

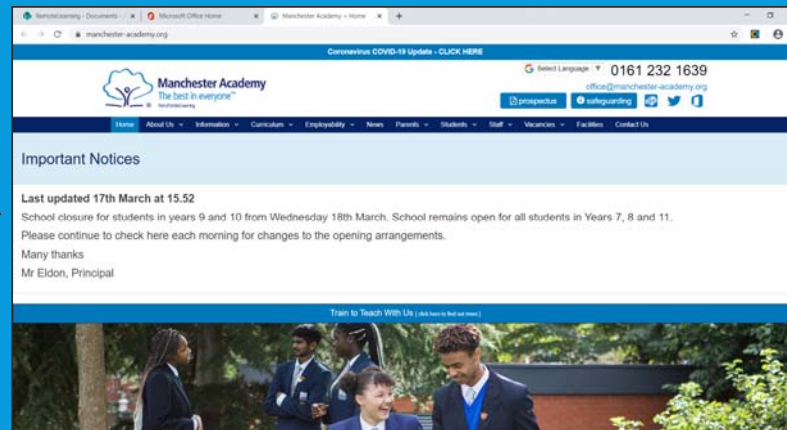
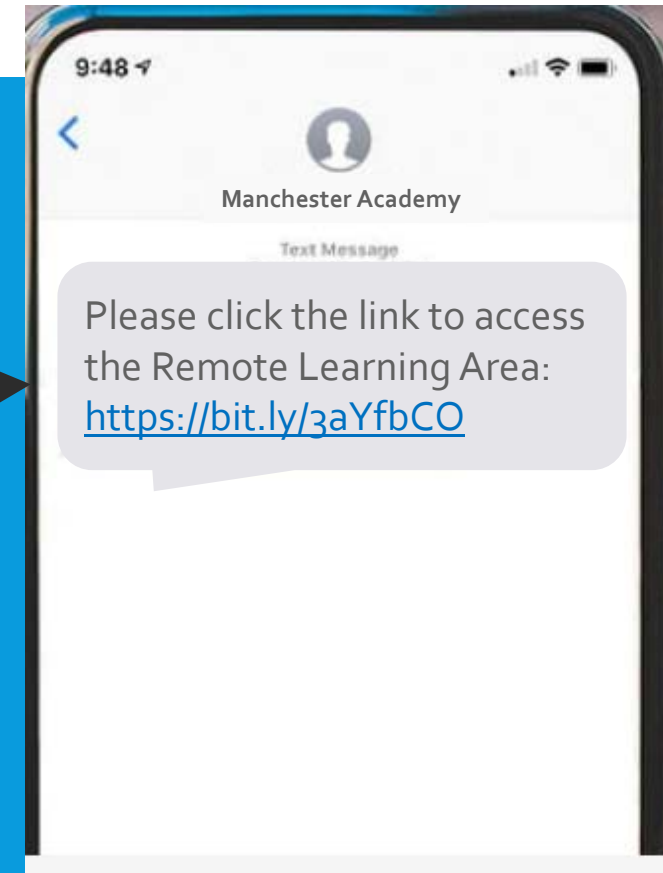
MANCHESTER ACADEMY REMOTE LEARNING

A Parents Guide

HOW DO WE ACCESS THE WORK?

There are two simple ways to access the work for your child:

1. Parents and carers will receive a text message with a link to the Remote Learning Area. Click the link and it will take you there.
2. You can go to the school website and click the link in the top banner.



