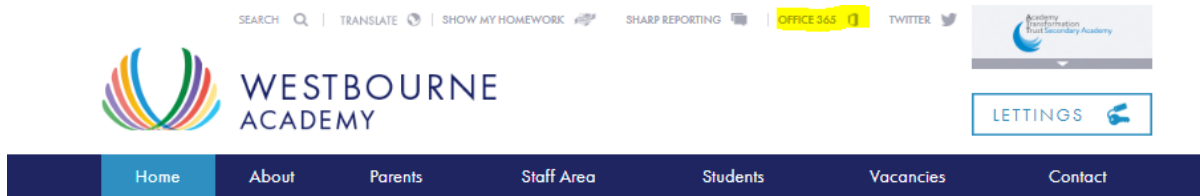
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Downloading Office 365

As a result of being a student of Westbourne Academy, you are able to use the Microsoft Office Suite of applications for free on multiple devices. If you do not have Office applications, go to the following link and log in using your school email address and password: <https://portal.office365.com> and select the 'install office' button and follow the on screen instructions, these will differ between Windows and Mac but once prompted, simply log in and you will have access to the full suite of apps. Alternatively, follow the instructions below:

1. Go on the school website and click on the Office365 icon

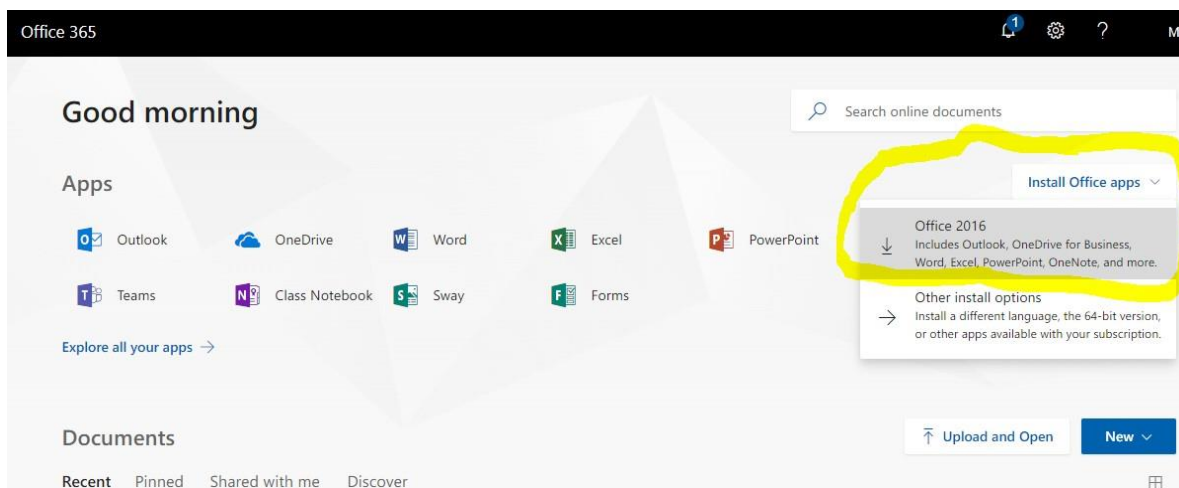


2. Login to your school email account i.e. 19.firstname.surname@westbourne.attrust.org.uk
Password is the same one you use to login to the school computer

3. Click on the Office 365 icon at the top of the page



4. Click install office apps and Office 2016. Then follow the step-by-step instructions.



Mobile


If you wish to access work using Microsoft application on a mobile device, there are a range of products available, a good place to start is the Microsoft Office App for iOS or Android available in the App Store or Google Play (more info here <https://www.microsoft.com/en-gb/microsoft-365/mobile/>). The app is free and if you log in using your school email address and password, you will be able to use the files shared with you on your mobile devices.



