

# Accessing work through Teams



**A guide for students and parents**

**November 2021**



## Information for Parents about remote learning / accessing work

### Using Microsoft Teams

**We have made the decision to use Microsoft Teams** as our way of setting work for students who are not in school and sharing materials with **ALL** students. We are also developing our use of this for setting and completing homework. It allows us greater flexibility to make lessons available, add revision resources and link to other tools we may use in school. This is an area we will continue to use and develop as a school over the coming weeks and months so it is important that students, and you as parents, become familiar with how this can help them.

**Staff will no longer set work via ClassCharts** – this is a change for you as parents as you were able to have your own login to ClassCharts. Currently there is no facility for parents to have their own login to Teams.

**ClassCharts is still used for rewards** but does not offer the same scope as a tool for delivering our curriculum.

**Microsoft Teams is accessed using your child's school email address.** All students should know their login details and how to access Teams. A copy of the information shared with students about how to access Teams is available on the school website. Students also have access to all the Microsoft applications including Word, PowerPoint, Excel and others when they login to Office 365 via the school website.

**Teachers will upload their lesson materials for every lesson onto Teams.** This means that students self-isolating can access them but in addition all students can continue to refer to them after the lesson has happened. Lesson materials can take several formats.

**The following pages identify how to access work for each subject .**

All students received a short induction to Microsoft Teams in September and a copy of this is available through the website.

**Where to get help if you need it.**

Encourage your child to speak to their class teachers about how they can use Teams to support their learning.

**If your child cannot access Teams – please email their tutor in the first instance.**

**If you have a question about a specific lesson – email the class teacher in the first instance.**

Technology can be a challenge at times but if you have any queries get in touch with us so that we can try to address.

Thank you for your ongoing support as we continue to develop our use of technology to best support our students in and beyond school.

Liz Hart

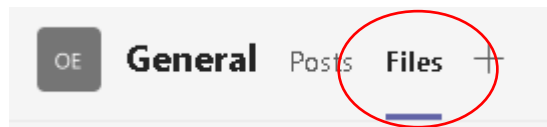
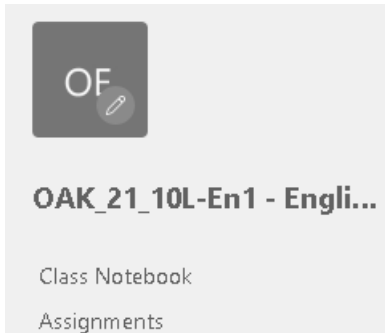
Associate Headteacher

[lhart@beckfootoakbank.org](mailto:lhart@beckfootoakbank.org)

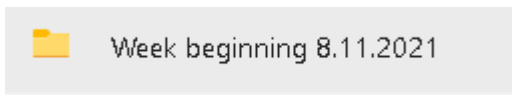
## English

This page shows you how to find your lessons on Teams in this subject. You may need to access work in school or at home.

1. Access the relevant Team
2. Go to your relevant Team and access the files tab



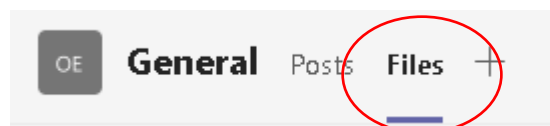
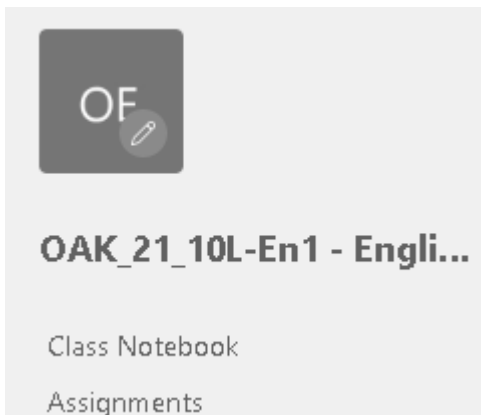
3. There will be a file for the week you are accessing



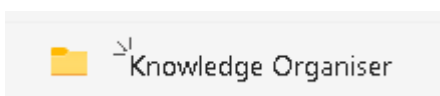
If in any doubt email your teacher!

**Knowledge organisers** for English can be found here:

1. Access the relevant Team
2. Go to your relevant Team and access the files tab



3. There will be a file for the knowledge organiser



If in any doubt email your teacher!

## No child left behind

Where else can you find work to support your studies

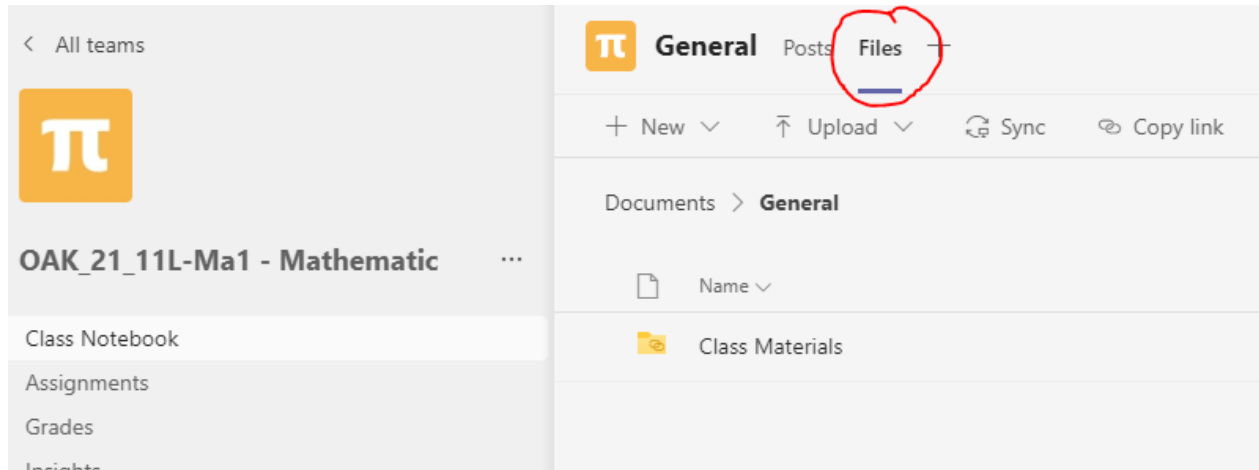
- GCSE bitesize <https://www.bbc.co.uk/bitesize>
- GCSE Pod
- Oak National Academy <https://www.thenational.academy>

## Maths

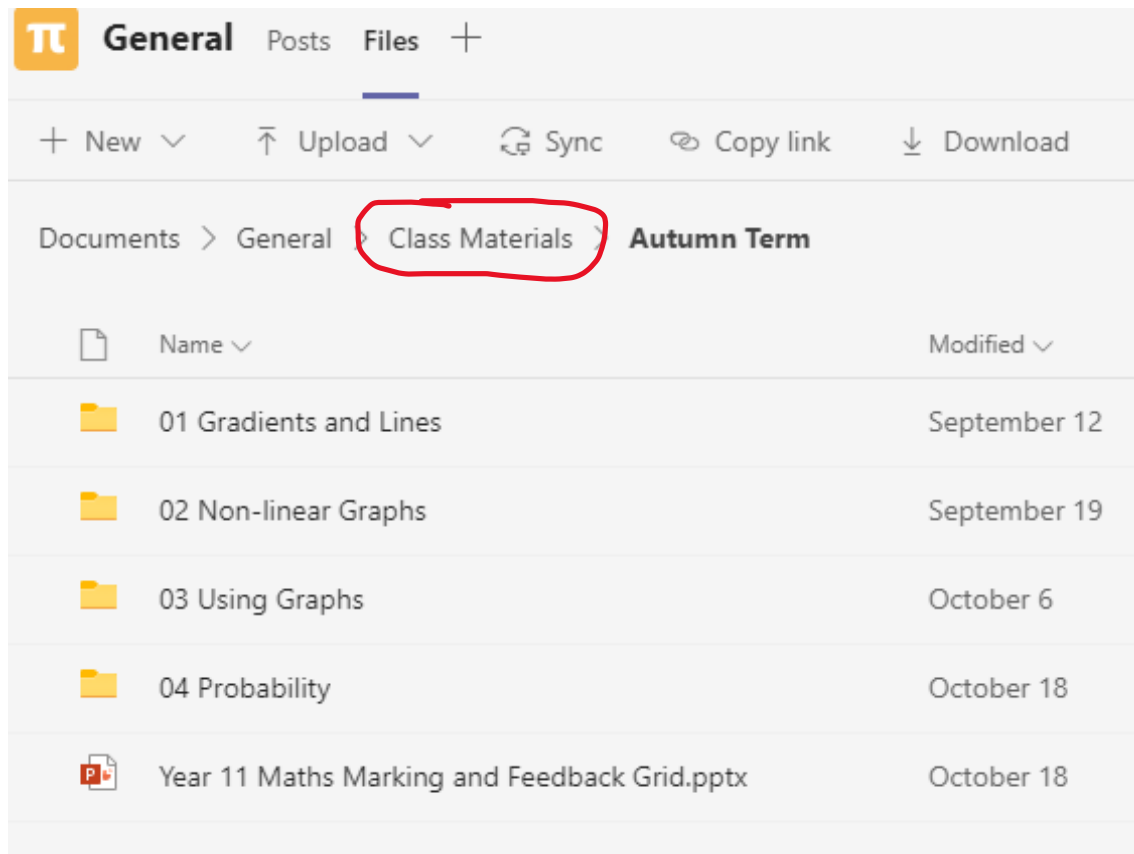
This page shows you how to find your lessons on Teams in this subject. You may need to access work in school or at home.

Access the relevant Team

Go to your relevant Team and access the files tab



If your lessons aren't obvious - click on class materials - your lessons will be here.



Where else can you find work to support your learning in maths?

Here are just a few of the places you can access additional maths information

- My Maths you have been given your password and login – see your teacher if you cannot find it.
  - [Home - MyMaths](#)
  - [www.mymaths.co.uk](http://www.mymaths.co.uk)
- Corbett Maths <https://corbettmaths.com>
- GCSE bitesize <https://www.bbc.co.uk/bitesize>
- GCSE Pod <https://www.gcsepod.com>
- Oak National Academy <https://www.thenational.academy>

If in any doubt speak to or email your maths teacher!

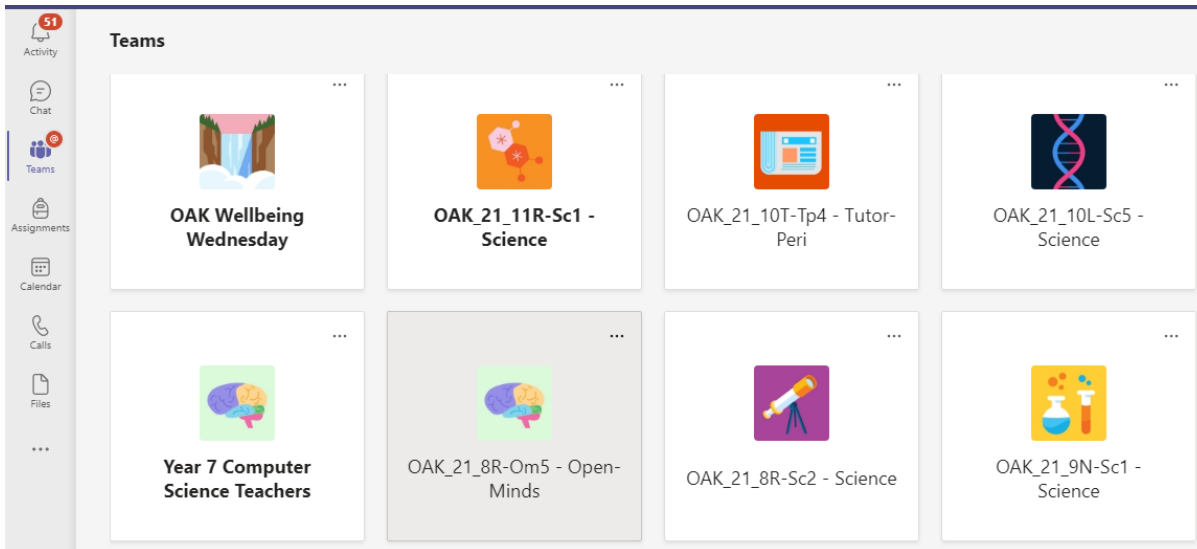
**No child left behind  
Enjoy learn succeed**

**Science**

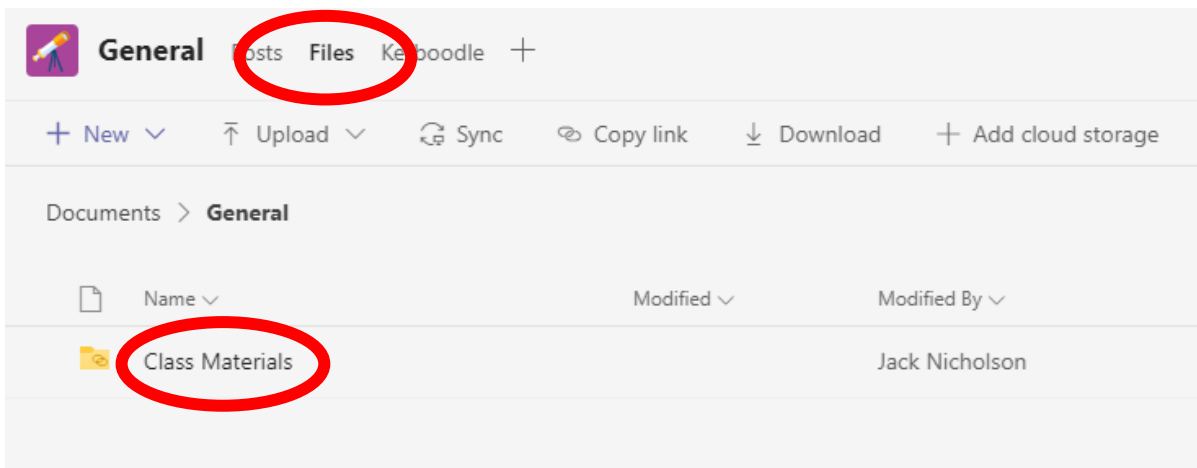
This page shows you how to find your lessons on Teams in Science. You may need to access work in school or at home.

