



**The Telford Langley School**  
**ENSURING EXCELLENCE**

## **Homework Policy**

Approved: Summer 2021

# Homework Policy

<b>Policy Name:</b>	Homework Policy
<b>Policy Owner:</b>	Mrs E Blount, Deputy Headteacher
<b>Last Reviewed:</b>	Summer Term 2021
<b>Policy Approved \ Ratified by:</b>	School Standards Committee
<b>Term Policy Approved:</b>	Summer Term 2021
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# 1. Homework Expectations

Homework tasks are set for all our students. Through homework, students become flexible independent learners able to cope with the demands of a future working life.

Students are rewarded for completion of homework tasks to a high standard.

# 2. Homework Platforms and Resources

## SAM Learning

All pupils have a login to an online system called SAM Learning. The website address is: [www.samlearning.com](http://www.samlearning.com)

Each pupil will need the following information:

Centre ID: TF4PS

User ID:

Password:

The user ID and password are the same and are based on the pupil's date of birth and initials in capital letters in the format DDMMYYFS

Teachers will set tasks and these appear on the pupil's home screen. Pupils can also complete additional tasks of their choice using the 'Activities' tab.

Pupils earn points for every task that is completed and their progress can be monitored using the 'My Progress' tab. It is also possible to see how well pupils have done in each activity, as well as how long they have spent doing this. If pupils did not score well on a tasks, they are able to complete this again, to help develop their skills, knowledge and understanding.

There is also a leaderboard so pupils can see how many points they have compared to their peers. Pupils are given rewards through their teachers and during assemblies for successful completion of these activities.

## Microsoft Teams - Assignments

From September 2020, homework will be allocated using **Microsoft Teams**. When students visit their class teams, they will be able to access their homework tasks via the assignments tab and upload their completed work. They will also be able to access any subject resources such as teachers notes, lesson presentations or revision guides.

Microsoft Teams can be accessed in three ways:

- Using the Office 365 website: [www.office.com](http://www.office.com)
- Using the dedicated Microsoft Teams application for Windows or Mac OS by [clicking here](#).
- Using the Microsoft Teams app available for iOS or Android. [Click Here for the iOS App](#) / [Click Here for the Android App](#)

For further information, please see the Parent – Pupil Guide to using Microsoft Teams at the back of this document.

### **Student Planners**

All pupils are issued with a student planner at the start of the year. This is a way in which they can record their homework and help them remember key dates or deadlines.

We ask that parents/carers sign the planners to indicate that they have acknowledged the homework set for pupils.

The planner may also be used as a method of communication between parents/carers and their child's tutor. However, absences, medical issues and other important information should be passed through the school's main reception where we can signpost parents/carers to the most appropriate person.



# Parent and Pupil Guide to Microsoft Teams

## Using Microsoft Teams

We use Microsoft Teams as part of a blended learning approach– lessons and resources shared over teams should allow pupils to learn remotely as well as allow pupils to reinforce key learning points and extend their learning.

