**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
		- Year 8: 18khodgson@cma.bfet.uk
		- Year 9: 17khodgson@cma.bfet.uk
		- Year 10: 16khodgson@cma.bfet.uk
		- Year 11: 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



**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***