**Assignments -**

Step 1: Log onto teams and go to your class.



Step 2: Click onto the files tab at the top to find your lesson work

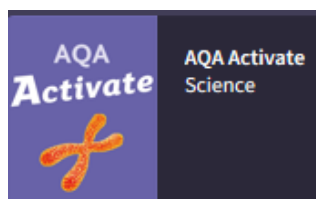


Step 3: Select Class materials and then find your lesson for that day from the word document. They are arranged in week order.

### No child left behind

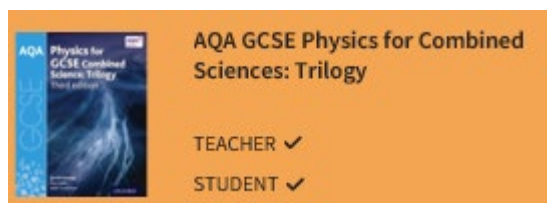
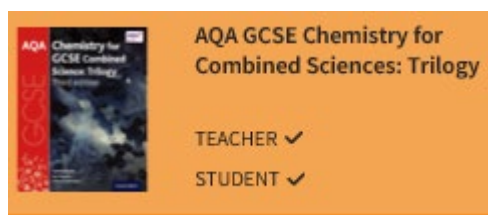
|   |   |   |
|---|---|---|
| 8 <sup>th</sup> Nov – 12 <sup>th</sup> Nov  | 1. Energy resources<br>2. Energy Resources<br>3. Environmental Issues<br>4. Energy Change Calculations<br>5. <u>Self Testing</u> (Energy) | KO: Energy<br>1. P32 -37<br>2. P32 - 37<br>3. P38 - 41<br>4. P23<br>5. P42-43               |
| 15 <sup>th</sup> Nov – 19 <sup>th</sup> Nov | 1. Plant Tissues<br>2. Plant Organs<br>3. Organ Systems<br>4. Animal Tissues + Digestion<br>5. Enzymes in Digestion                       | KO: Organisation<br>1. P62 - 63<br>2. P64 - 65<br>3. P36 - 37<br>4. P38 - 39<br>5. P42 – 43 |
|   |   | KO: Organisation  |

Step 4: Log onto Kerboodle.com and open the book you will be working on. Your teacher will tell you which book to use (see below as a reminder)



Year 7 8 and 9 are using the Activate book

Year 10 and 11 are using the books for AQA Trilogy courses as shown below.



If you don't know / need reminding about how to log onto Kerboodle:

watch the video on how to use it by following this link:

[Kerboodle Student: Using Kerboodle - Bing video.](#)

Kerboodle resources are on the website [www.kerboodle.com](http://www.kerboodle.com)

**Username** is your oakbank username which is the same as your email address without the @beckfootoakbank.org

**Institute code** is dy7 .

If you have forgotten your email or do not have one then hit the button that says forgotten email and a way to reset it will be sent to your school email.

## Step 5: Go to the page needed for your topic

AQA GCSE Biology for Combined Sciences: Trilogy © Oxford University Press | Help

## B4.6 Tissues and organs in plants

**Learning objectives**  
After this topic, you should know:

- the roots, stem, and leaves of a plant form a plant organ system for transport of substances around the plant.

**Figure 1** The flower of the elephant yam is a plant organ made up of a number of different tissues.

**Plant tissues**  
The specialised cells in multicellular plants are organised into tissues and organs. **Epidermal** tissues cover the surfaces and protect them. These cells often secrete a waxy substance that waterproofs the surface of the leaf. **Palisade mesophyll** tissue contains lots of chloroplasts, which carry out photosynthesis. **Spongy mesophyll** tissue contains some chloroplasts for photosynthesis but also has big air spaces and a large surface area to make the diffusion of gases easier. **Xylem** and **phloem** are the transport tissues in plants. Xylem carry water and dissolved mineral ions from the roots up to the leaves and phloem carry dissolved food from the leaves around the plant. You will learn more about the role of the xylem and phloem in Topic B4.7.

**Plant organs**  
The meristem tissue at the growing tips of roots and shoots is made up of rapidly dividing plant cells that grow and differentiate into all the other cell types needed.

**Figure 2** Some of the main plant organs.

**Figure 3** Plants have specific tissues to carry out particular functions. They are arranged in organs such as the leaf, stem, and roots.

**Plant organ systems**  
The whole body of the plant – the roots, stem, and leaves – form an organ system for the transport of substances around the plant. Trees form the largest and oldest land organisms, so plant organ systems are also the biggest land-based organ systems in the living world.

**Go further**  
Many plants have specialised defence tissues and organs. For example, nettles have specialised hairs that act like hypodermic needles, injecting poison into any animal brushing past or attempting to eat them.

**Synoptic links**  
You learnt about some of the specialised plant cells that make up plant tissues and organs in Topic B1.5, and about meristems in plants in Topic B2.3.

**Key points**

- Plant tissues are collections of cells specialised to carry out specific functions.
- The structure of the tissues in plant organs is related to their functions.
- The roots, stem, and leaves form a plant organ system for the transport of substances around the plant.

**1** Plants contain specialised tissues that are adapted to their function. Explain how:

- epidermal tissues protect the surface of the leaf (1 mark)
- palisade mesophyll tissue is adapted for photosynthesis (1 mark)
- spongy mesophyll tissue is adapted for photosynthesis (1 mark)

**2** Explain how the tissues in a leaf are arranged to form an effective organ for photosynthesis. (6 marks)

**Resources**

62 - 63

Step 6: Read the pages. Complete all questions on the page and then select the resources tab and use the documents and interactive quizzes there. This tab is shown inside the red circle.

Resources may be labelled SUPPORT and / or EXTEND. These are there to help if you are struggling (SUPPORT) and to stretch you if you find the work easy (EXTEND).

Complete any of the interactive quizzes / podcasts / PowerPoints you like.

Bring all the work you complete to your next science lessons and stick it into your book.

### Knowledge organisers

These are knowledge organisers in the class files area .

The relevant knowledge organiser (KO) is detailed on the word document before the page numbers.

Where else can you find work to support your studies

- GSCE bitesize <https://www.bbc.co.uk/bitesize>
- Oak National Academy <https://www.thenational.academy>

If in any doubt or you need help then contact your teacher using the school email.

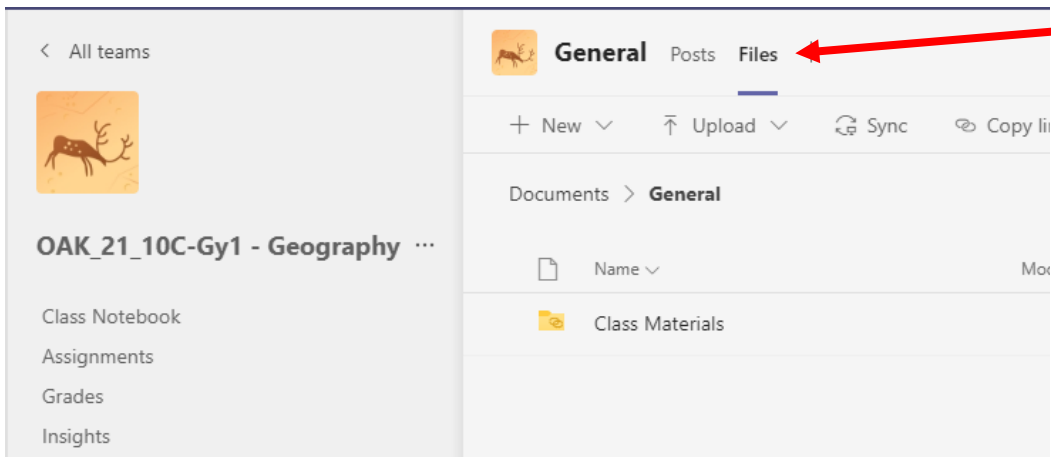
**No child left behind  
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## Geography

This page shows you how to find your lessons on Teams in this subject. You may need to access work in school or at home.

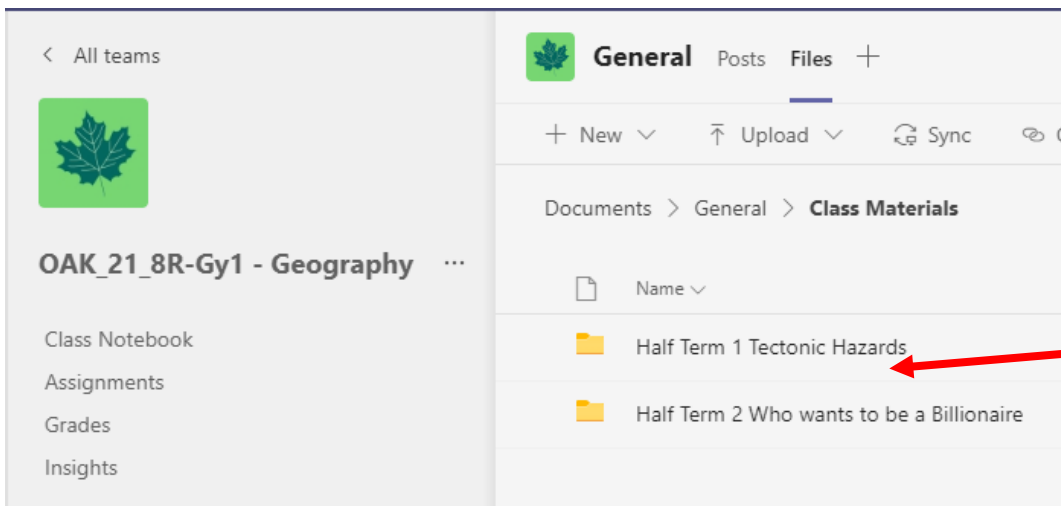
Access the relevant Team

Go to your relevant Team and access the files tab



Click on class materials - your lessons will be here.

Check the folder for each half term – you will see each topic labelled.



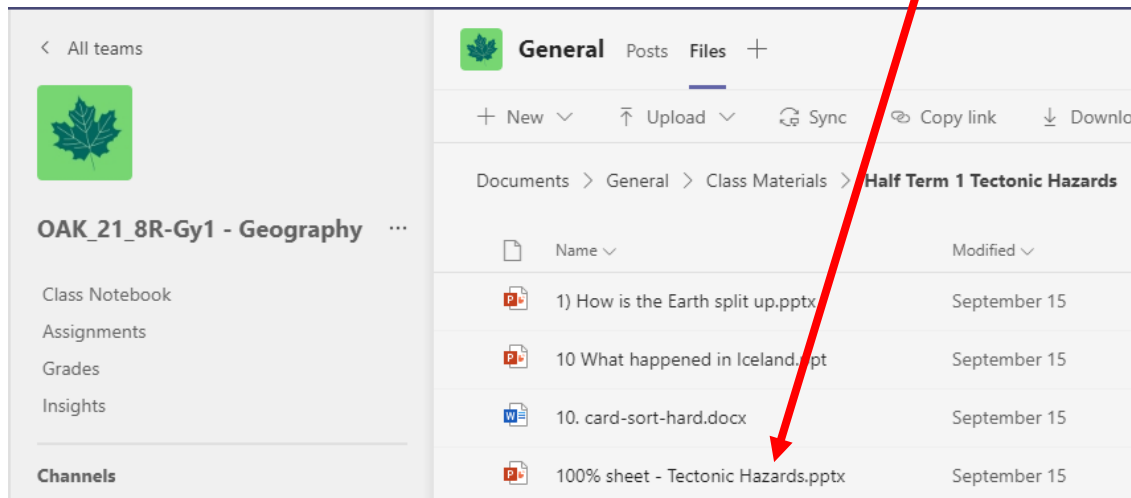
If in any doubt email your teacher!

