

Headteacher: Dr. J Bartlett – NPQH, PGCE, D.Phil, M.Chem **Specialisms:** Mathematics

20th March 2020

Dear Parents/carers of year 10 students,

The following arrangements have been made to support year 10 students during the time that the academy is closed. By following this programme of study we hope that students will be able to continue to make good progress in the courses they study.

1) Microsoft Teams

Microsoft Teams will enable students to engage with real time lessons delivered by our teachers here at Shenley Academy. Microsoft Teams uses technology similar to “facetime” with several additional benefits. A timetable of when Microsoft Teams lessons will take place will be available on the academy website. Registers will be taken during every Microsoft Teams lesson so that we can track students’ participation.

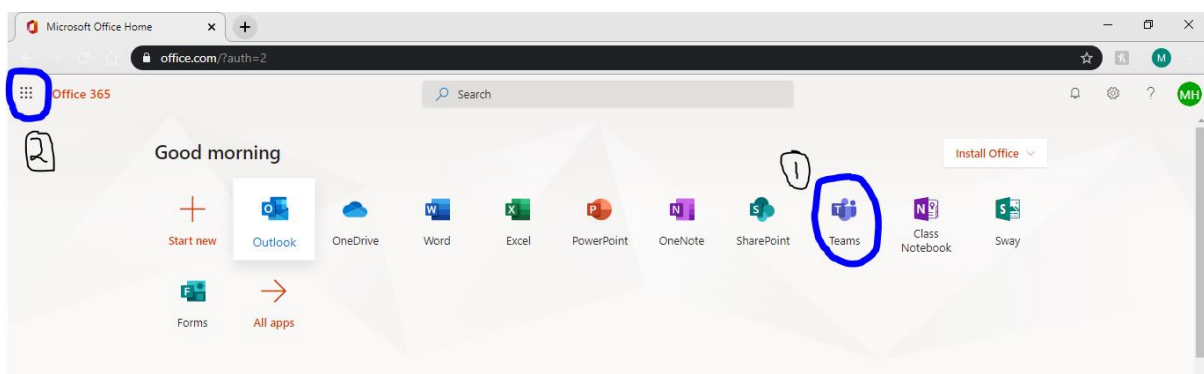
Students will need to use the instructions below in order to access Microsoft Teams lessons:

Via Laptop/ PC

1. Open Google Chrome (not internet explorer) and open Office365.

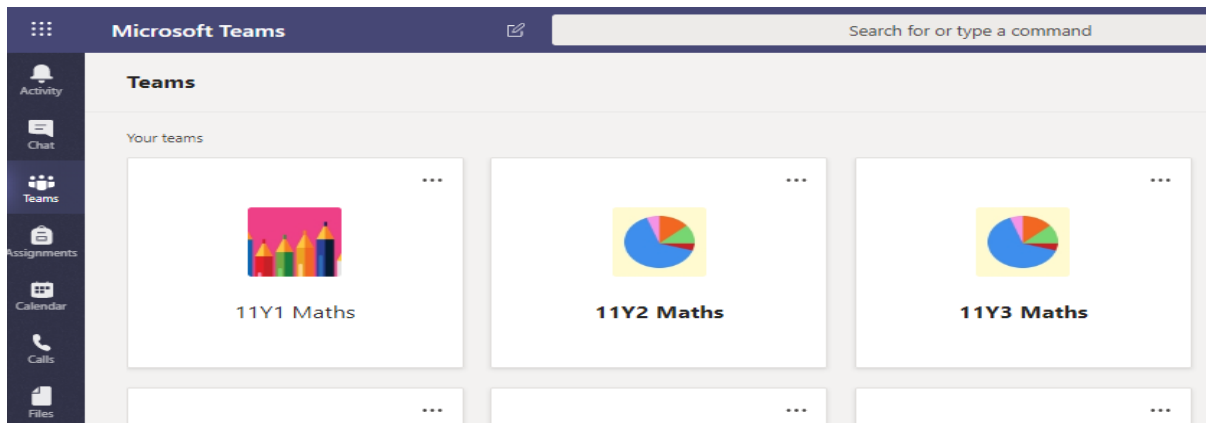
<https://www.office.com/>

2. Log in using your Shenley Academy email. This will be your first letter of first name followed by full surname and year intake. E.g. Jack Wilson – Year 11 (JWilson15@shenleyacademy.org.uk).
3. The password will be the same as your network logon (the password that you usually use when logging into a laptop or PC in the academy building. If you cannot remember your password then please contact the help desk at ShenleyAcademy ICTSupport@E-ACT.org.uk
4. Once you have logged on, click on Teams located alongside all the other applications. If it does not show, click on the small dots on the left hand side of the screen, and then click Teams.



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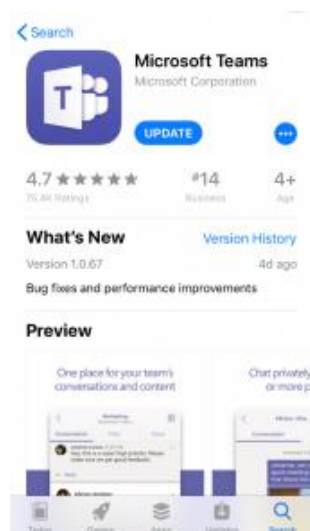
- When you are in Teams, click on your subject group and wait for the lesson to start.



- Once you see the 'Join now' button, click on it to enter the lesson.
- Assignments and quizzes will be given out during lesson.

Via Mobile phone/ Tablet

- Open Play Store/ App Store on your device and download Microsoft Teams.





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2. Once it is downloaded, log in using Shenley Academy email.
3. Join your lesson by clicking on the Subject and joining the scheduled meeting.