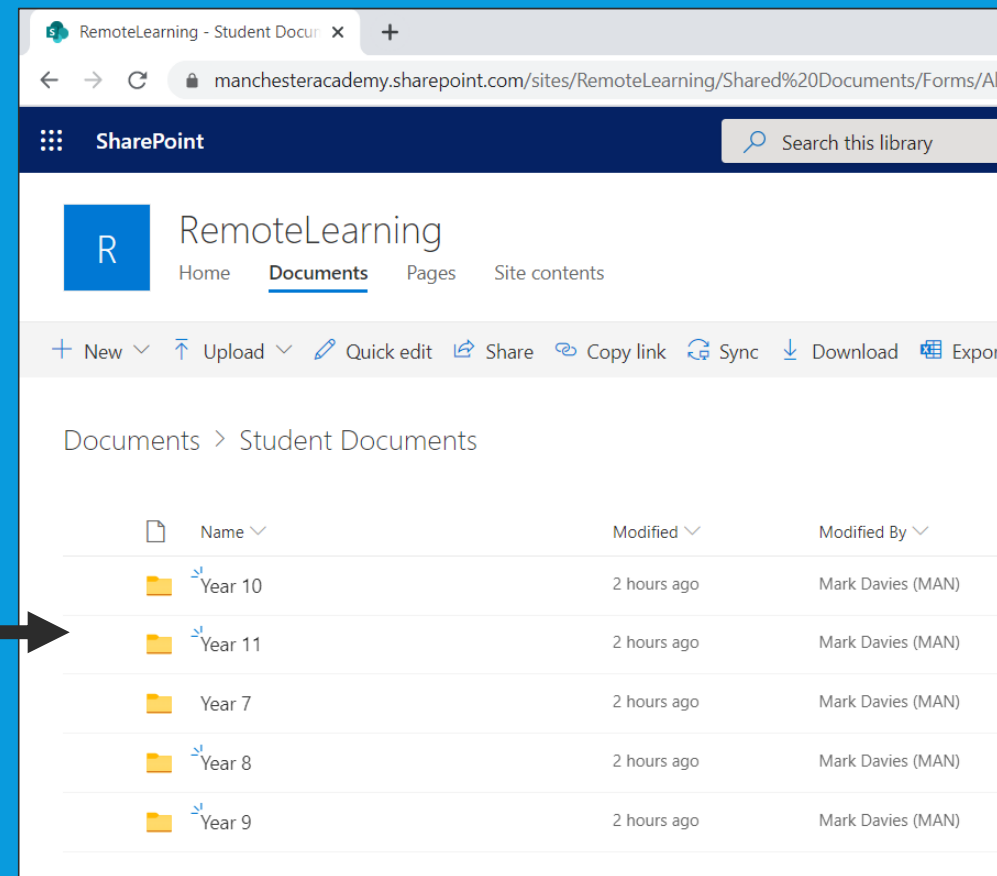
WHAT DOES THE REMOTE LEARNING AREA LOOK LIKE?

This is the Remote Learning Area:

<https://bit.ly/3aYfbCO>

Each year group has their own folder

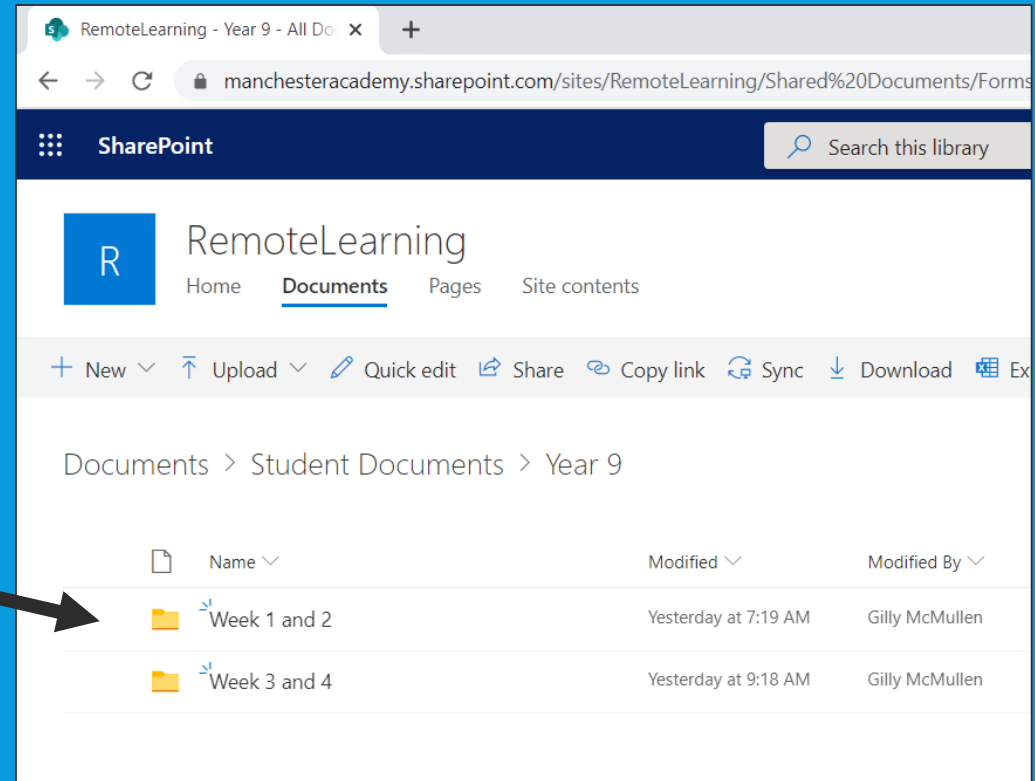
Simply click on the year group for your child



HOW IS THE WORK ORGANISED?

