



Parents' Guide to Accessing OneNote for Homework

First, access the school web site by visiting:

<https://www.pheaseyparkfarmprimary.co.uk/>

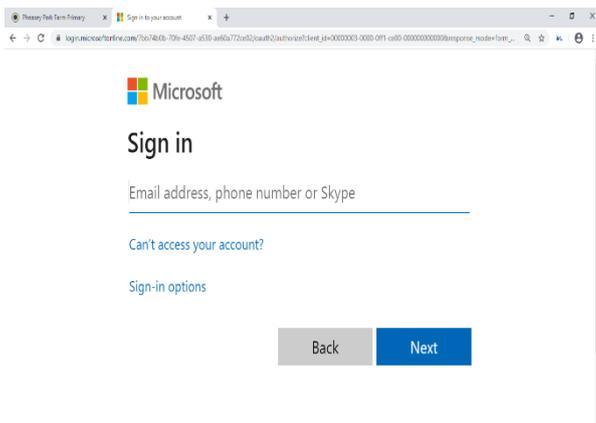


Scroll down until you see the learning platform sign-in link and click 'Sign into the Learning Platform.'



This will load the Learning Platform (also called the SharePoint.)

A new Internet Tab will appear asking you to sign in using a Microsoft account.



Children will need to sign in using their log in details.

Example:

rrush@pheasey.org.uk

Click, 'Next' when you have typed your child's email.

You are now required to type your child's password.

Your child's password consists of:

The **first three letters** of their **first name** and the **first three letters** of their **last name** and their **Purple Mash password** which is made up of numbers.

Please note: Details of children's username and password were sent home on Friday 16th October for Y1-Y6 and Nursery and Reception details will be sent home week commencing 19th October.

Click, 'Next' when you have typed your child's password.

You will now be on our SharePoint.

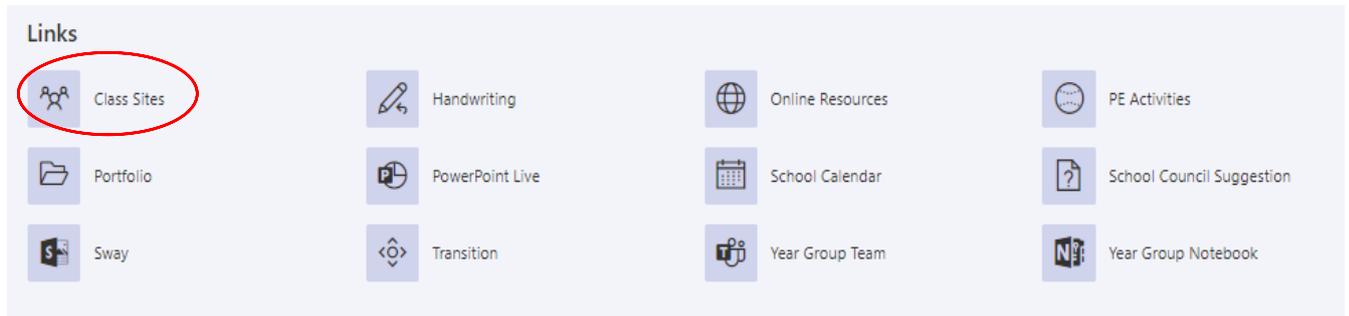
The screenshot shows the SharePoint home page for Pheasey Park Farm. At the top, there is a blue navigation bar with 'Office 365' on the left and a search box on the right. Below this, a breadcrumb trail shows 'Pheasey Park Farm' > 'Home' > 'School Calendar'. A banner image of a school building is visible. The main content area features the school's logo, which is a circular emblem with 'ESTON HALL MULTI-ACADEMY TRUST' around the perimeter and 'Believe and Achieve' in the center. Below the logo, the text reads 'PHEASEY PARK FARM Primary School & Early Years Centre'. To the right of the logo, a 'Welcome' message is displayed, followed by a 'Links' section containing ten blue buttons with icons and labels: Art Gallery, Assemblies, Attendance Awards, Online Resources, Team Points, Technical Support, SEND, Pastoral Support, and Online Safety.

At the top of the page, select the 'Year Groups' button and a drop-down menu will appear.

