

KS4

Student Guide to Independent Learning – Covid Related Absences



Dear Students,

The following document outlines the expectations Manchester Academy has for our students in case of COVID related absence.

If you have any difficulties accessing any of the information in this booklet then please do not hesitate to contact the following:

Year Group	Contact	Email Address
Year 10	Mr Thomas	Ifan.thomas@manchester-academy.org
Year 11	Ms Henzell	Lyndsey.henzell@manchester-academy.org
Technical Help	Remote Learning	Remotelearning@manchester-academy.org

KS4 students that are absent and self-isolating for a covid related issue, you should:

1. Log into Microsoft Teams, following the guidance below
2. Check your Academy timetable for the day to see what lessons you would have
3. Log onto the Teams for those lessons and complete work set by your teacher
4. Check your Academy email daily for any further instructions sent by your teachers or the Academy

If you would like to complete additional study, you can also find resources for a range of subjects on the following websites:

1. <https://curriculum.unitedlearning.org.uk/> - you can login with your school account
2. <https://classroom.thenational.academy/> - no need to login

Below are instructions for how to access Teams, where you will find work set by your teachers.

How to use Teams on a Desktop or a Laptop

Go to the Manchester Academy website – www.manchester-academy.org

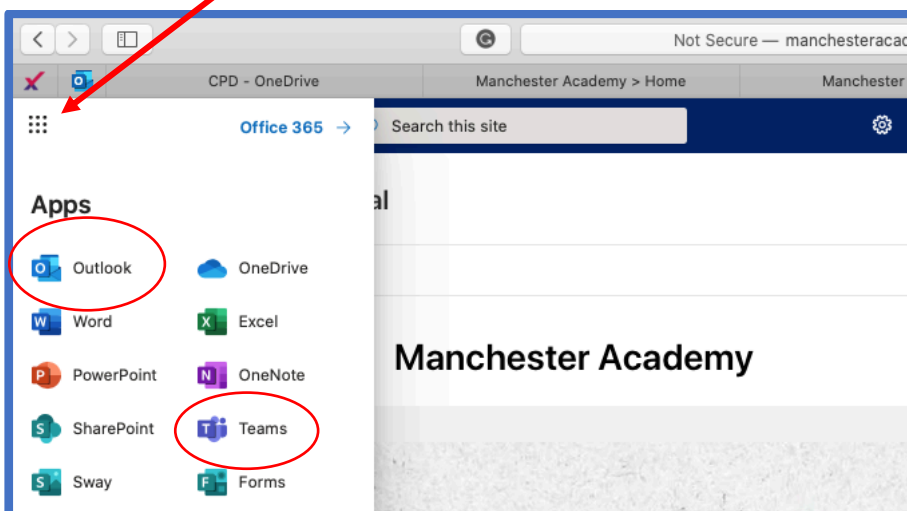
1. To access Office 365, click on the Windows icon.



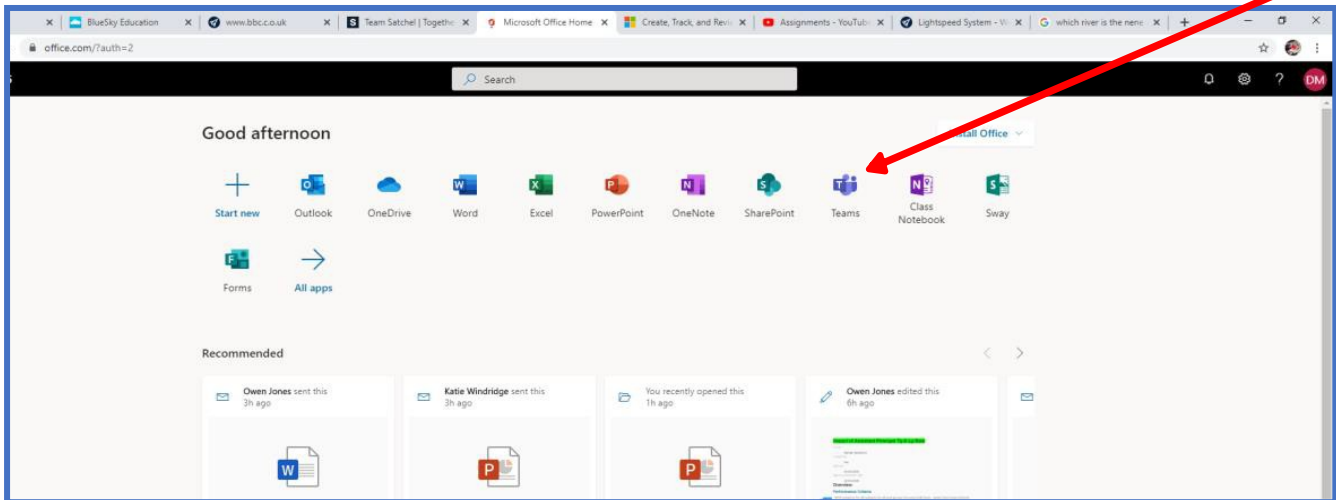
2. When Prompted Enter your Username and Password:

- **Username:** firstname.lastname@manchester-academy.org (OR the username that you use for access to computers in school)
- **Password:** Same one that you use to access the computers in school

3. Click on the **App Launcher** in the top left-hand corner. You can select **Outlook** to access school email or **Teams** to access your class Teams.