## Logging in to Microsoft Teams

### Logging in via a PC or Laptop

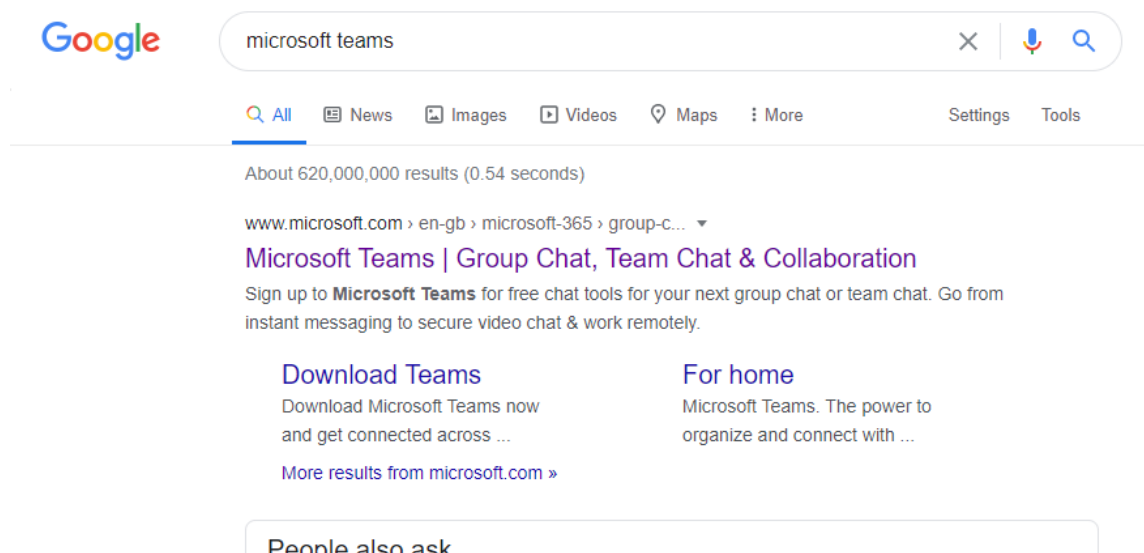
We recommend using Google Chrome



or Microsoft Edge



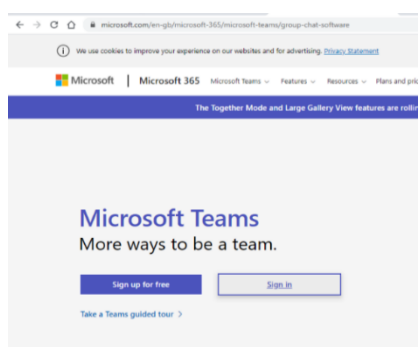
### 1. Search for Microsoft Teams



**Direct Link -** <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/log-in>

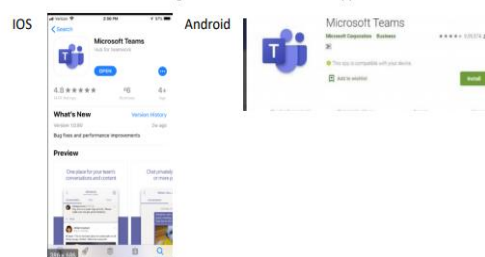
**School Website** – There is a link to Microsoft Teams from the Home Learning page of the website.

2. once on the site click the sign in option. (There is a guided tour on this page if you want to learn more about Microsoft Teams)



### Logging in via a Mobile Device

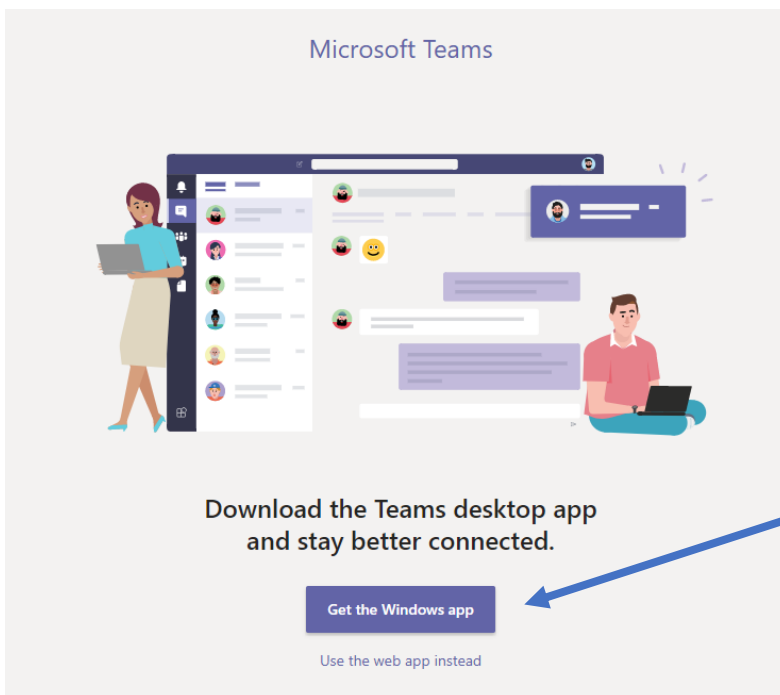
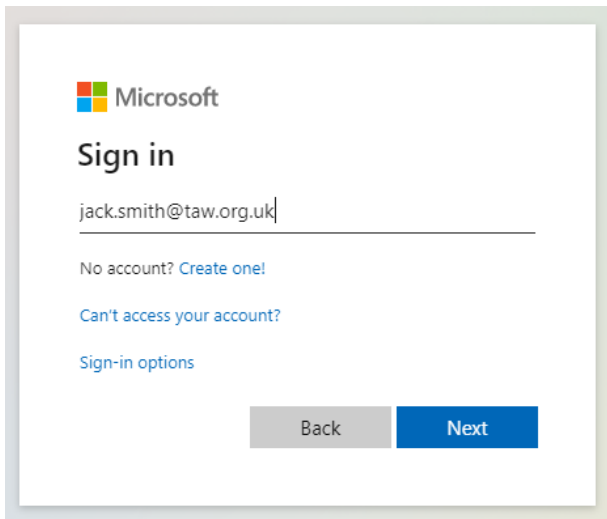
We recommend downloading the free Microsoft Teams app:



3. You will be asked to sign in by entering your email address and password.

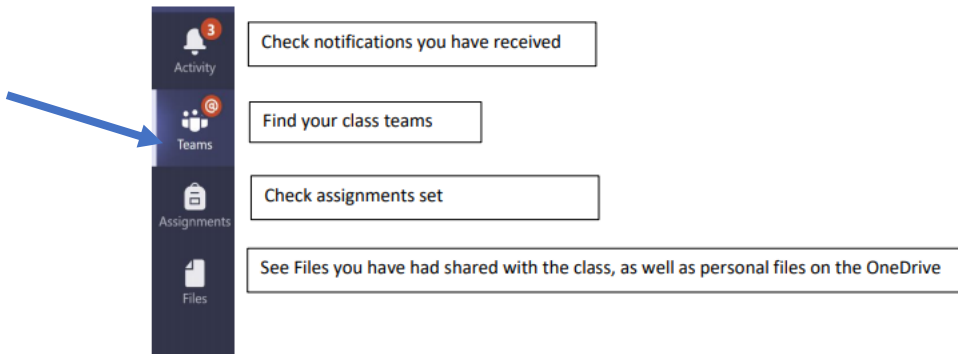
Your email address will be the same one that you use in school (for example if your name is Jack Smith this would normally be [jack.smith@taw.org.uk](mailto:jack.smith@taw.org.uk))

Your password is your usual network password you use in school to access the computers. If you have any problems logging in please contact the school by emailing [langley.homelearning@taw.org.uk](mailto:langley.homelearning@taw.org.uk)

