



## DRAYTON MANOR HIGH SCHOOL

### Remote Learning Setup for Year 7-10

Drayton Manor High School is committed to providing the best education for all its students. To support students that are self-isolating due to COVID-19, we have prepared an online platform for remote learning that will allow students to keep up to date with their education until they are able to re-join us at school.

The remote learning will take place on Microsoft Teams which your child should already have access to. If they do not the below links will help them get started.

Link to setting up your account from home:

<https://www.draytonmanorhighschool.co.uk/download/ls-office-365-student-login-april-2020-teams-only-accounts-1-.pdf>

Link to a guide for using Microsoft Teams on your device:

<https://www.loom.com/share/6b4aa88076d847e0a72647d32307a584>

Once logged into Microsoft Teams, students should click on the Team named "Drayton Manor Remote Learning." Once there, students will need to:

1. Attend a live 'tutor time' every morning on Microsoft Teams at 8.50am conducted by a member of staff. This will also be an opportunity to ask any questions about the online learning process.
2. Use the links posted in the Team to access their lesson resources for the day. Students should follow their normal timetable accessing the resources for the lessons they would have had in school.
3. Upload their work, either as a photo or a Microsoft Word document, to the daily 'Assignment'

If you have any queries, please email the school at [adminoffice@draytonmanor.co.uk](mailto:adminoffice@draytonmanor.co.uk) or contact the school reception on 020 8357 1900.