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## Knowledge Organisers

A knowledge organiser for each topic can be found in the half term folder



Where else can you find work to support your studies

- GSCE bitesize <https://www.bbc.co.uk/bitesize>
- GCSE Pod
- Oak National Academy <https://www.thenational.academy>

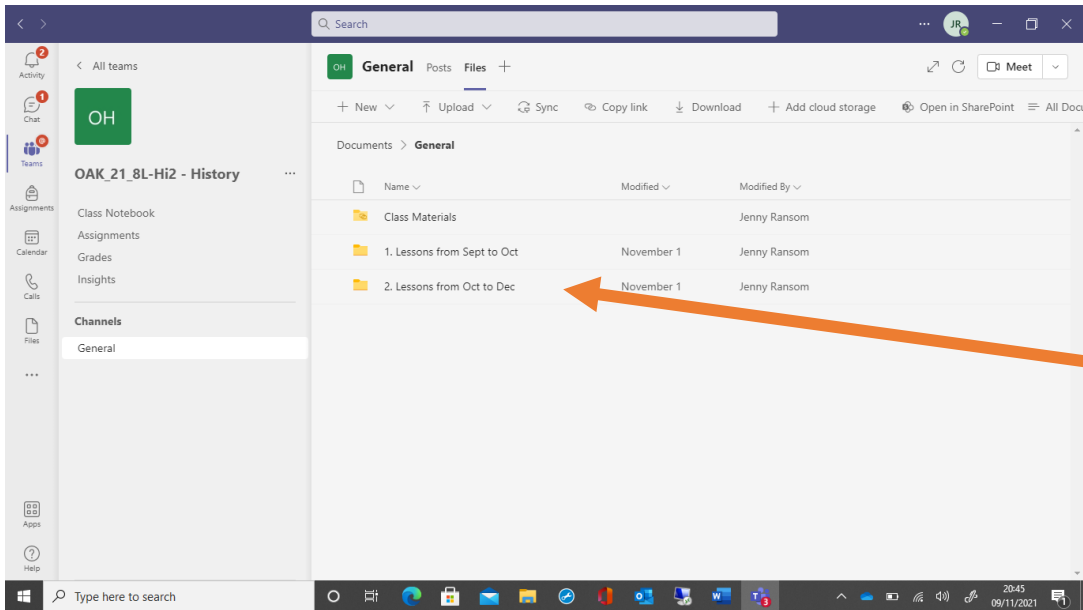
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## History

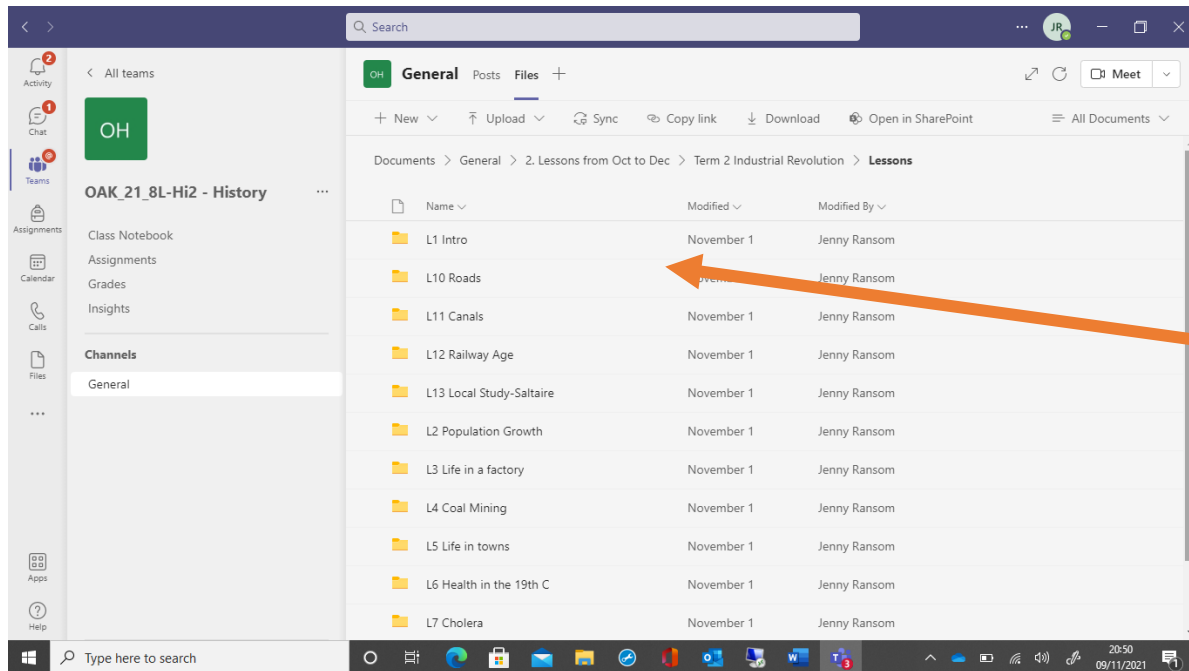
This page shows you how to find your lessons on Teams in this subject. You may need to access work in school or at home.

Access the relevant Team

Go to your relevant Team and access the files tab and access the 'files' section. Here you will see your lessons from each half-term



Click on the half-term you want and open the folder and you will see a folder for each lesson.

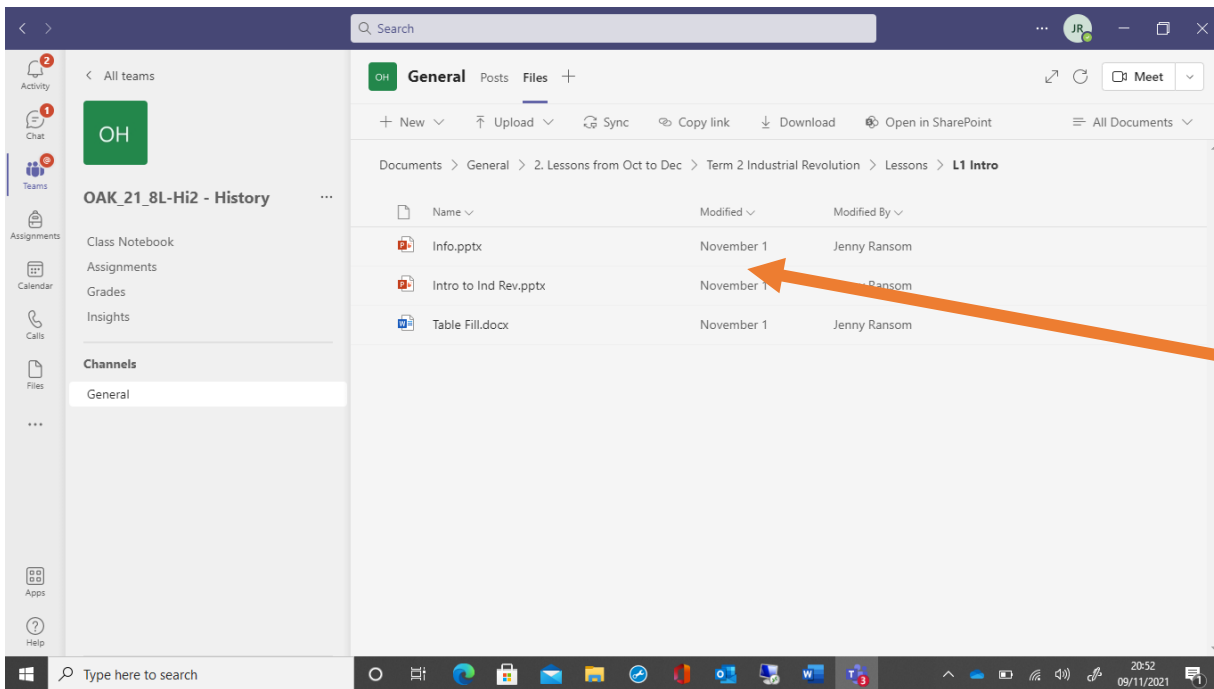


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## No child left behind

Open the lesson folder and you will find all of the resources you need for that lesson.



## Knowledge Organisers

A knowledge organiser for each topic can be found in the half term folder.

Where else can you find work to support your studies

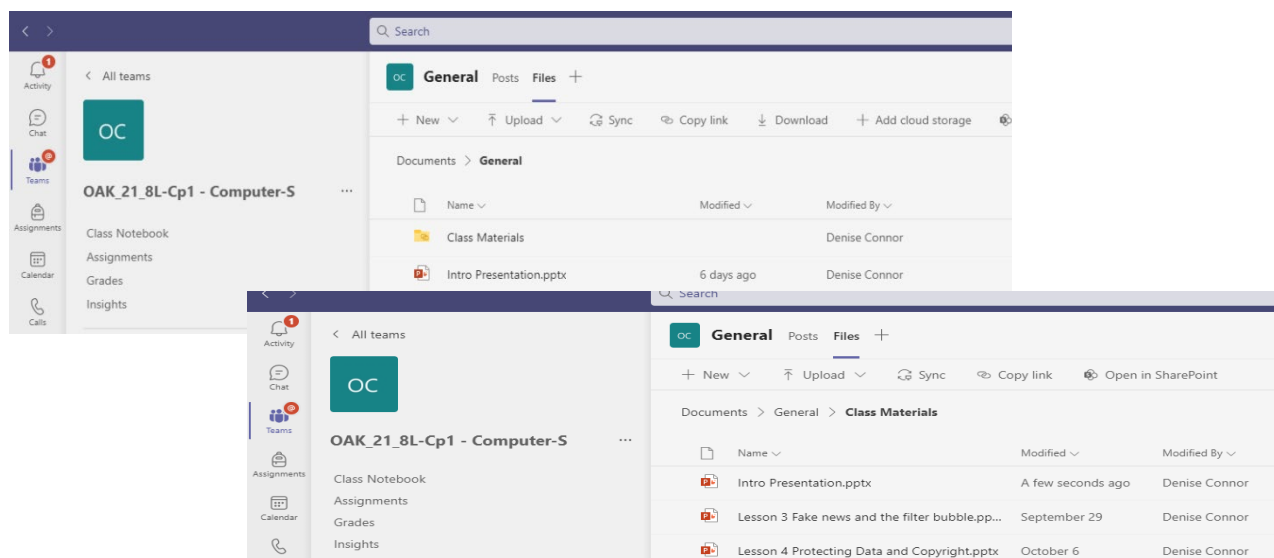
- Oak National Academy <https://www.thenational.academy>

## Computer Science

This page shows you how to find your lessons on Teams in this subject. You may need to access work in school or at home.

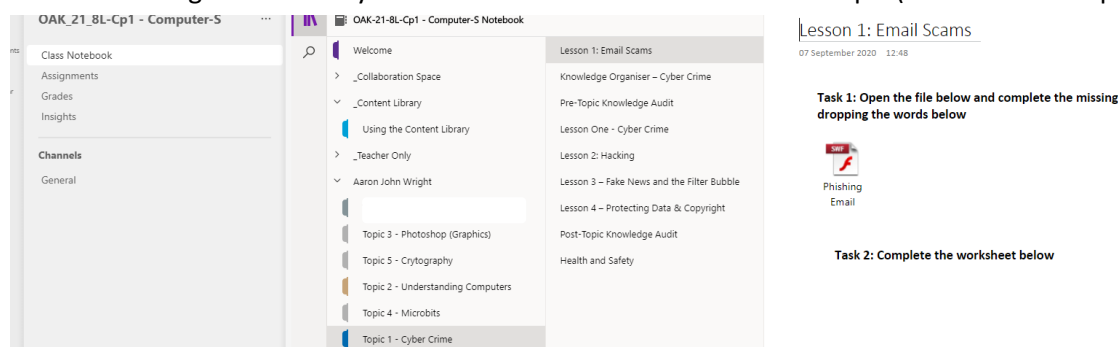
Your Computer Science teacher will upload lesson content and each week you will need to complete the worksheet in **Class Notebook**, the whole content for each lessons can be accessed as follows:

1. Access the relevant Team (this is the same code what is on your timetable)
2. Select the **General** tab
3. At the top of the page you will see the tab **'files'**
4. Select this tab and you will see a folder name **class materials**
5. The lesson will be a powerpoint eg: lesson 1 etc (this is what has been delivered in the lesson)



### Class notebook (to access worksheets)

1. From the left hand menu select **'Class Notebook'**
2. In the middle column you will see a folder with your name on it (double click on this)
3. Access the topic folder
4. To the right hand side you will find all the worksheets for that topic (double click to open the worksheet).



### Assignment's tab

These are usually mid topic or end of top assessments eg: short test to test your knowledge & understanding

### Grades tab

When you select the grades tab, any assessments, or assignments you have completed your mark/grade will be recorded in the columns (the topic title is at the top).

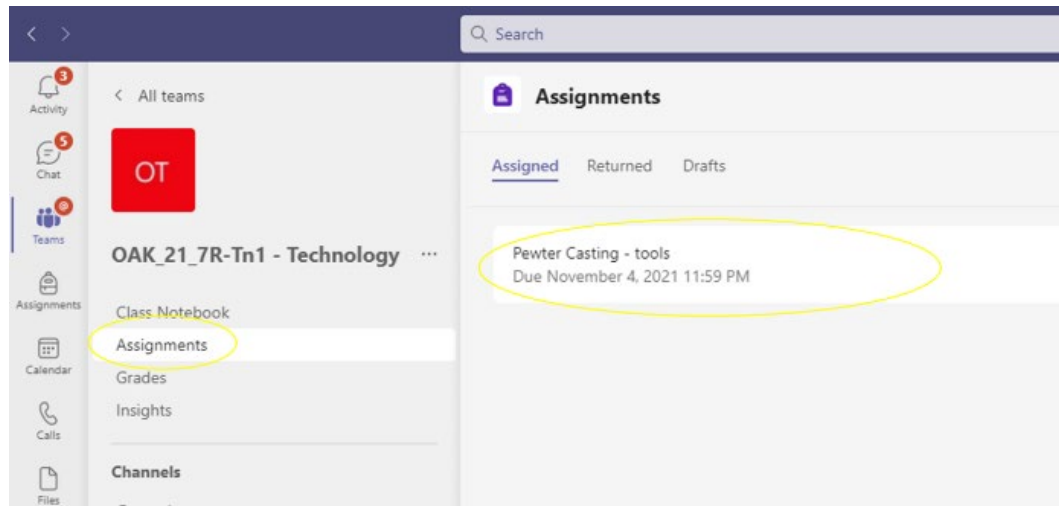
## No child left behind enjoylearnsucceed

### Design Technology – Year 7 and 8

This page shows you how to find your lessons on Teams in this subject. You may need to access work in school or at home.