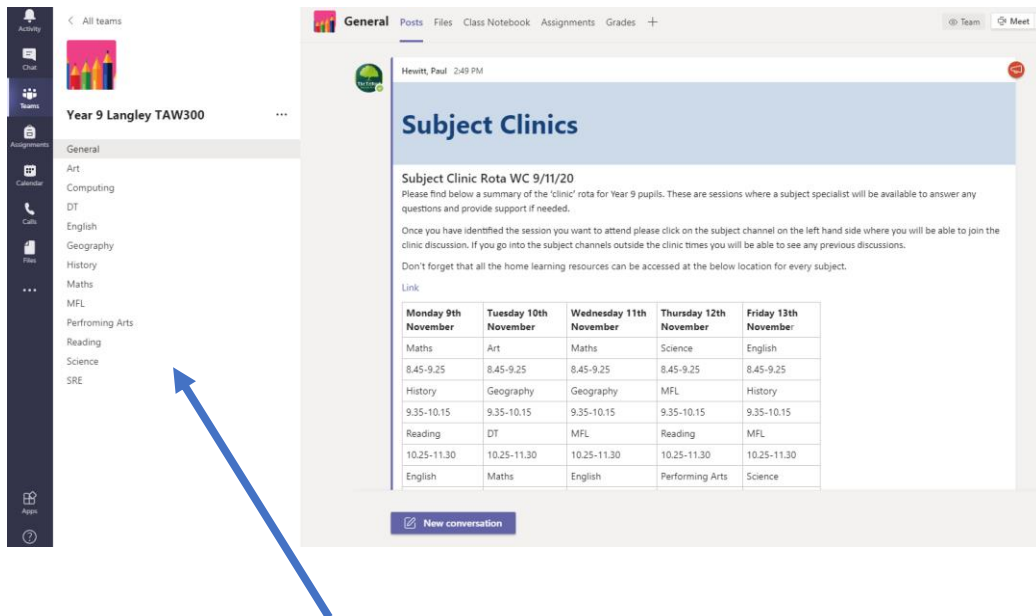


4. Click – Use the Web App.

### The Teams interface

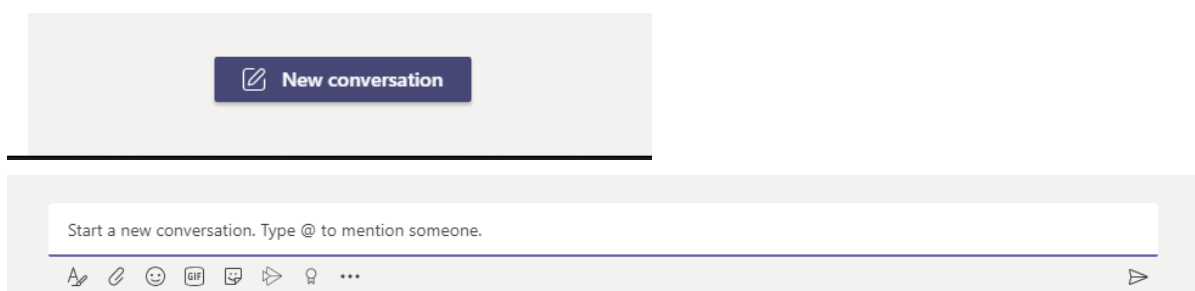


5. To access the clinics you will need to click on the teams option and find the team that is your whole year group (e.g. if you are Year 9 this would be called Year 9 Langley).



6. To access the different subject channels you need to select the subject on the left-hand side. The different subject clinic will take place in their subject channel as per the rota.

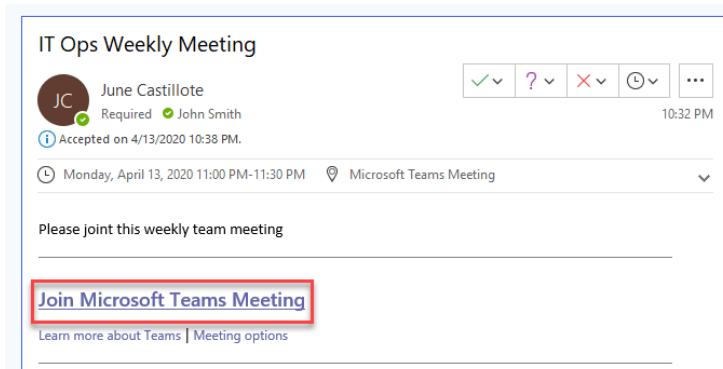
To post a question once in the channel you can click on the new conversation button and post your message – you can also respond to your teachers posts.



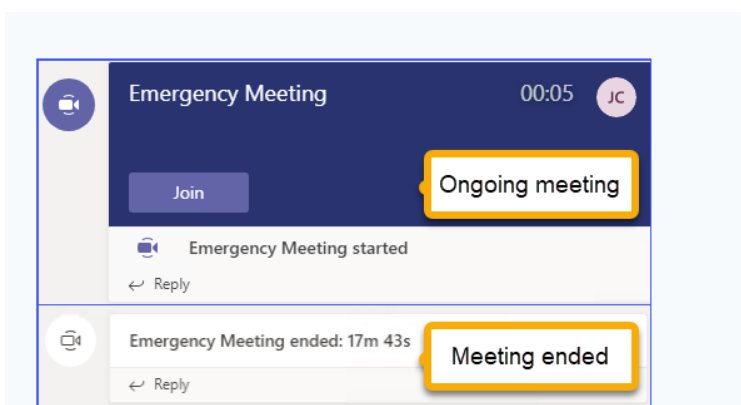
## Joining a Live Video Session

All live video sessions will be on the rota which will clearly say the time of the session and what channel the meeting will be on.

Your child will normally receive an invite to the meeting once it has been scheduled by the person delivering the meeting. The simplest way to join is to click on the link in the email that is sent once the meeting is scheduled.



Otherwise they can join the meeting that is taking place by clicking on the join button in teams.



## Communicating within a Team

Microsoft Teams is part of our school Learning Platform to support students learning both face to face and beyond the classroom, please encourage students to:

1. Like a post, using an appropriate icon, so teachers can check that important messages have been read.
2. When asking a question based on a teacher post, to reply to the thread rather than create a new conversation.
3. To not use Microsoft Teams as a social platform, it is to access learning materials, class assignments and homework. Ensure you have read the 'Acceptable use policy'. Our virtual school runs under the same rules as 'The Telford Langley School'. Appropriate action will be taken if students misuse the system.

As always if you have any questions relating to home learning please email [langley.homelearning@taw.org.uk](mailto:langley.homelearning@taw.org.uk).