The work for each year group is organised in two week blocks

Select the relevant week and you will be taken to the subject folders



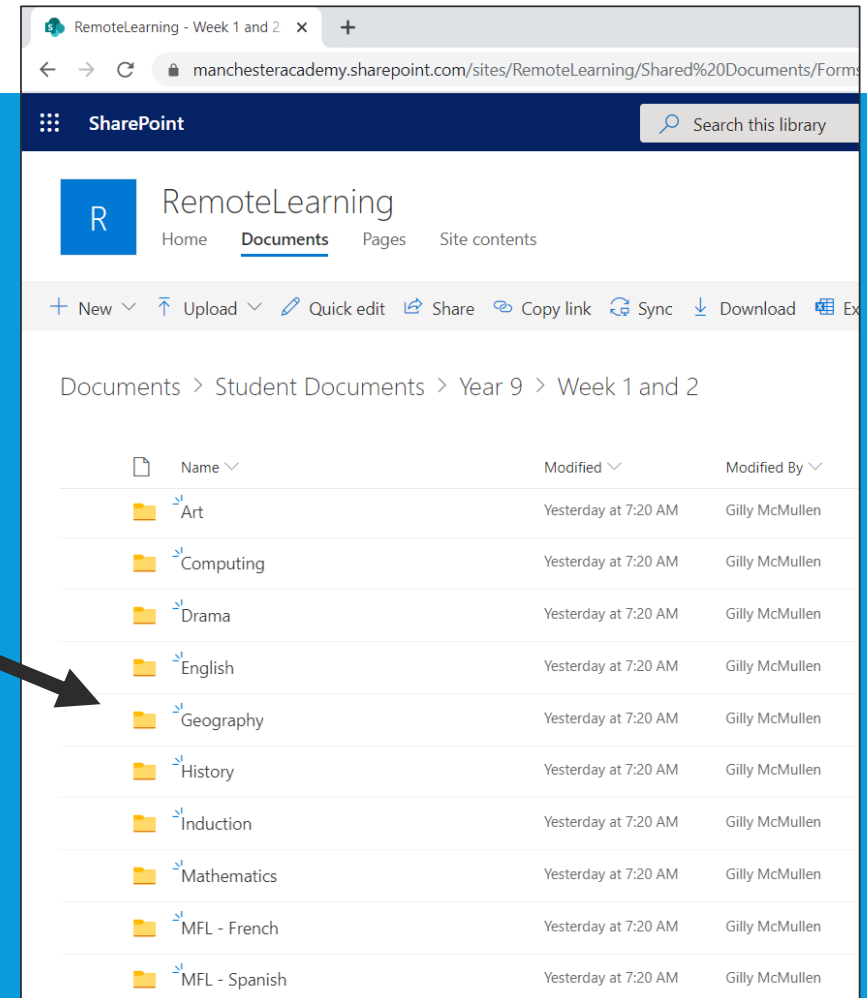
The screenshot shows a SharePoint document library for 'RemoteLearning'. The breadcrumb path is 'Documents > Student Documents > Year 9'. The library contains two folders: 'Week 1 and 2' and 'Week 3 and 4'. An arrow points from the text 'Select the relevant week and you will be taken to the subject folders' to the 'Week 1 and 2' folder.

Name	Modified	Modified By
Week 1 and 2	Yesterday at 7:19 AM	Gilly McMullen
Week 3 and 4	Yesterday at 9:18 AM	Gilly McMullen

HOW IS THE WORK ORGANISED?