**Assignments** - Your Technology teacher will upload lesson content and set new assignments each week.

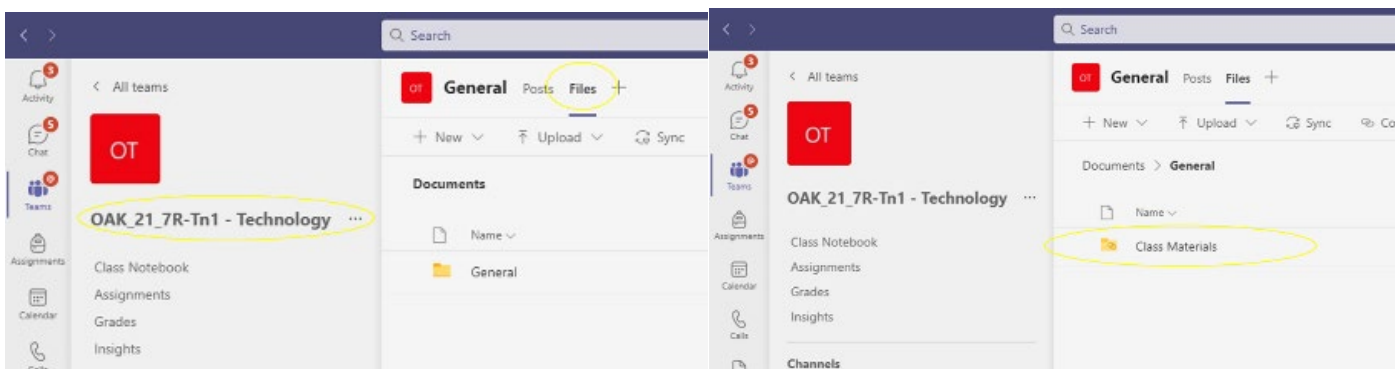
1. Access the relevant Team
2. Access the assignments tab



### Workbook and Knowledge organisers

Your class teacher has also uploaded a copy of your class workbook and subject knowledge organiser into Teams

1. Access the relevant Team
2. Access the files tab
3. Open the Class Materials folder



Where else can you find work to support your studies

- GCSE bitesize <https://www.bbc.co.uk/bitesize>
- Oak National Academy <https://www.thenational.academy>

If in any doubt email your teacher!

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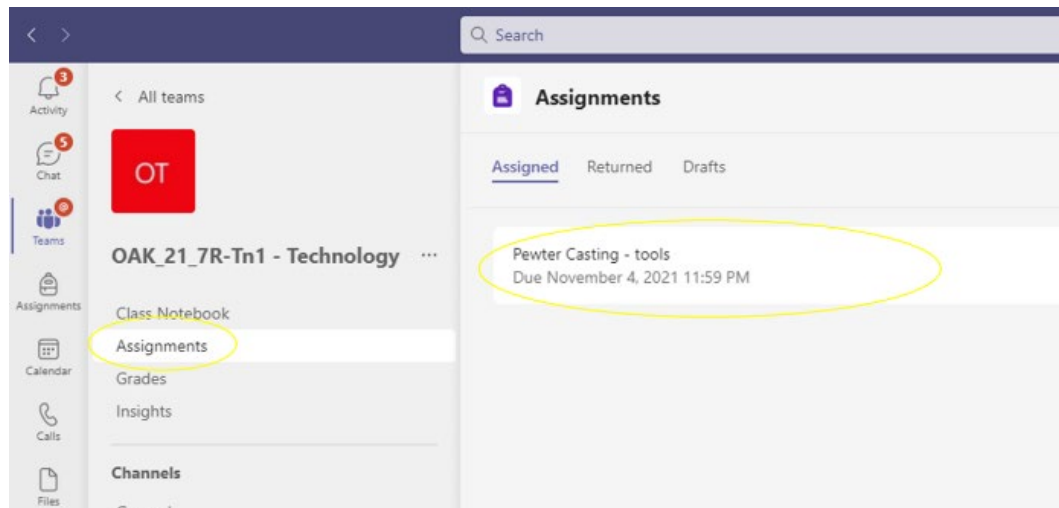
### Design Technology – Y9/10/11/12/13

#### Engineering Design, Photography, Textiles, Hospitality and Catering and Product Design

This page shows you how to find your lessons on Teams in this subject. You may need to access work in school or at home.

**Assignments** - Your Technology teacher will upload lesson content and set new assignments each week.

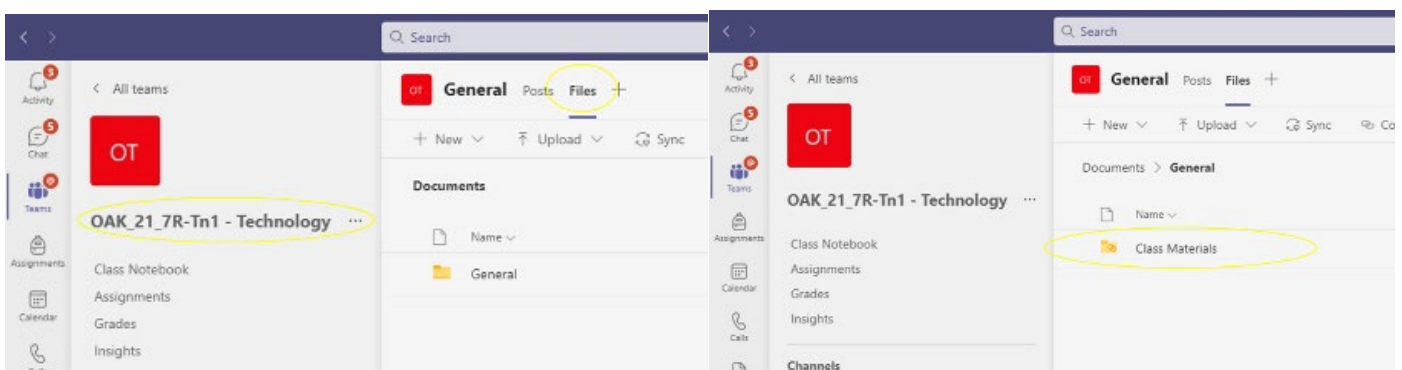
1. Access the relevant Team
2. Access the assignments tab



#### **Knowledge organisers**

Your class teacher has also uploaded a copy of your class subject knowledge organiser into Teams

1. Access the relevant Team
2. Access the files tab
3. Open the Class Materials folder



Where else can you find work to support your studies

- GSCE bitesize <https://www.bbc.co.uk/bitesize>
- Oak National Academy <https://www.thenational.academy>

**No child left behind**

If in any doubt email your teacher!

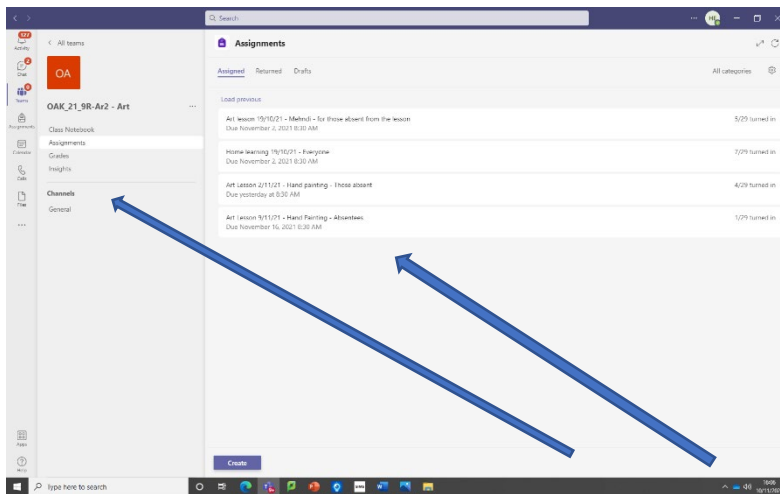
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### SUBJECT: **Creative Arts**

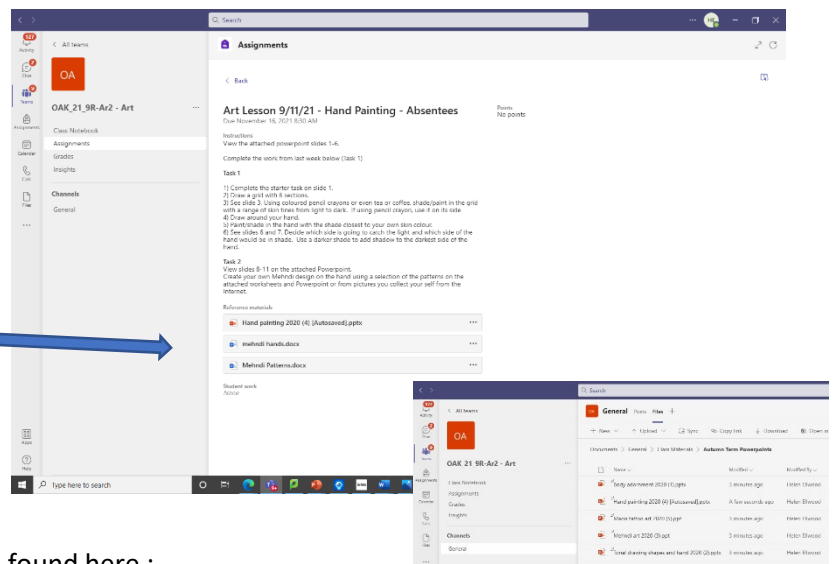
This page shows you how to find your lessons on Teams in Creative Arts. You may need to access work in school or at home.



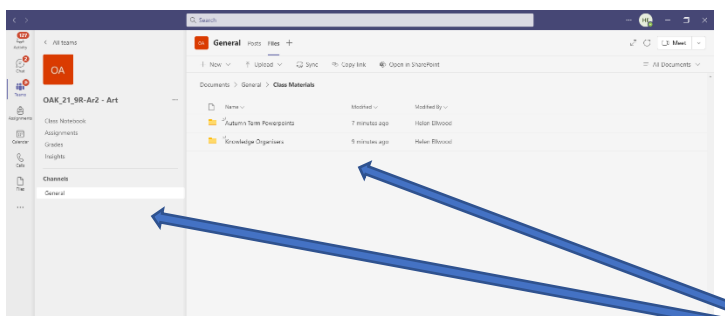
1. Access the relevant team.  
2. Each week work for your lesson will be added as an 'Assignment'. It will state:  
**Art/Music/Drama Lesson, Date, Who it is for** eg absentees/all the group.

3. Home learning tasks will also be set as 'Assignments' but will clearly be marked '**Home Learning, Date, All students**'

Materials for the lesson will be **attached** to the assignment or specific directions given in the assignment to look in **Class Materials** (which can be found by looking in General).



**Knowledge organisers** for Creative Arts can be found here :



Your class teacher has also uploaded a copy of your class workbook and subject knowledge organiser into Teams

1. Access the relevant Team.
2. Access the files tab.
3. Open the Class Materials Folder.
4. Within the folder will be sub-folders for the Knowledge Organiser, Powerpoints, Worksheets etc.

Where else can you find work to support your studies?

- Oak National Academy <https://www.thenational.academy>

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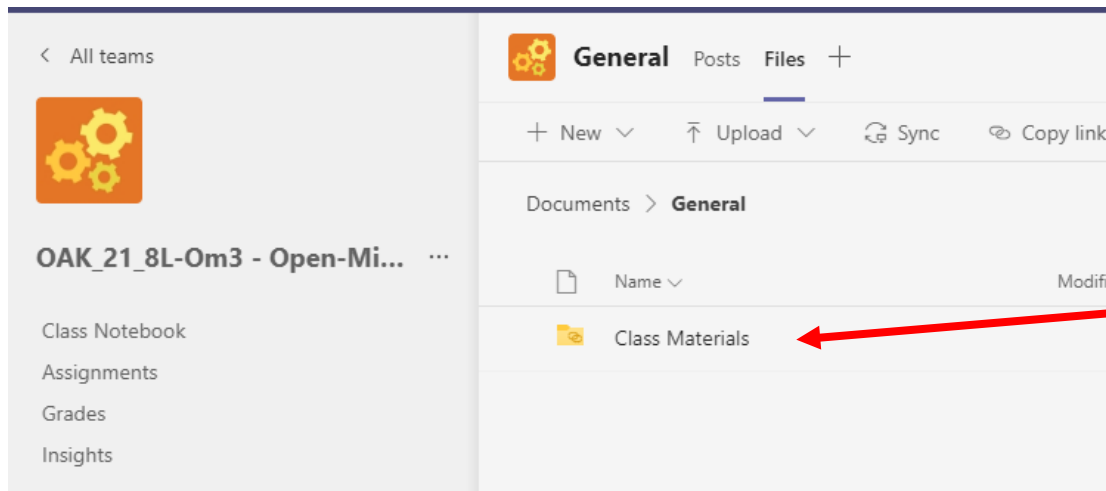
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## Open Minds

This page shows you how to find your lessons on Teams in this subject. You may need to access work in school or at home.

