



RALPH THORESBY SCHOOL
Ambition and Achievement for All

Transition to Home Learning

Ralph Thoresby School

Enhanced Remote Learning: Tier 2-4

October 2020

How to access your work

If you have been sent home to self-isolate, you are still expected to complete your usual lessons. It is not time off. You should follow your timetable and complete the work set on Microsoft Teams. Follow the steps below to ensure you continue your learning:

1

Have access to your school email and Teams

If you don't have access, use your personal or parent/carer email to contact userdetails@ralphthoresby.com. Use your email address to access Microsoft Teams, OneDrive and your email. You can get the link to your year groups folder by going to <https://www.ralphthoresby.co.uk/transition-to-home-learning/>

2

Follow your timetable and complete your work

50% of your lessons will be live on Microsoft Teams, where your class teacher will give you instructions and answer any questions you may have. These live lessons will be scheduled in advance and you'll have an email with a link on how to join. You can view your timetable of online lessons by viewing your calendar in outlook 365 or your Teams calendar. The other 50% of lessons will be work set on OneDrive. Complete the work from the OneDrive folder for your subject. The work on OneDrive will be the same as the work set in school, so it is important that you complete it. Email the work to your teacher when you've completed the work or if you are having any trouble. Your teacher will provide feedback, if necessary.

3

Check in with staff

School will be in touch with you whilst you are off to see how you are getting on. Use this opportunity to speak to staff about any issues you may have. Email your classroom teacher with questions about your work or to send work for checking.

Questions?

If you have any questions, visit our FAQ page here:

<https://www.ralphthoresby.co.uk/home-learning-frequently-asked-questions>

Video guides are available by clicking on the 'Home Learning' tab on the main menu of the school website.

Staff Email Addresses

To view a staff members email address, type their name in the 'To' section of Office 365 when logged into your school email. Alternatively all staff emails are listed here:

<https://www.ralphthoresby.co.uk/home-learning-staff-email-list/>