2) Seneca

Seneca is a website which students can use to access free learning resources and activities across a range of subjects, specific to their year group.

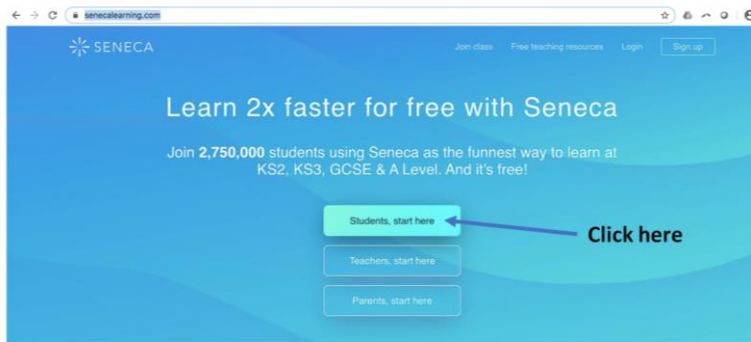
Students will need to use the instructions below in order to access Seneca:

- 1) Go to the website:

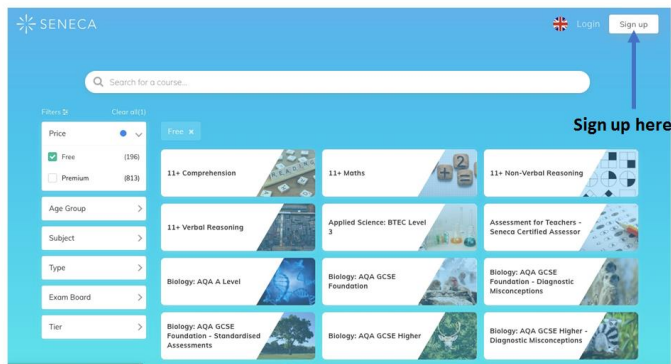
www.senecalearning.com

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2) Homepage



3) Create a student account



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4) Creating a student account



Sign up
[Try without signing up!](#)

First name: [] Last name: []

Email: []

Password: []

I agree to the [Terms and Conditions](#)

Sign up

Already have an account? [Login](#)

Enter Shenley Academy email



Sign up
[Try without signing up!](#)

First name: [] Last name: []

Email: []@yahoo.co.uk

Password: []

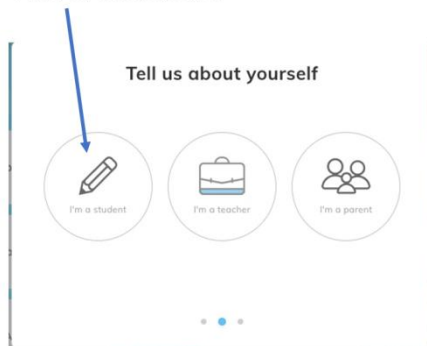
I agree to the [Terms and Conditions](#)

Sign up

Already have an account? [Login](#)

Create a password

5) Select: I'm a student



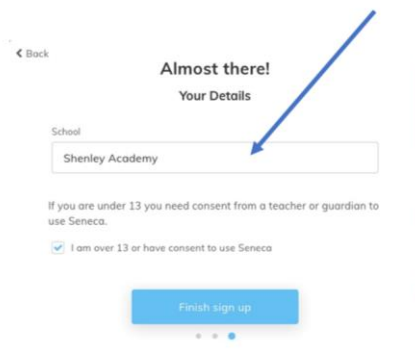
Tell us about yourself

I'm a student

I'm a teacher

I'm a parent

6) Add the school name here: Shenley Academy



Almost there!
Your Details

School: Shenley Academy

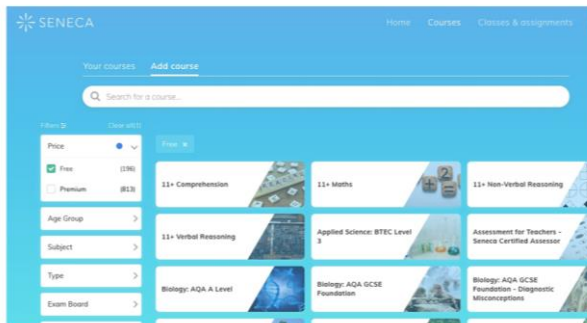
If you are under 13 you need consent from a teacher or guardian to use Seneca.

I am over 13 or have consent to use Seneca

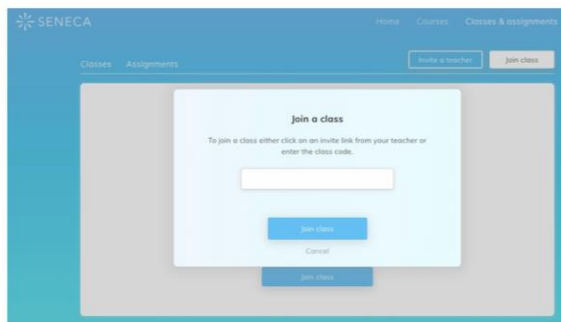
Finish sign up

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7) Select classes & assignments



8) Enter the class code





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9) Type the class code here: Eg – Year 10 code below

A screenshot of a light blue dialog box titled "Join a class". The text inside reads: "To join a class either click on an invite link from your teacher or enter the class code." Below this text is a white input field containing the alphanumeric code "d0c6hcwapn". Underneath the input field is a blue button labeled "Join class" and a smaller, grey "Cancel" button.

In addition to Microsoft Teams and Seneca, we will also be posting work for year 10 students on the academy website.

We hope that year 10 students find this work useful and engaging. Thank you for your continued support.