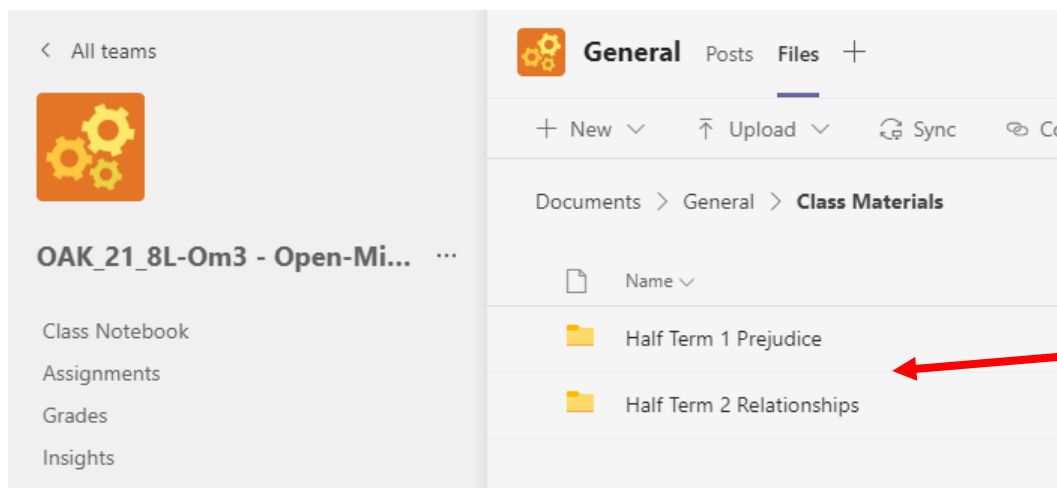
Access the relevant Team

Go to your relevant Team and access the files tab



Click on class materials - your lessons will be here.

Check the folder for each half term – you will see each topic labelled.



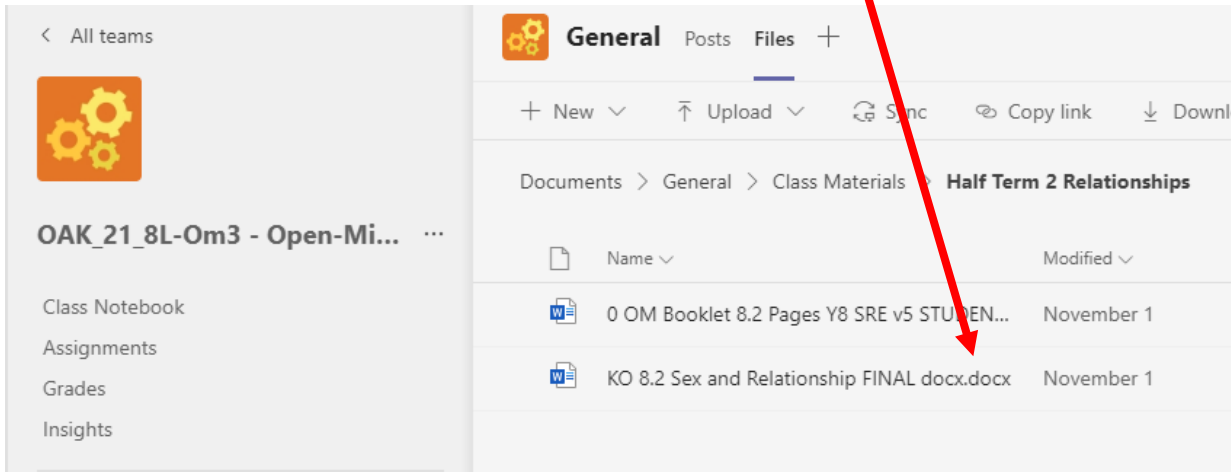
If in any doubt email your teacher!

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## Knowledge Organisers

A knowledge organiser for each topic can be found in the half term folder



Where else can you find work to support your studies

- Oak National Academy <https://www.thenational.academy>
- BBC Bitesize [KS3 religion pages](#)

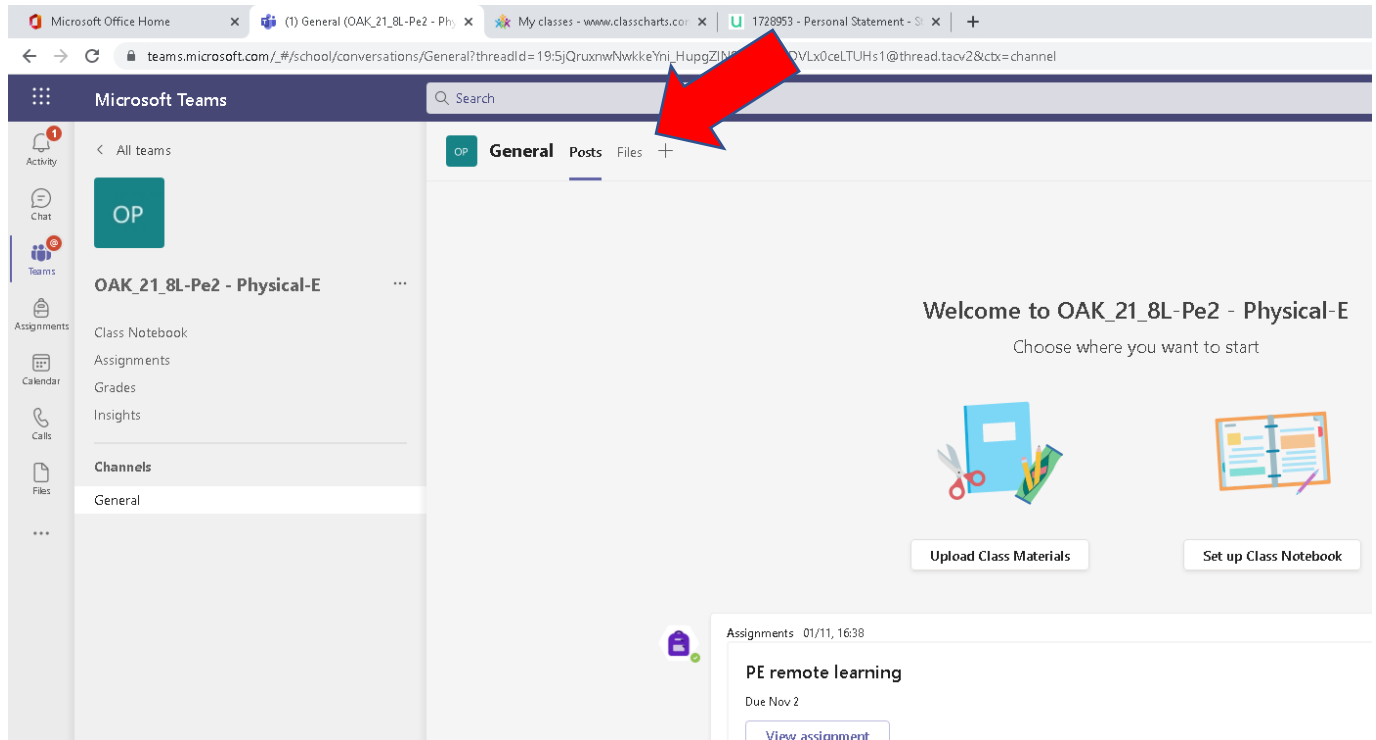
## No child left behind enjoylearnsucceed

### Core PE

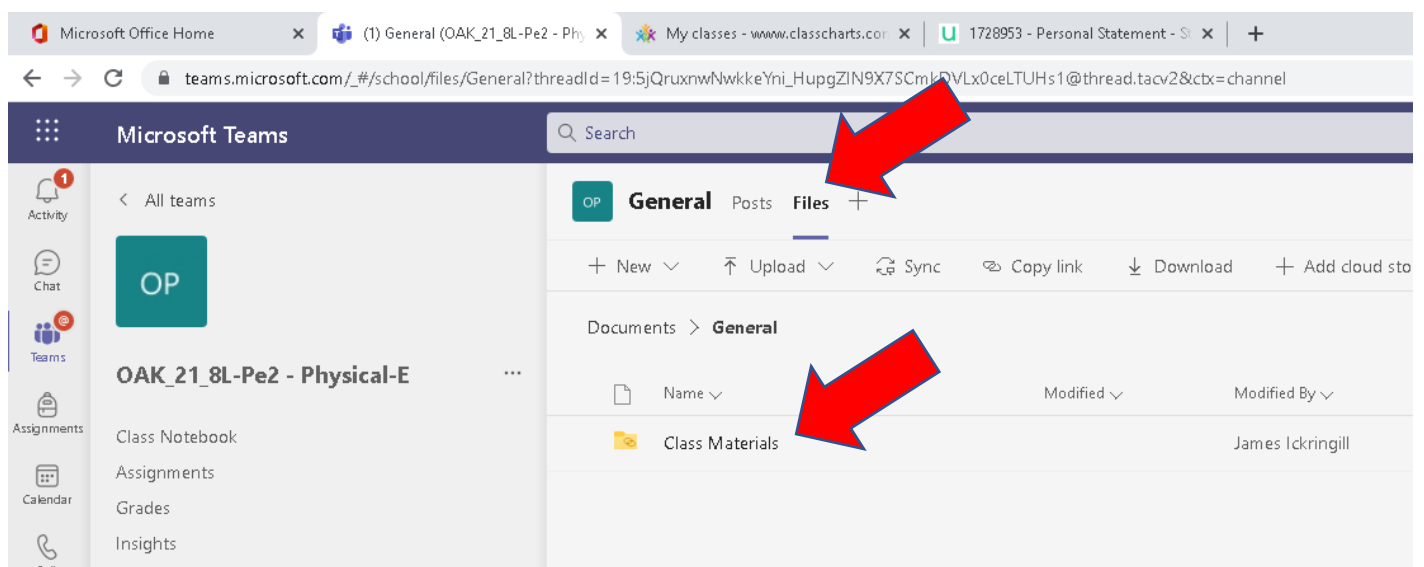
This page shows you how to find your lessons on Teams in this subject. You may need to access work in school or at home.

Access the relevant Team

Go to your relevant Team and access the files tab



If your lessons aren't obvious - click on class materials - your lessons will be here.

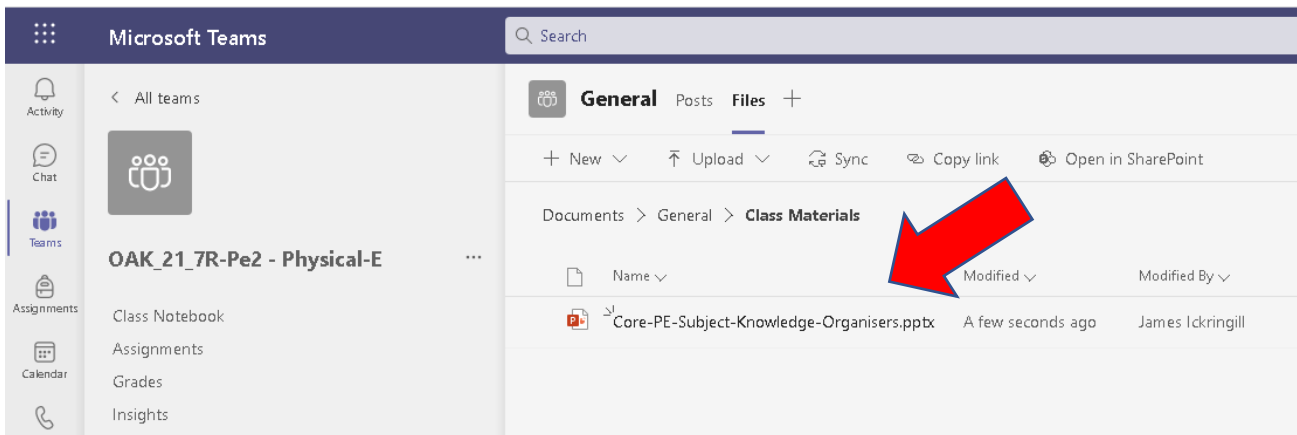


If in any doubt email your teacher!

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**Knowledge organisers** for Core PE can be found here :



Insert link or screenshot

Where else can you find work to support your studies

- GCSE bitesize <https://www.bbc.co.uk/bitesize>
- GCSE Pod
- Oak National Academy <https://www.thenational.academy>

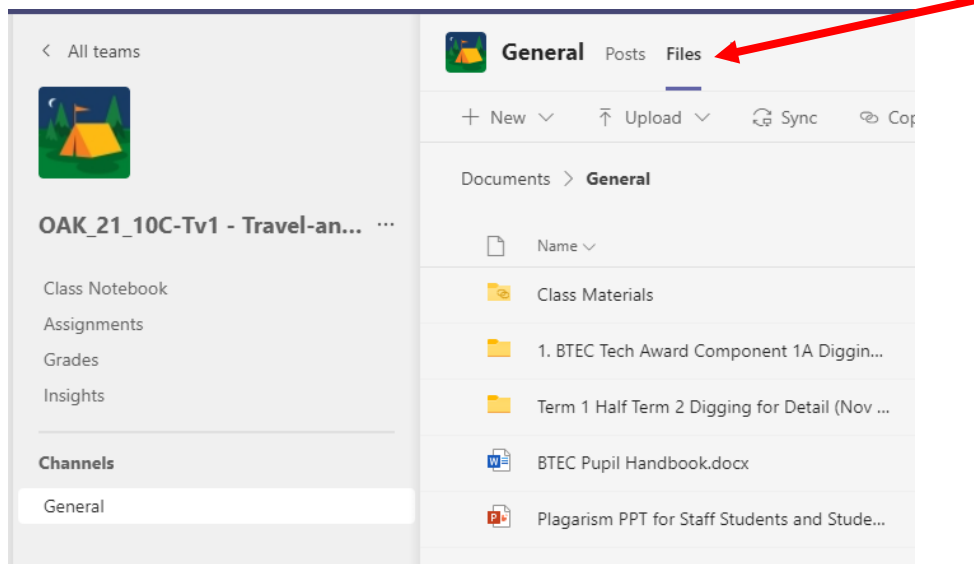
**No child left behind  
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## **BTEC Travel and Tourism**

This page shows you how to find your lessons on Teams in this subject. You may need to access work in school or at home.