Working from home

Login to ShowMyHomeWork in the usual way and complete the tasks set. From the homepage of the academy website (www.westbourne.atrust.org.uk) click on the ShowMyHomeWork icon shown below. Username and password are the same as the school login for computers e.g. 19.firstname.surname

SEARCH | TRANSLATE | **SHOW MY HOMEWORK** | SHARP REPORTING | OFFICE 365 | TWITTER



WESTBOURNE
ACADEMY

LETTINGS

Home | About | Parents | Staff Area | Students | Vacancies | Contact

How will work be set?

All work will be set on SMHWK but can also be found in the guidance documents on our website for each year group. An example is shown below for Year 11:

Subject Geography
Work set by: Mr Hawkes
Tasks set: Access all of the resources found for Geography at https://app.senecalearning.com/dashboard/join-class/u4tigpho8t Use the information and your exercise books to create revision materials for each section of the course
Useful resources https://padlet.com/henryboxgeog/GCSErevision https://docs.google.com/spreadsheets/d/1daJ9T-M26NxnrtmrjCmXNfigMJx3IY3j6JY95hH4M-k/edit#gid=217109391 SharePoint for the period 6 revision summaries and revision clocks
What to do if you cannot access the internet Complete at least 5 revision clocks and 5 revision summaries from the period 6 booklet you have been issued with

Expectations of student work

Year 10 and 11 will be expected to provide evidence of the work they have done. This may require you to email work to your teacher, or bring in notes/completed tasks on your return to the academy.

Year 7-9 will be expected to complete your work in the exercise book provided. This will be checked on your return to the academy

It is important that you continue to access your lessons following your timetable so that you do not fall behind with your learning. It is difficult to catch up once you fall behind.

**“High achievement
always takes
place in the
framework
of high expectation.”**

Charles Kettering

Questions to ask yourself when studying at home

By asking yourself these questions, you will be actively learning which will involve more aspects of your brain and therefore help with your memory.

Questions to ask yourself before you study:

- What am I about to learn?
- What do I already know about this subject?

Questions to ask yourself while you study:

- How does this information fit into a bigger picture?
- Do I understand what I have just read?
- Can I rewrite it using different words?
- Are there any key words or ideas that I need to write down? Why are these words and ideas important?
- What can I do to help me remember this?

Questions to ask yourself after you study:

- What can I take away from this study session?
- What do I need to review or learn next time?



Top tips for working from home

1. Ensure that you create a workspace that is organised. This should be comfortable but functional e.g. sitting at a table. (DO NOT revise from your bed!)
2. Ensure that you set work hours and stick to them. Follow your timetable from school to help you.
3. Avoid distractions such as social media etc. Even on silent, phones can be a distraction as you think about the latest snapchat or Instagram post rather than schoolwork.
4. Take regular short breaks (reward yourself)
5. Don't put things off. Sometimes we favour the subjects we like over ones we don't, and therefore end up getting behind.
6. Don't work in front of the TV it will distract you
7. Stick to your morning routine- do not just lay in every day!
8. Exercise regularly. It helps you to stay focused
9. Eat a healthy lunch or snack
10. Listen to music, preferably something without lyrics as it may help you to focus.



Communicating with teachers in the event of a closure

- Remember your teachers are here to help you even if we are not in school. For year 11, we understand that it is a crucial time and as such, we will be providing you with as much feedback as possible.
- Your teachers will be checking that you are accessing and completing tasks. Parents will be contacted if we are concerned that work is not being accessed or completed.
- Email your teachers if you have a question about the content of a lesson or a task. Remember, these should be specific questions such as “I don't understand the processes of erosion” as opposed to “I don't get any of it!”
- Staff will be accessing their academy email regularly so please feel free to contact them about any issues to do with the work. Please do bear with us, as replies may not be immediate.
- You must use the academy email system and send work/questions to your teachers using their work email address



- You must not use a personal email address or any other online communication method to contact your teacher.
- Emails should be sent during the usual school hours
- Some of your teachers may run online streaming events, which you will be able to actively participate in using Microsoft Teams, but will inform you of separately.



be able to use this

Literacy

Don't forget our focus on literacy! Mr Smith and Mrs Turner Smith will be setting various reading challenges and spelling quizzes on ShowMyHomework. Students should also ensure that they read regularly. Make sure that you get an extra reading book from the LRC if you need to.