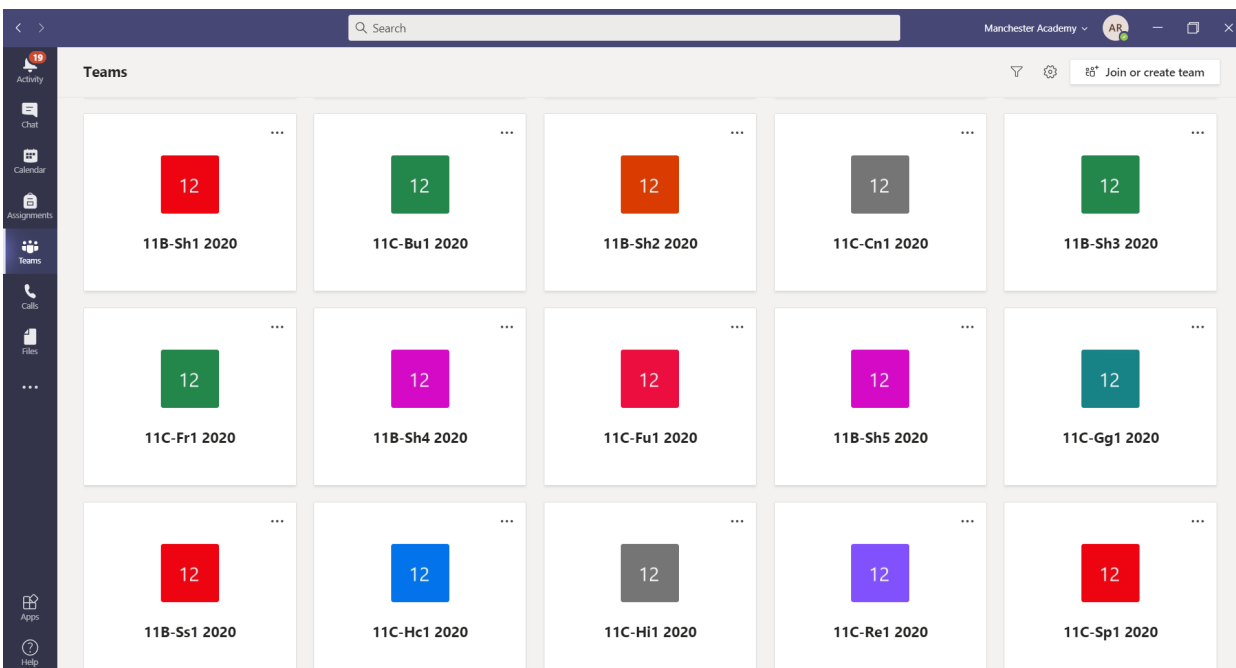


4. If you select **Office 365**, you will see the screen below, where you can also access Teams.



5. Once in Teams, you can click on your classes. Some examples of how the classes will appear are below. **Only the classes you are part of should appear on your Teams.**

You should check your timetable each day and get resources from the subjects on your normal Academy timetable for that day.

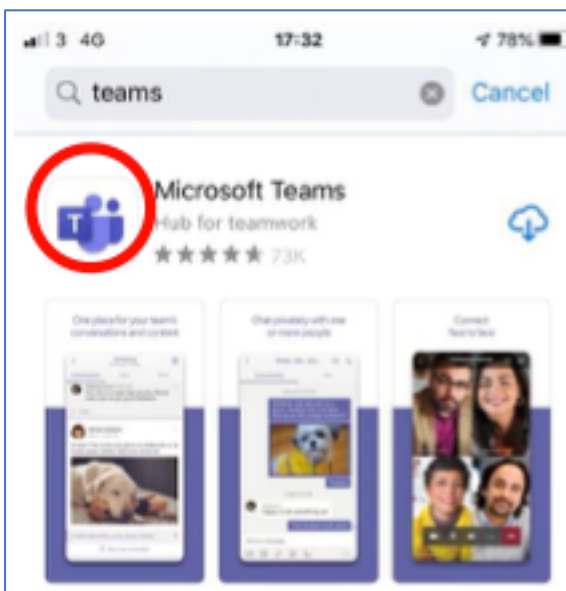


If you are using a tablet or mobile phone to access Teams, following the instructions below:

Downloading the Teams App

The Microsoft Teams app is available for free on the App Store (iPad and iPhone) or Google Play store (Android tablets and phones).

Search for Teams and look for the purple Teams icon circled in red and download. Once it is downloaded, open the app and log in.



Sign in with your school email address:
Firstname.lastname@manchester-aacademy.org

You will then be directed to the login page for the Trust.

This is the same as when you login to a computer in school. So your username is the same as you use when you login to a school computer and the password is the one you set at school.