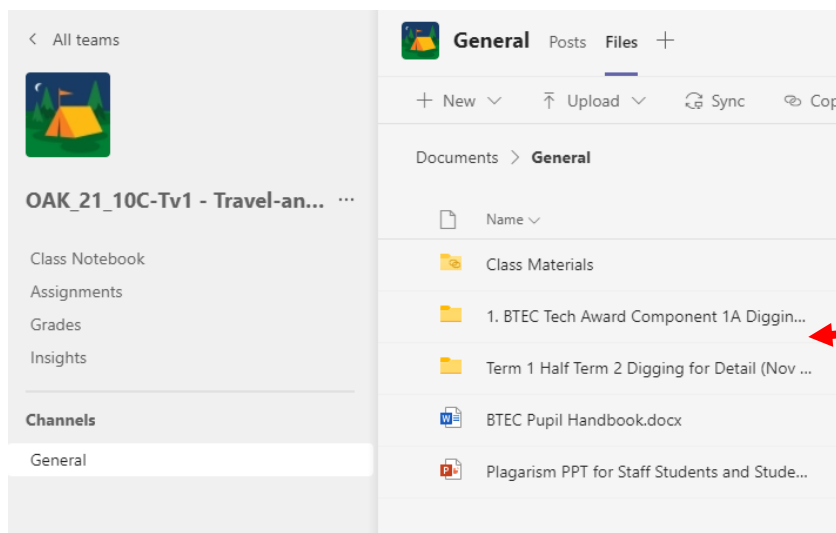
Access the relevant Team

Go to your relevant Team and access the files tab



Underneath you will find the folders with your lessons.

Check the folder for each half term – you will see each topic labelled.



If in any doubt email your teacher!

Where else can you find work to support your studies

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- GCSE Pod
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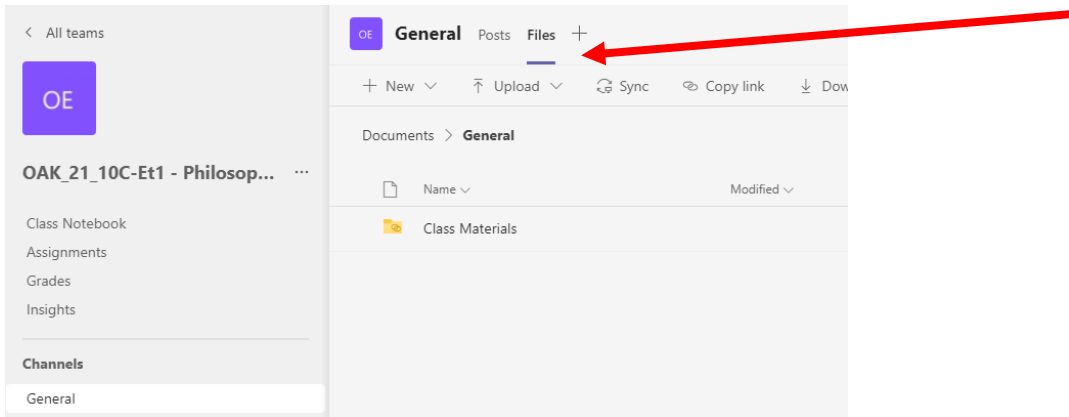
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## **BTEC Philosophy and Ethics (RS)**

This page shows you how to find your lessons on Teams in this subject. You may need to access work in school or at home.

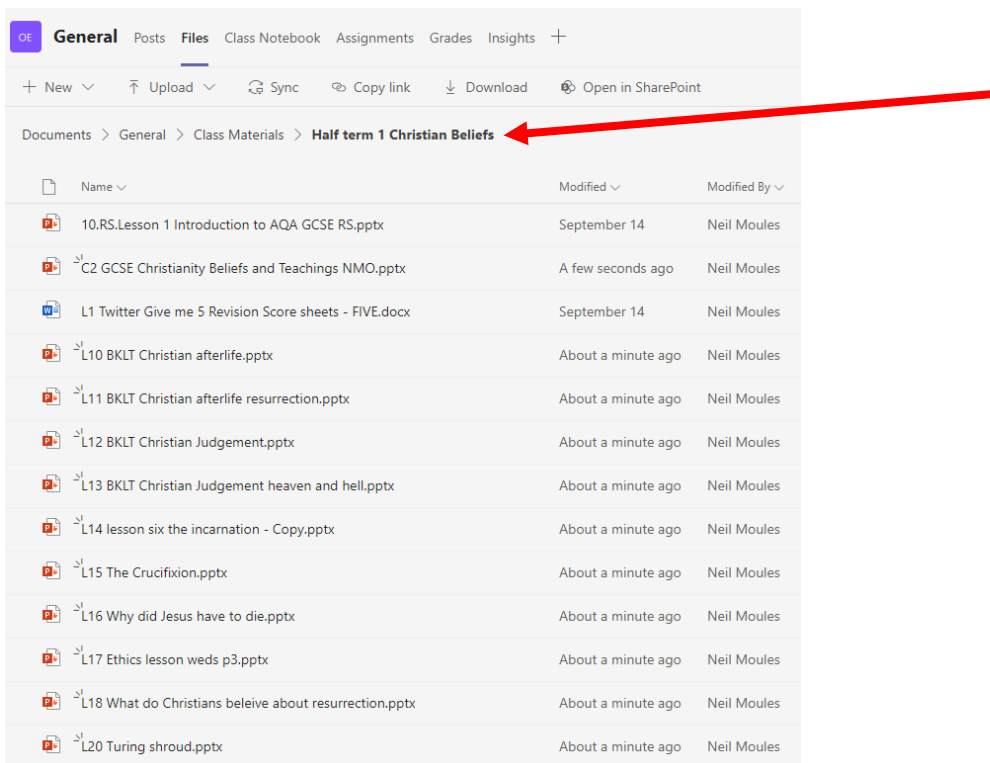
Access the relevant Team – OAK\_21\_10C/Et1

Go to your relevant Team and access the files tab



Click on class materials - your lessons will be here.

Check the folder for each half term – you will see each topic labelled.



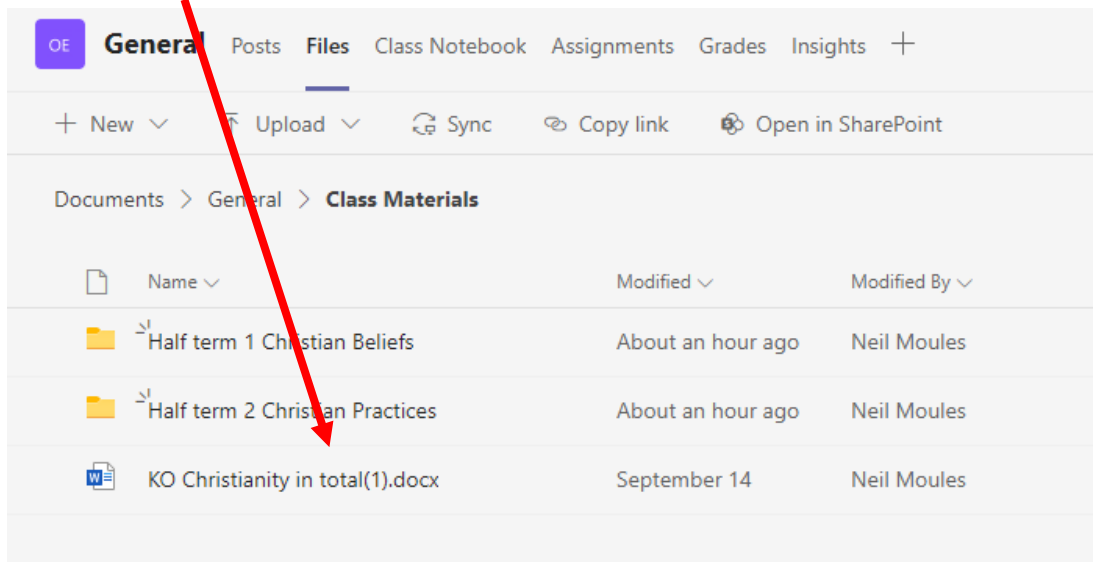
If in any doubt email your teacher!

Building relationships | Breaking the cycle | Planning for Everyone | Managing Emotions

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## Knowledge Organisers

A knowledge organiser for each topic can be found in the half term folder



Where else can you find work to support your studies

- GSCE bitesize <https://www.bbc.co.uk/bitesize>
- GCSE Pod
- Oak National Academy <https://www.thenational.academy>

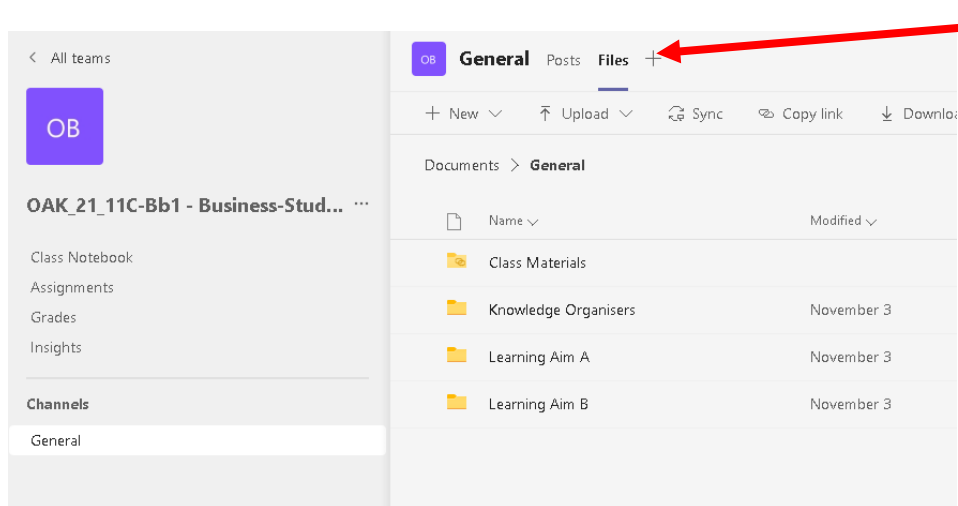
**No child left behind  
enjoylearnsucceed**

## **BTEC Enterprise**

This page shows you how to find your lessons on Teams in this subject. You may need to access work in school or at home.

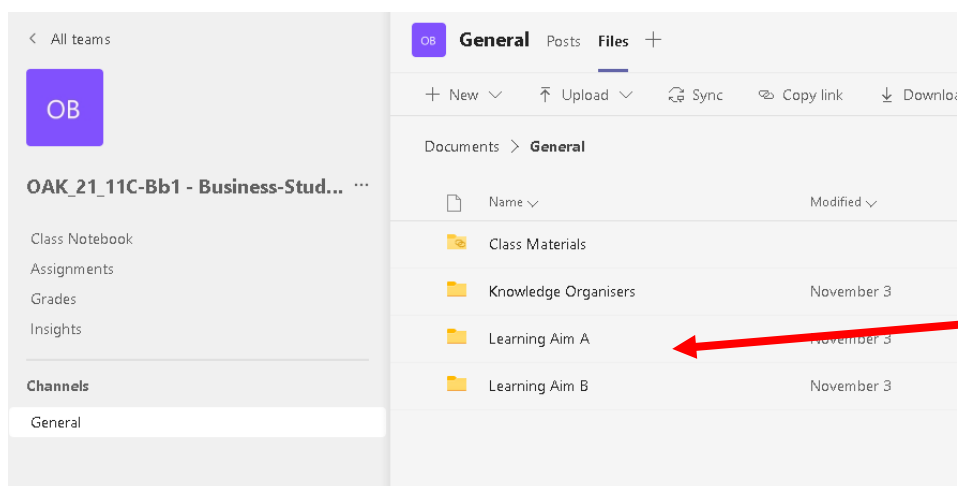
Access the relevant Team

Go to your relevant Team and access the files tab



Click on folders below - your lessons will be here.

Check the folder for each half term – you will see each topic labelled.