Accessing subject specific resources

Subject staff will provide login reminders on 'Show my Homework' assignments for subject specific software if they ask students to use these.

Exam revision tips for year 10 and 11

If you have exams coming up, don't worry. Your teachers are an email away. Do not hesitate to contact them with questions or concerns. They are there to help you. You have many resources readily available to continue revising and really using this time to secure your understanding of your key objectives in time for your exams.

Here are top tips to help you to revise effectively:

- Use your revision guides and resources to memorise key information:
 - Look at a section of the subject to take it all in
 - Cover the section you looked at and say it in your head or out loud
 - Write down what you remember
 - Check to see if you remembered it all
 - Repeat the above until you remember it all correctly.
- Create your own revision notes and flashcards to test yourself to see if you can recall what you have written down.
- Complete practice questions and past exam papers your teachers have given you - these might be printed booklets or can be found on the GCSE Revision portal – a link to this is on the Year 11 SharePoint page.
- Complete the work set by your teachers - this work is being specifically created for you to help you in this crucial time. By completing the work, you are revising effectively!

Home Learning Links



Learning Resources for Students (P:)



Revision Resources for Yr 11(R:)



Mr B's Useful Resources for Yr 11(U:)



Inside Mr B's Useful Resources

- 1. Preparing for Success in the Summer
- 2. Exams
- 3. Prom
- 4. Student Information booklet
- 5. P6
- 6. HT revision (by invitation only)

Safeguarding

We appreciate that some students may be worried about things whilst they are off. It may be schoolwork, anxiety, worries about family or friends, or issues affecting your own well-being. If this is the case, please contact us through the Sharp system. You will find a link to this on the academy home page.

The screenshot shows the top of the Westbourne Academy website. At the top, there are utility links: SEARCH, TRANSLATE, SHOW MY HOMEWORK, SHARP REPORTING (highlighted in yellow), OFFICE 365, and TWITTER. Below these is the Westbourne Academy logo, which consists of a colorful arc and the text 'WESTBOURNE ACADEMY'. To the right of the logo is a 'LETTINGS' button with a hand icon. Below the logo and button is a dark blue navigation bar with white text for 'Home', 'About', 'Parents', 'Staff Area', 'Students', 'Vacancies', and 'Contact'.

Useful websites and logins

E LEARNING RESOURCE	USERNAME	PASSWORD	LINK
ShowMyHomeWork	Same as School Login username	Same as School Login password	LINK
Email	Schoollogin@westbourne.atrust.org.uk	Same as School Login password	LINK
Doddle (SCIENCE)	FirstnameSurname Year of entry (capital letter for first letters) e.g. John Smith who joined in 2016 would be JohnSmith19	westbourne Science teachers can reset	LINK
Mathswatch	Firstname.Surname@westbourne e.g. John.Smith@westbourne	westbourne	LINK
PiXL Maths App (Y11)	Surname First letter of first name e.g. SmithJ	(School ID = WB1108) (Password = Surname First letter of first name e.g. SmithJ)	LINK <i>note enable Flash by clicking on arrow</i>
PiXL Maths App (Y10)	Surname First letter of first name e.g. SmithJ	(School ID = WB1108) (Password = westbourne)	LINK
PiXL Timestable App (Y7-11)	Surname First letter of first name e.g. SmithJ	(School ID = WB1108) (Password = westbourne & your tutor group). So John Smith who is in R9 would enter westbourneR9	LINK <i>note enable Flash by clicking on arrow</i>

Parent/Carer Signature: