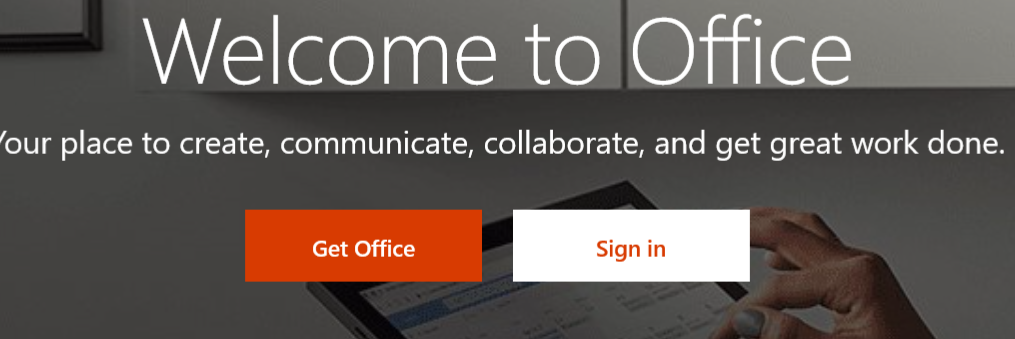
**Clarification of school work during the school closure period**

Following governmental advice the school is closed to all pupils. Key information will be passed to students through **email** and **Microsoft Teams**

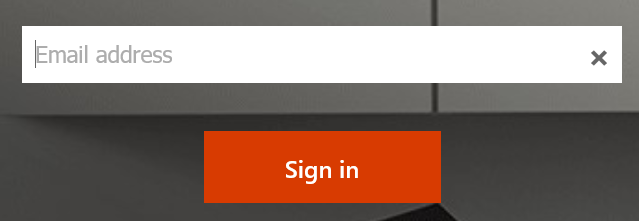
We want to clarify how this work can be accessed. This can be done using a laptop **or** a smart phone/tablet

**School Email**

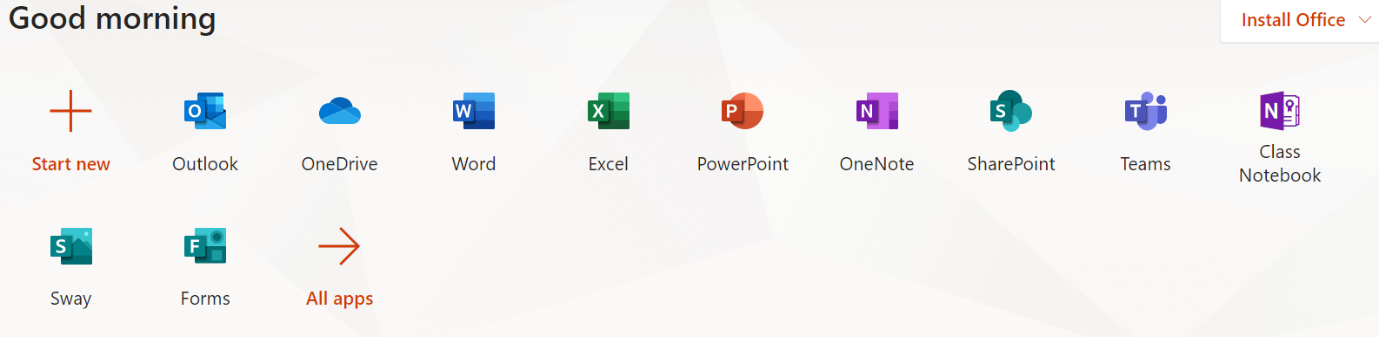
* Staff have been regularly emailing questions and links to students. Students who **cannot access their school email address** must follow the information here:
  + Click on <https://www.office.com/?ref=login>
  + Click on **Sign In**



* + Enter your school email address. If you have forgotten your email address it is as follows (Using K Hodgson as the example – you need to use your initial and your surname)
    - Year 7: [19khodgson@cma.bfet.uk](mailto:19khodgson@cma.bfet.uk)
    - Year 8: [18khodgson@cma.bfet.uk](mailto:18khodgson@cma.bfet.uk)
    - Year 9: [17khodgson@cma.bfet.uk](mailto:17khodgson@cma.bfet.uk)
    - Year 10: [16khodgson@cma.bfet.uk](mailto:16khodgson@cma.bfet.uk)
    - Year 11: [15khodgson@cma.bfet.uk](mailto:15khodgson@cma.bfet.uk)

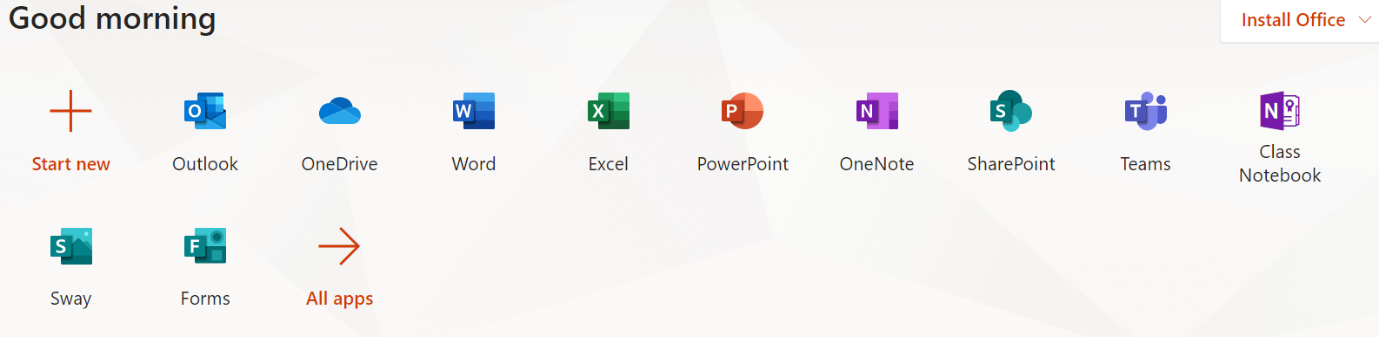


* + Your **password** is whatever password you usually use to log in to school computers
  + Your school email account can be found by clicking on **Outlook**