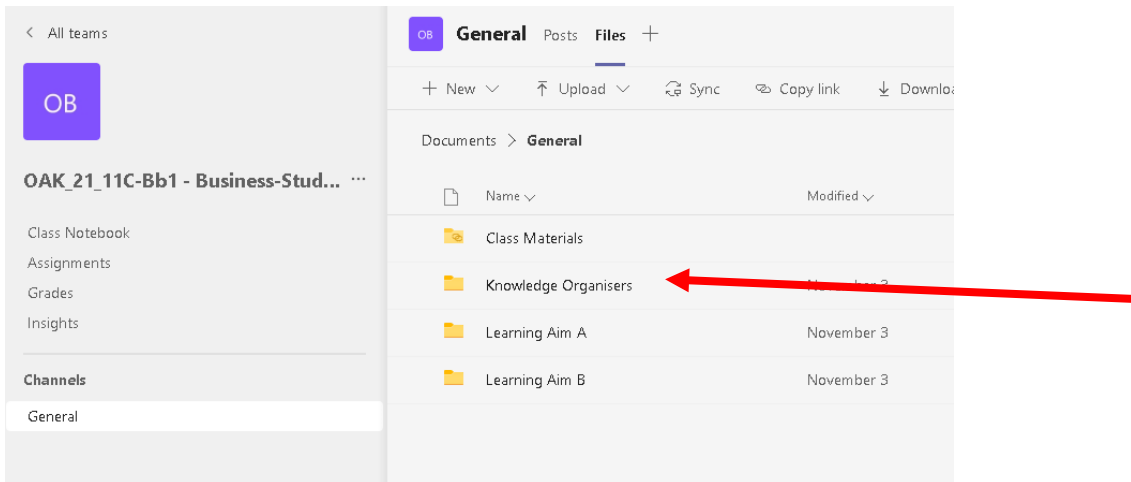
If in any doubt email your teacher!

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## Knowledge Organisers

A knowledge organiser (if relevant) for each topic can be found in the half term folder



Where else can you find work to support your studies

- GSCE bitesize <https://www.bbc.co.uk/bitesize>
- GCSE Pod
- Oak National Academy <https://www.thenational.academy>

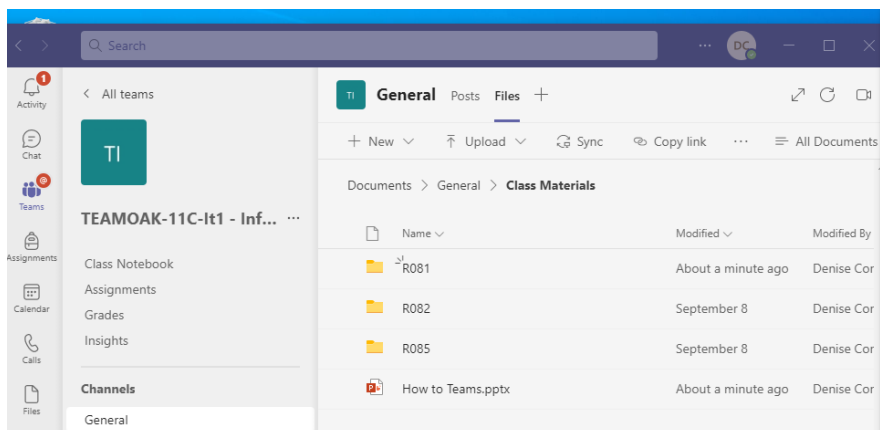
## No child left behind

### Cambridge Nationals Imedia

This page shows you how to find your lessons on Teams in this subject. You may need to access work in school or at home.

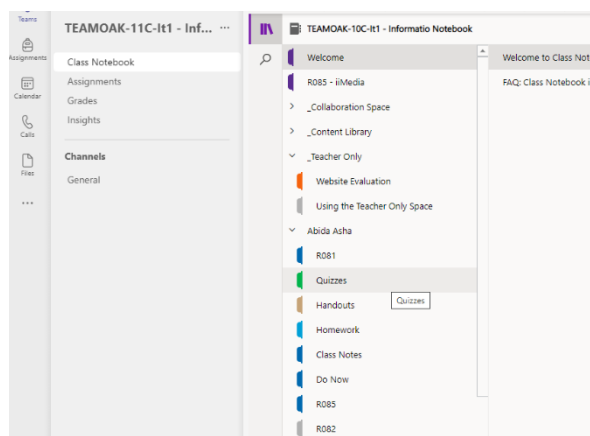
Your Imedia teacher will upload lesson content and each week you will need to complete the worksheet in **Class Notebook**, the whole content for each lessons can be accessed as follows:

1. Access the relevant Team (this is the same code that is on your timetable)
2. Select the **General** tab
3. At the top of the page you will see the tab **'files'**
4. Select this tab and you will see a folder name **class materials**
5. The lesson will be a powerpoint eg: Unit R082etc (this is what has been delivered in the lesson)



### Class notebook (to access worksheets)

1. From the left hand menu select **'Class Notebook'**
2. In the middle column you will see a folder with your name on it (double click on this)
3. Access the topic folder
4. To the right hand side you will find all the worksheets for that topic (double click to open the worksheet).



### Assignment's tab

These are usually mid topic or end of topic assessments eg: short test to test your knowledge & understanding

### Grades tab

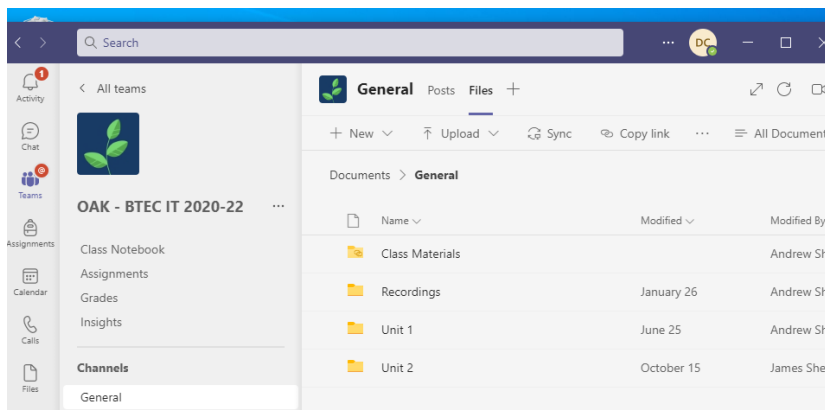
When you select the grades tab, any assessments, or assignments you have completed your mark/grade will be recorded in the columns (the topic title is at the top).

## BTEC – Level 3 IT

This page shows you how to find your lessons on Teams in this subject. You may need to access work in school or at home.

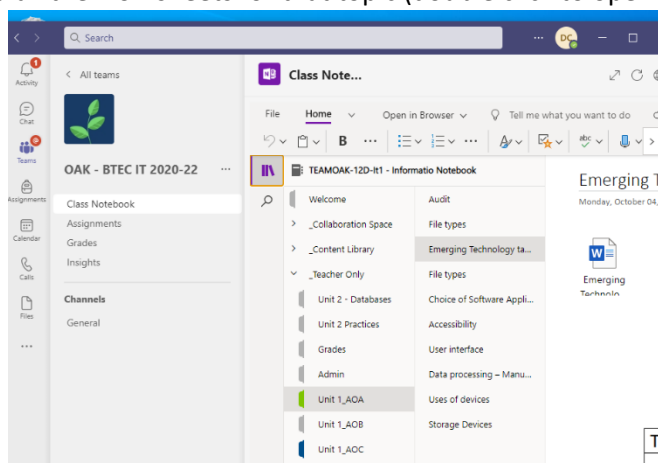
Your BTEC teacher will upload lesson content and each week you will need to complete the worksheet in **Class Notebook**, the whole content for each lessons can be accessed as follows:

1. Access the relevant Team (this is the same code that is on your timetable)
2. Select the **General** tab
3. At the top of the page you will see the tab **'files'**
4. Select this tab and you will see a folder name **class materials**
5. The lesson will be a powerpoint eg: Unit 1 etc (this is what has been delivered in the lesson)



### Class notebook (to access worksheets)

1. From the left hand menu select **'Class Notebook'**
2. In the middle column you will see a folder with your name on it (double click on this)
3. Access the topic folder
4. To the right hand side you will find all the worksheets for that topic (double click to open the worksheet).



### Assignment's tab

These are usually end of top assessments eg: short test to test your knowledge & understanding

### Grades tab

When you select the grades tab, any assessments, or assignments you have completed your mark/grade will be recorded in the columns (the topic title is at the top).

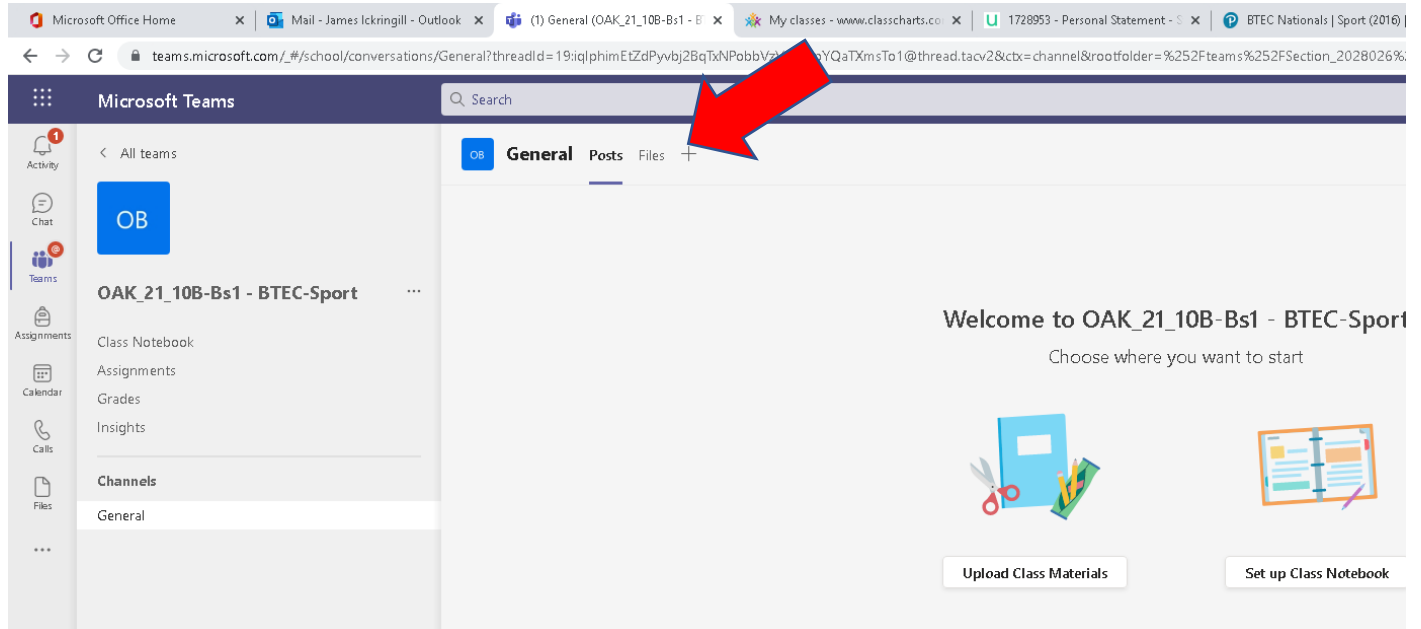
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### Year 10/11 BTEC Sport

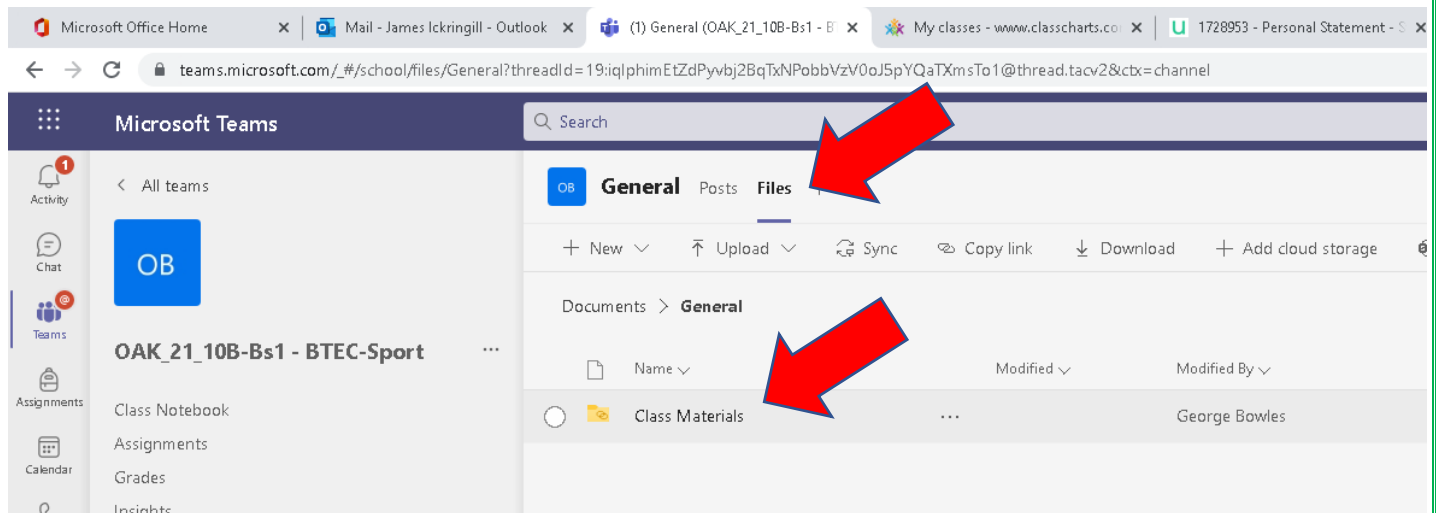
This page shows you how to find your lessons on Teams in this subject. You may need to access work in school or at home.

