



*Aspiration*

*Resilience*

*Collaboration*

Dear Parent/ Carer,

Thank you to those who took part in our recent consultation around how we set homework at SWR. We are currently reviewing our policy in light of feedback from parents, students and staff, and we look forward to communicating any changes to our homework approach in the coming weeks. For Terms 5 and 6 of 2021-2022, we will be retaining our current approach to setting homework.

Here at SWR we place great value in students continuing their learning beyond the classroom and students are regularly given purposeful and meaningful activities to engage with as homework. Homework is issued to students as assignments through Microsoft Teams and explained in further detail in lesson.

Tasks are designed so that students can complete them independently and they are expected to do so. However, we recognise that some students may call on you at home for guidance and help. Some students may also need assistance in organising their time at home to allow them to complete work and meet deadlines. Thank you in advance for your support in this. To support further, we run a homework club twice a week after school on a Monday and Thursday for any student who would like a focused environment in school and some support from staff.

**2 types of homework**

Students in Key stage 3 have a combination of weekly homeworks and longer extended projects. This allows for short, regular practice in some subjects and longer, more exploratory activities in others.

**Weekly Homework**

A small number of subjects assign homework to students on a weekly basis. A weekly homework should take approximately 30 minutes to complete and students will have one week to complete it.

Weekly <u>30 minute</u> Homework		
Science (year 9 only)	Maths	Modern Languages

**Extended Projects**

Other subjects follow a model of **Extended Learning Projects**. These are more in-depth than the weekly homework tasks and will often require students to investigate a topic area before completing a piece of work on said topic. They should take considerably longer than a weekly homework to complete. For Year 7 this would be around 1hr 15 mins, Year 8 1hr 30 mins and Year 9 approximately 1hr 45 minutes. Students will have a minimum of 2 weeks to complete extended learning homework and the deadline for completion will be clearly communicated to the students.

Issued Week Commencing	Year 7		Year 8		Year 9	
Monday 25th April	RE	DT	Geography	English		
Monday 2nd May						
Monday 9th May	Science		Science	Art	RE	History
Monday 16th May						
Monday 23rd May	English				Geography	
	Half term					
Monday 6th June	History	Art	RE	DT	DT	Art
Monday 13th June						
Monday 20th June	Science Geography		Science	History	English	
Monday 27th June						

*Drama, Music and Computer Science do not set regular homeworks however they may set students revision tasks prior to an assessment.*

Students are issued homework through **Microsoft Teams**. All students in Key stage 3 have received training on how to use Microsoft Teams and a brief guide is attached to this letter. We do however know that for some students, internet access is problematic. If this is the case, please inform your child's head of year as soon as possible. Rest assured, any student with issues around internet access will be provided with hard copies of homework tasks and will not be at a disadvantage to their peers.

*Any questions relating to homework should be directed to the relevant subject teacher who will be happy to support.*

## **How to Access Microsoft Teams**

### **This will only work using your school Email address!**

#### **Step 1: Go to the website**

Go to <https://login.microsoftonline.com/> or <https://www.office.com/>

#### **Step 2: Log in**

You will need to use your normal log in details you use at school to get on the computers.

**Username:** your [number@swr.gloucs.sch.uk](mailto:number@swr.gloucs.sch.uk)

**Password:** Your normal SWR password

#### **Step 3: Go to Teams**

Click on Teams to access your classes.



**If you are unsure of your username or password, use a parent's email address to email:**

[ict.support@swr.gloucs.sch.uk](mailto:ict.support@swr.gloucs.sch.uk) with your name and year group and we will be able to pass on the details to you.

#### **Make the most of your OFFICE365 account.**

Using your school login details, you are entitled to **free access to all of Microsoft Office.**

**YOU DO NOT NEED TO BUY MICROSOFT WORD TO USE IT!**

On a computer/ laptop, **Click the "Install Office" button** on the top right of the page and it will automatically download the latest copy of Office for your computer. This will work on Windows and Mac computers.

Once downloaded and installed just **register with your school email address and password to get a "free" license.**

If you use Apple or Android devices instead, you can search for the relevant apps on the App/ Play store.

Microsoft Word  
Microsoft Excel  
Microsoft PowerPoint  
Microsoft Outlook

Once downloaded and installed just register with your school email address and password to get a "free" license.

