



Holy Family Catholic High School & Sixth Form Centre

Year 7 Online Learning Guide

Your guide to homework, school email and online learning

Use this booklet to get started, find your homework and ask for help.

Each platform page has simple steps, a QR code and space for your details. Parents and carers can use the tips to support you at home.

My name _____

My form _____

Start here

- 1 Check Class Charts each evening for homework and deadlines.
- 2 Sign in to Microsoft 365 with your school email and password.
- 3 Open the platform your teacher has asked you to use.
- 4 Complete the task and check that it has been submitted.

Scan or click

Point your phone camera at a QR code and tap the link. On a computer, click the web address. Use only the platform your teacher has set.

Keep your details safe

Keep this booklet private and follow the school's password rules. Never photograph or share completed login pages. Ask a trusted adult to help you keep your details safe.

Your homework routine

A little each day

- 1 Get ready. Find a quiet space, charge your device and have your books nearby.
- 2 Check Class Charts. Read the full task and note the deadline.
- 3 Open the right platform. Check Teams for resources if your teacher directs you there.
- 4 Work independently. Read feedback and try again when you make a mistake.
- 5 Finish properly. Save your work and check for Submit, Turn in or a completion message.

Before you close the screen

- ☒ I completed the whole task.
- ☒ I submitted it in the place my teacher requested.
- ☒ I checked it is marked as submitted or complete.

Parents and carers

Ask your child to show you the task and explain their plan. Agree a regular homework time and encourage them to begin early. Praise effort and independence; let them answer the questions themselves. Check deadlines together and encourage them to tell their teacher when they need help.

Homework Club

Homework Club is available every **Tuesday, Wednesday and Thursday** for one hour after school in a computer room. A member of support staff is present. If you are struggling to complete your homework, come along to use the computers and ask for support. It is also a useful option if you do not have a suitable device, internet connection or quiet place to work at home. Ask your form tutor where to go.



Stick in your log
in details here.

KEEP THIS SAFE.



ClassCharts

Your homework starting point. See tasks, deadlines, announcements, achievements and behaviour information.

How to get in

- 1 Open the student login page or Class Charts Student app.
- 2 Enter the pupil code supplied by school. Ask your form tutor if it is missing.
- 3 Open Homework. Read the instructions and follow any links to other platforms.



Scan to open Class Charts

<https://www.classcharts.com/student/login>

Your next step

Check every evening. Completing a task on another platform may still need a separate submission; follow your teacher's instructions.

How parents and carers can help

Use the Class Charts Parent app with your own parent access details. Check deadlines together and help your child plan their time. Ask school for your parent code if needed.

My login details

My pupil code _____

Parent access code if needed _____

Microsoft 365



Your school account gives you access to Outlook, Teams and tools such as Word, PowerPoint and OneDrive.

How to get in

- 1 Open [office.com](https://www.office.com) and choose Sign in.
- 2 Enter your full school email address and school computer password. Choose a work or school account if asked.
- 3 Use the app launcher to open Outlook, Teams or another app. Browser versions can be used without installing the desktop apps.



Scan to open Microsoft 365

<https://www.office.com>

Your next step

Use your school account for learning. Save files with clear names so you can find them again. If Install apps is offered, follow the on-screen steps with an adult; availability depends on your school licence.

How parents and carers can help

Help your child bookmark this page and choose their school account when several accounts appear. Support setup on a home device and check that work has saved.

My login details

My school email _____

My Microsoft password _____

Your school computer and email use the same password. Outlook and Teams use this Microsoft account.

Outlook



Your school email is where teachers can contact you and where many password-reset messages arrive.

How to get in

- 1 Sign in to Microsoft 365 with your school account.
- 2 Open the app launcher and select Outlook.
- 3 Check your inbox. If a reset email is missing, check Junk Email too.



Scan to open Outlook

<https://www.office.com>

Your next step

Check messages regularly. When emailing for help, include your full name, form and a clear description of the problem. Do not send your password.

How parents and carers can help

Encourage your child to check school email and write polite, clear messages. Help them recognise unexpected links and check with school if a message seems suspicious.

My login details

My school email _____

Microsoft password or private record _____

Microsoft Teams



Teams holds class resources, teacher messages and assignments when your teacher uses it.

How to get in

- 1 Sign in to Microsoft 365 and open Teams from the app launcher.
- 2 Open the class team your teacher has named. Look for Posts, Files and Assignments as directed.
- 3 Open the assignment and read the instructions. Add your work if required, then select Turn in and check its status.



Scan to open Microsoft Teams

<https://www.office.com>

Your next step

Uploading a file is not always the same as submitting it. Check that the assignment shows it has been turned in. Check Class Charts for the full homework list.