Each subject has a folder

If you click on the folder for that subject, you will find the two weeks of work that has been set



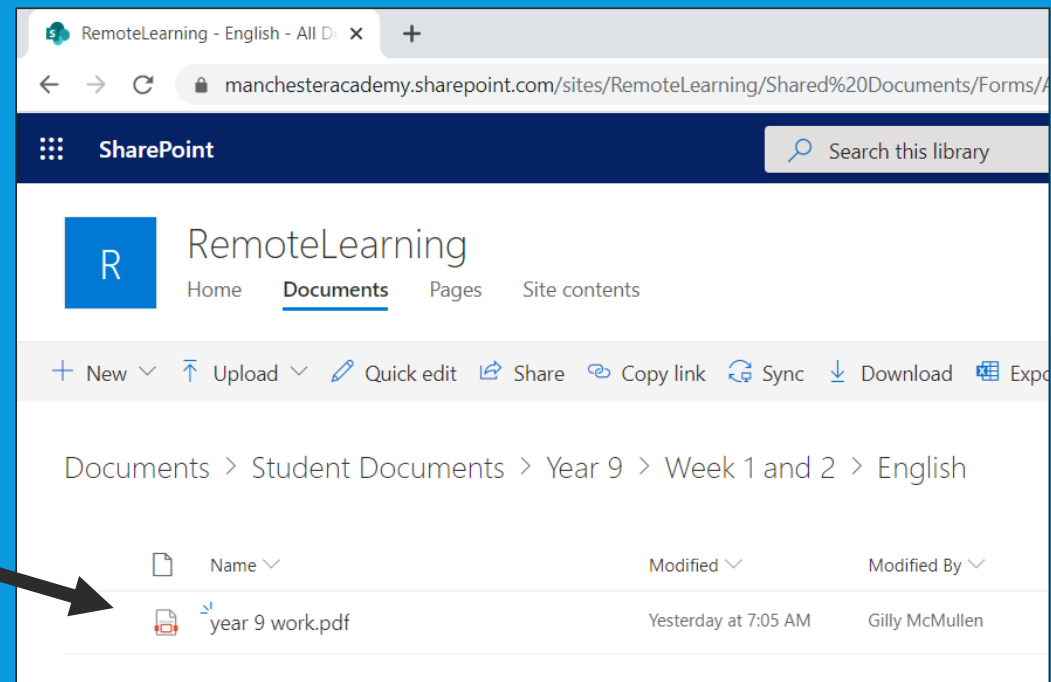
The screenshot shows a SharePoint document library for 'RemoteLearning'. The breadcrumb path is 'Documents > Student Documents > Year 9 > Week 1 and 2'. The library contains a list of folders for various subjects, all created yesterday at 7:20 AM by Gilly McMullen. An arrow from the text on the left points to the 'English' folder.

Name	Modified	Modified By
Art	Yesterday at 7:20 AM	Gilly McMullen
Computing	Yesterday at 7:20 AM	Gilly McMullen
Drama	Yesterday at 7:20 AM	Gilly McMullen
English	Yesterday at 7:20 AM	Gilly McMullen
Geography	Yesterday at 7:20 AM	Gilly McMullen
History	Yesterday at 7:20 AM	Gilly McMullen
Induction	Yesterday at 7:20 AM	Gilly McMullen
Mathematics	Yesterday at 7:20 AM	Gilly McMullen
MFL - French	Yesterday at 7:20 AM	Gilly McMullen
MFL - Spanish	Yesterday at 7:20 AM	Gilly McMullen

HOW IS THE WORK ORGANISED?

Here is the Year 9 work for English

For this subject, all the work is on one file. Sometimes there will be more than one file.



The screenshot shows a SharePoint document library for 'RemoteLearning'. The breadcrumb trail is 'Documents > Student Documents > Year 9 > Week 1 and 2 > English'. A table lists the files in the library:

Name	Modified	Modified By
year 9 work.pdf	Yesterday at 7:05 AM	Gilly McMullen

An arrow points from the text 'For this subject, all the work is on one file. Sometimes there will be more than one file.' to the file 'year 9 work.pdf' in the table.

HOW SHOULD THEY COMPLETE THE WORK?