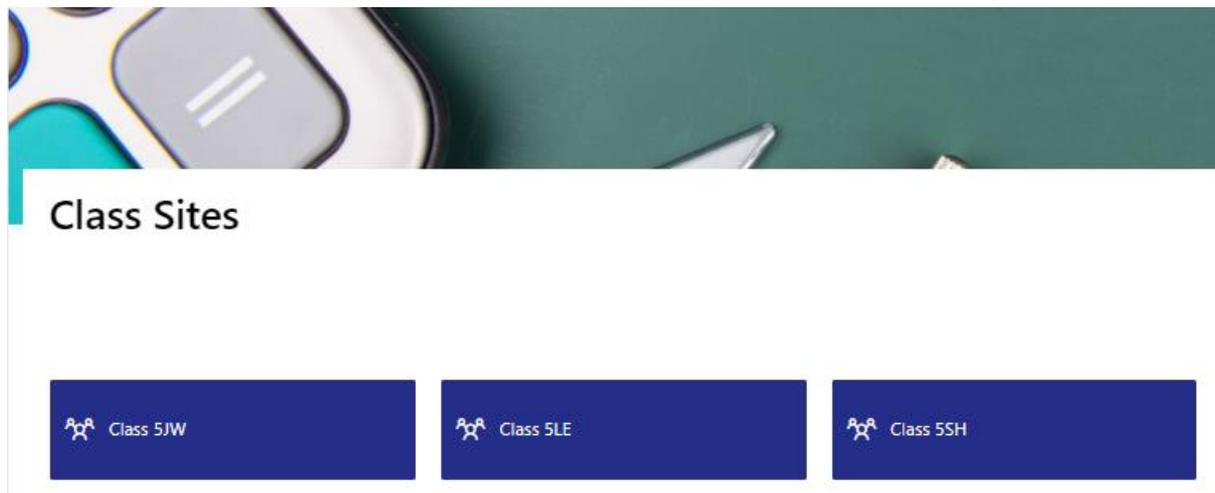
Choose the correct Year Group for your child.

- Early Years Centre
- Nursery
- Reception
- Year 1
- Year 2
- Year 3
- Year 4
- Year 5
- Year 6

Scroll down and click the 'Class Sites' button on the left from the 'Links' menu.



Click the button for your child's class.



Scroll down and select 'Class Notebook' from the 'Links' menu.

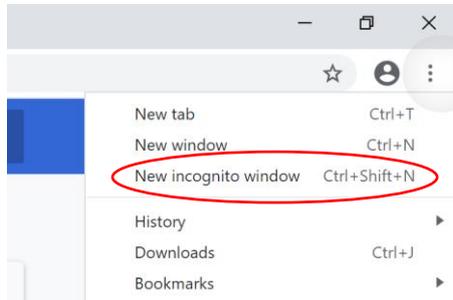


This will take you to your child's class OneNote Notebook which is where their homework will be stored in relevant folders.

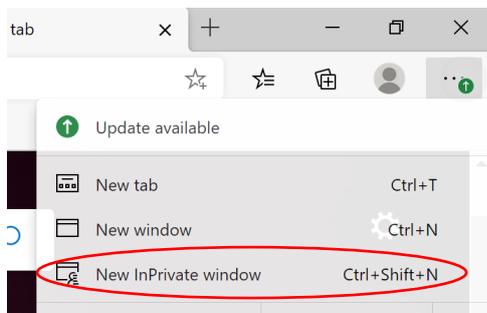
All homework will be shared through OneNote. Links to homework on other sites eg. Purple Mash will be placed on OneNote so there is no need to check all of the sites individually.

Please note: If you have more than one child using the same device, you will need to open a Private Browser Window and then follow the steps above for the other child.

To open a private browser window, in Google Chrome, click the three dots in the top right hand corner and the click New incognito window. This will open a browser window which does not remember any previous log-in details.



To open a private browser window, in Microsoft Edge, click the three dots in the top right hand corner and the click New InPrivate window. This will open a browser window which does not remember any previous log-in details.



If you have any technical issues with accessing homework on OneNote, please email onlinesupport@pheasey.org.uk and a member of our technical support team will get back to you as soon as possible.