Access the relevant Team

Go to your relevant Team and access the files tab



If your lessons aren't obvious - click on class materials - your lessons will be here.



If in any doubt email your teacher!

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## No child left behind

**Knowledge organisers** for Core PE can be found here :

Insert link or screenshot

The screenshot shows a Microsoft Teams interface. The left sidebar contains navigation icons for Activity, Chat, Teams, Assignments, Calendar, Calls, and Files. The main area displays the 'General' channel of the 'OAK\_21\_10B-Bs1 - BTEC-Sport' team. At the top, there are tabs for 'General', 'Posts', and 'Files'. Below the tabs, there are options to '+ New', 'Upload', 'Sync', 'Copy link', and 'Open in SharePoint'. The file list is titled 'Documents > General > Class Materials' and contains the following items:

| Name                                   | Modified      | Modified By   |
|--|---------------|---------------|
| Drop in blood viscosity.odt            | 5 minutes ago | George Bowles |
| introduction lesson 1.odp              | September 13  | George Bowles |
| lesson 10 - pathway of blood.odp       | October 18    | George Bowles |
| lesson 11 - blood vessels.pptx         | October 18    | George Bowles |
| lesson 12 - the respiratory system.odp | October 18    | George Bowles |
| lesson 13 - pathway of air.odp         | October 18    | George Bowles |
| lesson 14 - diffusion.odp              | October 18    | George Bowles |
| lesson 15 - diffusion P2.odp           | October 21    | George Bowles |

Where else can you find work to support your studies

- GCSE bitesize <https://www.bbc.co.uk/bitesize>
- GCSE Pod
- Oak National Academy <https://www.thenational.academy>

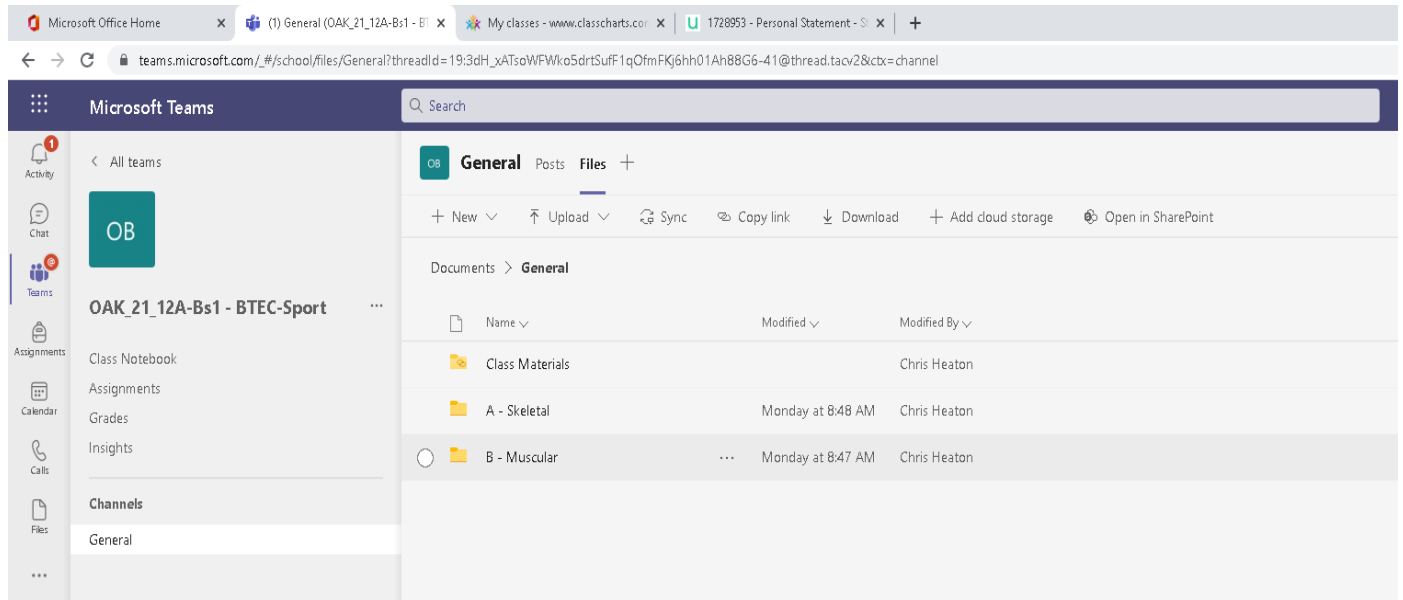
## No child left behind enjoylearnsucceed

### PE BTEC

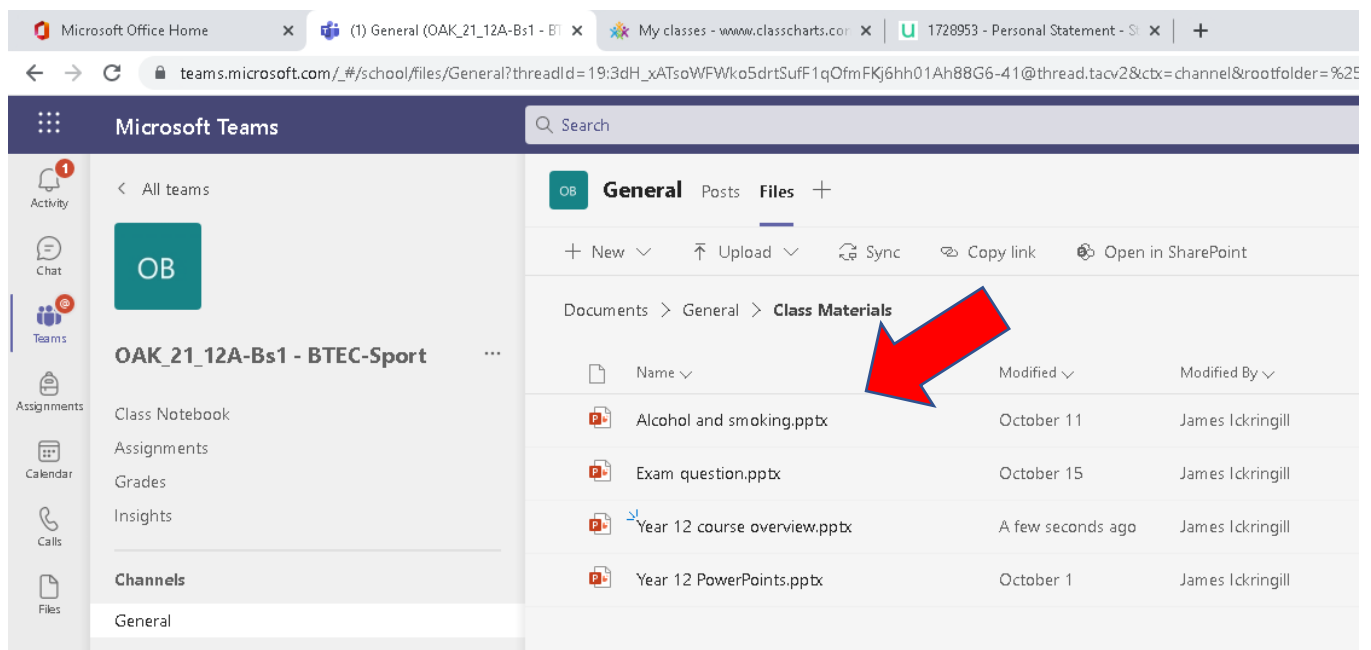
This page shows you how to find your lessons on Teams in this subject. You may need to access work in school or at home.

Access the relevant Team

Go to your relevant Team and access the files tab



If your lessons aren't obvious - click on class materials - your lessons will be here.



If in any doubt email your teacher!

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## No child left behind

**Knowledge organisers** for PE BTEC can be found here :

The screenshot shows a Microsoft Teams interface. The top navigation bar includes 'Microsoft Office Home', 'General (OAK\_21\_12A-Bs1 - BTEC)', and 'My classes - www.classcharts.co.uk'. The main area displays the 'General' channel of the 'OAK\_21\_12A-Bs1 - BTEC-Sport' team. The file list shows three documents: 'PLC unit 2 section A.odt', 'PLC unit 2 section B and C.odt', and 'PLC unit 2 section D and E.odt', all modified 7 hours ago by James Ickringill.

| Name                           | Modified    | Modified By      |
|--------------------------------|-------------|------------------|
| PLC unit 2 section A.odt       | 7 hours ago | James Ickringill |
| PLC unit 2 section B and C.odt | 7 hours ago | James Ickringill |
| PLC unit 2 section D and E.odt | 7 hours ago | James Ickringill |

Where else can you find work to support your studies

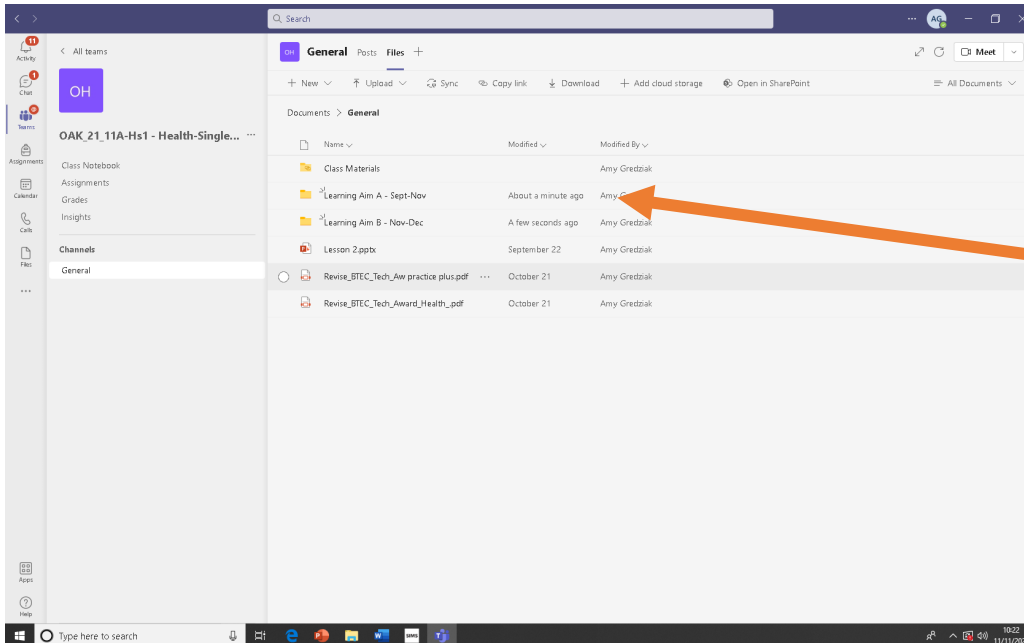
- GCSE bitesize <https://www.bbc.co.uk/bitesize>
- GCSE Pod
- Oak National Academy <https://www.thenational.academy>

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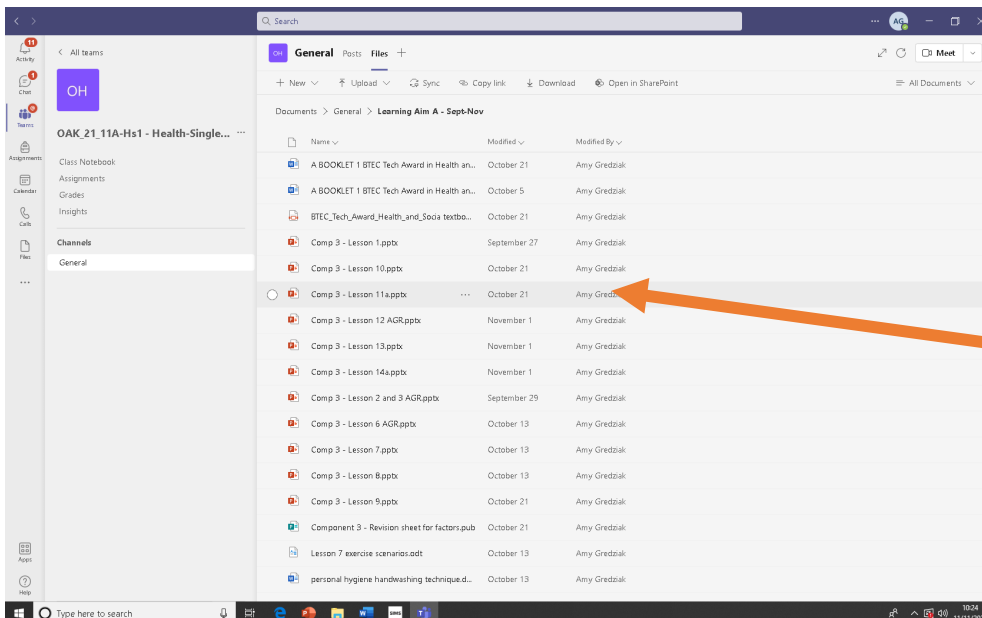
## **Health and Social Care**

This page shows you how to find your lessons on Teams in this subject. You may need to access work in school or at home. Access the relevant Team.

Go to your relevant Team and access the files tab and access the 'files' section. Here you will see your lessons from each learning aim (the months that the learning aims were taught are also labelled to help you).



Click on the learning aim you want and open the folder and you will see a powerpoint for each lesson. You will also find a copy of any handouts/ revision guides/ textbooks.



## **Knowledge Organisers**

A knowledge organiser for each learning aim can be found in each folder.

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