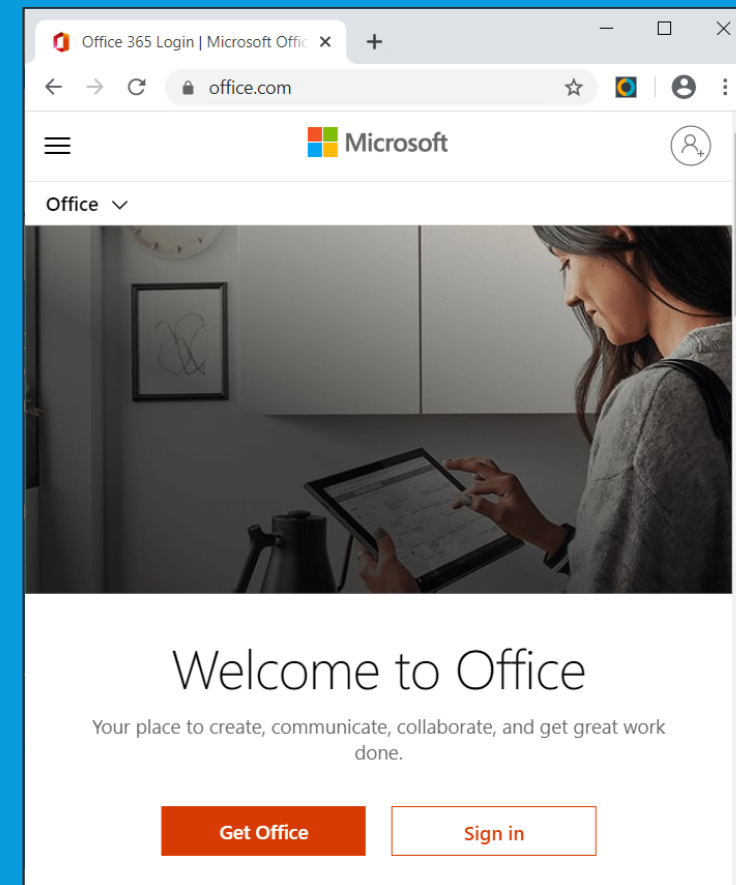
If your child has access to a computer, we recommend that they complete their work for each subject on Microsoft Word

All students have access to Microsoft Word through Office 365 by using their Manchester Academy email address and normal school account password

Go to Office.com and sign in:

firstname.surname@manchester-academy.org

Normal school account password

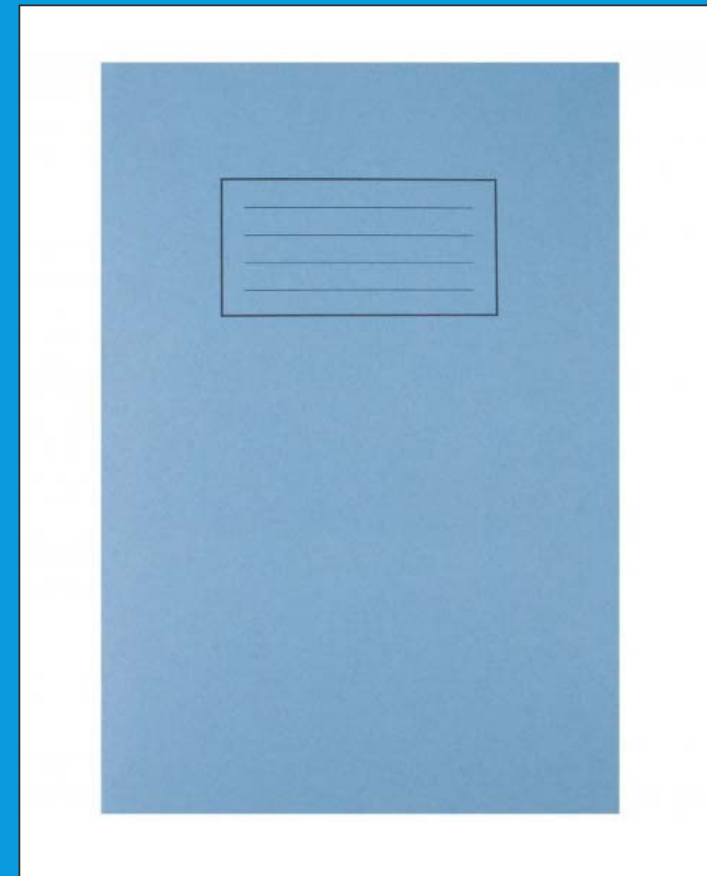


HOW SHOULD THEY COMPLETE THE WORK?

If your child doesn't have access to a computer, we will provide them with exercise books to complete their work.

Students in years 7, 8 and 11 will be given these in form time.

Students in years 9 and 10 will be able to collect theirs from the Academy reception.



WHAT IF I HAVE QUESTIONS?

If you have any questions please contact us on the dedicated email address below and we will respond as quickly as possible:

remotelearning@manchester-academy.org