# Using Classes on Microsoft Teams



## Accessing Teams

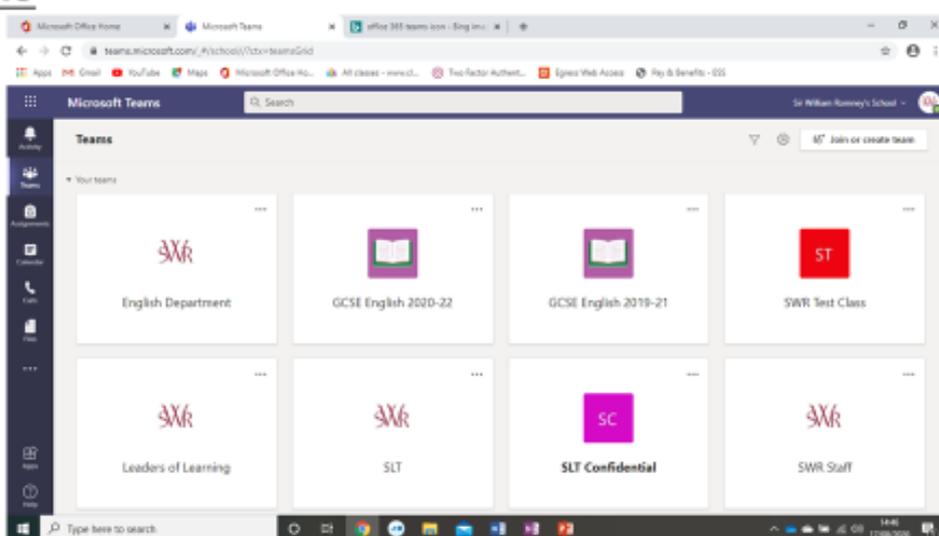
Through the online Portal  
Go to [www.office.com](https://www.office.com)

Log in using your school  
email address and  
password.

(Example)

[003\\*\\*\\*@swr.gloucs.sch.uk](mailto:003***@swr.gloucs.sch.uk)

Click the Teams icon.



The Desktop app gives more functionality- [download](#)  
this onto your personal computer by clicking [open app](#).

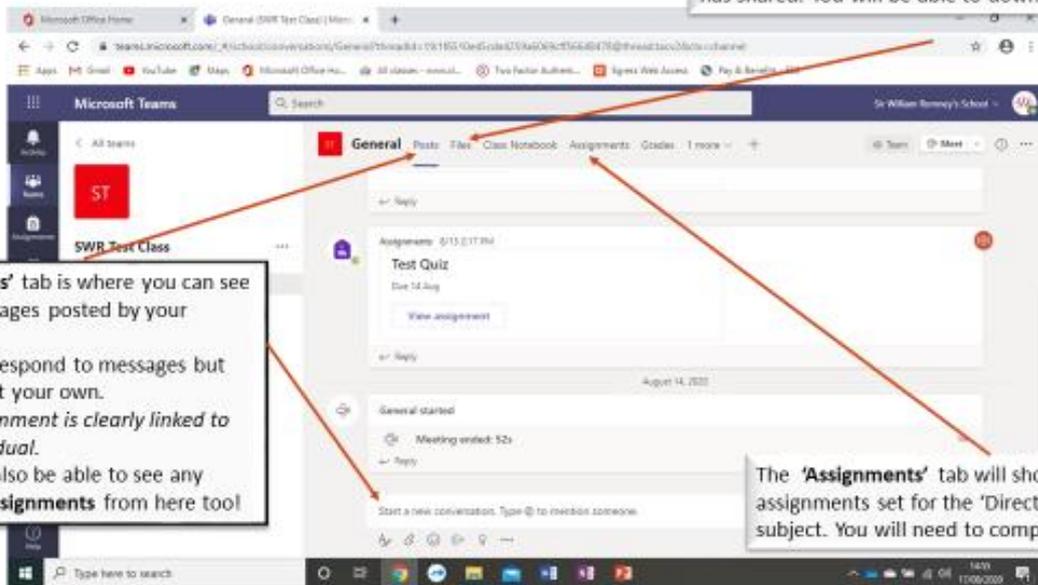
You can also [download](#) the Microsoft Teams app on your  
[phone/ tablet](#) if you prefer to work this way.

Enter your class by clicking the tile. Once inside it will look like this.

# Using Teams

The 'Files' tab will take you to a document library where you can see any resources your teacher has shared. You will be able to download them.

The 'Posts' tab is where you can see any messages posted by your teacher. You can respond to messages but can't post your own. *Every comment is clearly linked to an individual.* You will also be able to see any recent **assignments** from here too!



The 'Assignments' tab will show you any assignments set for the 'Directed' sessions in that subject. You will need to complete these!

## Accessing an Assignment

When a teacher sets you an assignment to complete in '**Directed Sessions**', it will appear in the '**Assignments**' tab on the left hand side of the screen or in the tab at the top of the page!

By clicking this you will see a list of all the assignments you have been given for that subject.

Click each assignment to complete/ find details of what it is you need to do.

Don't forget to submit the work if your teacher asks you to!