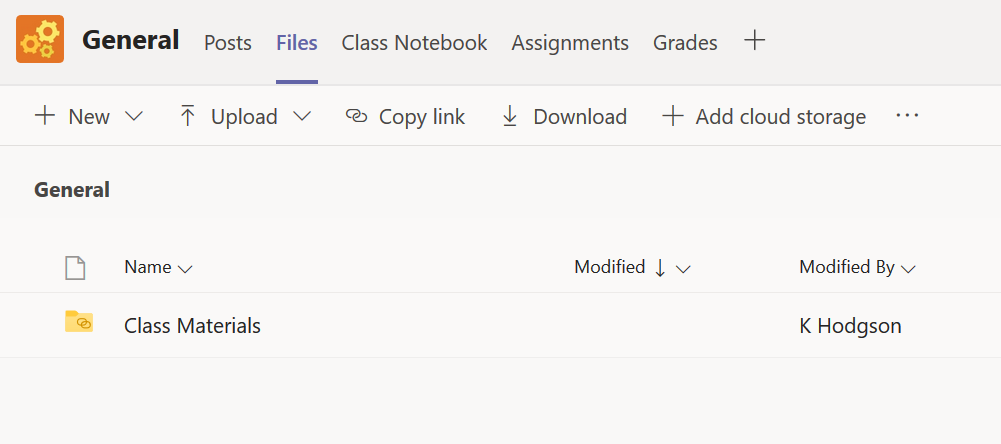


**Microsoft Teams**

* Staff have set up work groups using Microsoft Teams. Guidance to access teams is as follows
  + Log in to school email account using Office 365 **as above**.
  + Click on the Teams icon

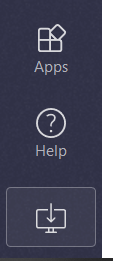


* + All Teams that students have been invited to will appear here and students can access work, complete tests and message their teachers. For example, the Year 8 English Team is shown



**Teams on a Laptop/PC**

We recommend you download the full version. When you log on to Team it can be found in the bottom left corner



**Teams on a phone/tablet**

We recommend you download the Teams app which is available from Google Play store or the Apple store. Here is the Google Play version

A screenshot of a cell phone

Description automatically generated

**What work should students expect to do?**

**Year 7, 8 and 9**

Students should use their knowledge organisers to **recap** important knowledge.

Students will have paper versions of these organisers for terms 1 and 2. They can also be download ed from the school website here: <http://cedarmount.manchester.sch.uk/life-at-school/curriculum/>

Knowledge organisers for term 3 will be added.

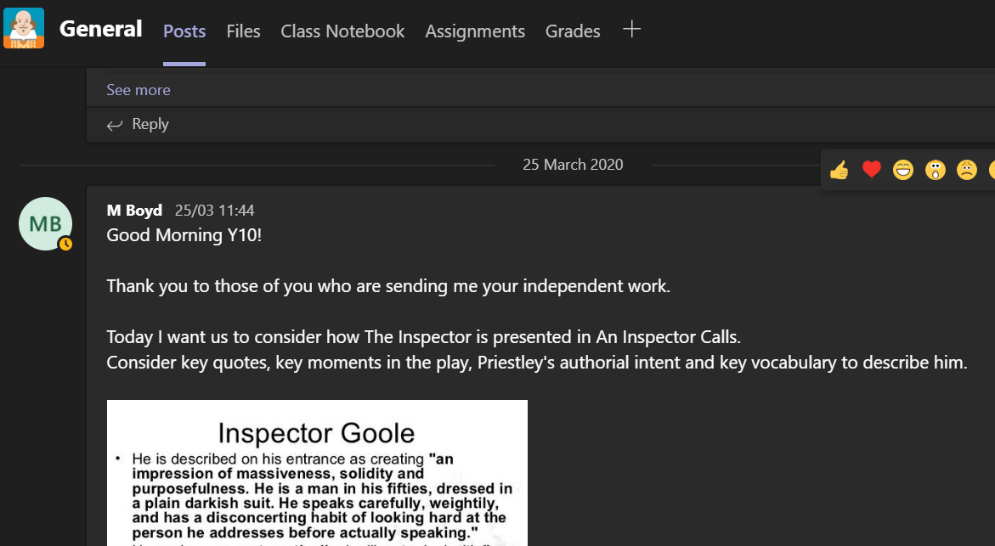
Guidance

* Knowledge organisers cover the factual information that pupils need to memories. The best use of time will be memorising this information so it can be recalled rapidly.
* The best methods to do this are:
  + Look, cover, write and check the key words and knowledge lists
  + Ask a family or friend member to test you on the knowledge
  + Create a mind map to remember the information in each section
  + Write down on a blank piece of paper as much as you can remember from the organiser

The school will test student knowledge on this information through school email and through Microsoft Teams

**Years 10 and 11**

Students in Year 10 should access Teams in the same way. Here is an example of work being set for students in Year 10:



Students in Year 11 should work through their past papers and the additional work set over email/teams

Students will be set a minimum of one hour independent work per subject per week (on average 2 hours per day)

Mr Kal G Hodgson

Principal

Cedar Mount Academy

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Currently reading: ***Rebel Rebel by Chris O’Leary***