How parents and carers can help

Ask your child to show you the assignment instructions and submission status. Encourage them to contact their teacher if a class or task is missing.

My login details

My school email _____

Microsoft password or private record _____



Short learning activities and questions help you practise topics and review what you know.

How to get in

- 1 Open Seneca and choose the student login.
- 2 Choose Continue with Microsoft and use your school email and password, as the school helpdesk instructs.
- 3 Open the class or assignment your teacher has set. If it is missing, check the link or class code supplied by your teacher.



Scan to open Seneca

<https://senecalearning.com>

Your next step

Complete the set activity, read explanations and revisit questions you find difficult. Check that the assignment records your progress.

How parents and carers can help

Encourage short, focused sessions. Ask your child to explain one thing they learned and help them find the assigned activity rather than choosing an unrelated course.

My login details

My school email _____

Microsoft password or private record _____

Class code if supplied _____



The Learning Program

Short quizzes help you remember knowledge and identify topics that need more practice.

How to get in

- 1 Open the Tassomai website or app.
- 2 Use the school's sign-in instructions. Choose Microsoft if school has enabled it; otherwise use your school-linked account details.
- 3 Check the tasks or goals your teacher has set and begin your questions. Ask your teacher if your class is missing.



Scan to open Tassomai

<https://app.tassomai.com>

Your next step

Work regularly and read the feedback. Aim for the goal your teacher sets. Give your own answers so your teacher can see what you understand.

How parents and carers can help

Help your child build a regular practice habit. Check the goal together and praise careful work. Avoid answering the quiz for them.

My login details

My school email or username _____

Password or Microsoft sign-in _____

School or class code if supplied _____



Maths lessons and homework activities let you practise methods and check your understanding.

How to get in

- 1 Enter the school username and school password supplied by your maths teacher.
- 2 Use your personal username and password to open My Portal and see your own homework.
- 3 Open the assigned task. Use the lesson to practise if needed, then complete the homework and submit your answers.



Scan to open MyMaths

<https://login.mymaths.co.uk>

Your next step

Write your working on paper. Check that results are saved in your own account. Ask your maths teacher if either set of login details is missing.

How parents and carers can help

Encourage your child to explain the method, not just the answer. Help them open the lesson and check their homework record after submission.

My login details

School username _____

School password _____

My personal username _____

My personal password _____

Sparx Reader

Read books and answer questions that check your understanding of what you have read.

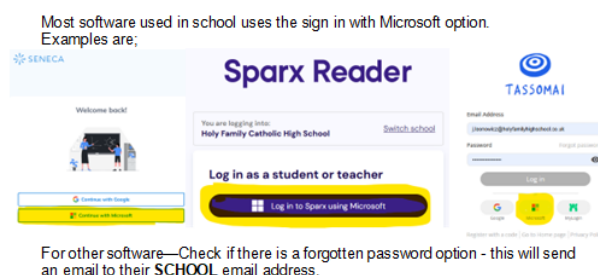
How to get in

- 1 Open Sparx Reader and select Holy Family Catholic High School. Check you have chosen the correct school.
- 2 Select Log in to Sparx using Microsoft and use your school email and password, as school instructs.
- 3 Open your reading task and follow the target and deadline set by your teacher.

School example showing the Microsoft sign-in button. Screens may change.



Scan to open Sparx



<https://reader.sparx-learning.com>

Your next step

Read carefully and answer independently. Use regular, quiet reading sessions and check your progress against the task your teacher set.

How parents and carers can help

Provide a calm reading space and ask your child to describe the story. Encourage them to keep going and check the target, while letting them answer independently.

My login details

My school email _____

Microsoft password or private record

My reading target and deadline

Help and password resets

Try these first

Check your full school email or pupil code, Caps Lock and any extra spaces. Check the internet connection, refresh the page and try another browser. Choose your school Microsoft account when prompted.

Forgotten a platform password

Use the platform's forgotten password option where available, then check your SCHOOL email, including Junk Email. For Microsoft sign-in, use your school computer and email password. If you cannot open school email, contact school support.

Contact school support

Email password-reset@holyfamilyhighschool.co.uk. Include your full name, school email address, the platform you are trying to access and what happens on screen. You may include a screenshot with passwords and private details hidden. Requests are processed during school hours.

If a task, class or deadline is unclear, ask your subject teacher. If a technical problem stops you completing homework, tell your teacher before the deadline.

School helpdesk



Scan for school login help

<https://holyfamilyhighschool.co.uk/online-learning/helpdesk>

My Homework

Make a log of where to access homework for each subject.

Subject	Teacher	Homework