

Guidance for students during school closure

Whilst the school is closed for you, we will do our best to provide you with resources, exercises and support so that you are able to keep up with your education. Obviously some subjects will be able to do this better than others: English and the Humanities should have few difficulties, but the practical subjects will find it difficult to set work similar to what you'd cover if at school, and Science experiments will also be a bit of a challenge.

You have a part to play in this, too: we will be expecting you to spend sufficient time on the tasks we set (and meet deadlines where necessary) unless you are too ill to do so, or you're helping others in your family.

It is important to realise that we've never been in a situation like this before so we don't know what will work and where problems might arise. We all need to be flexible – and processes may have to change. If there are difficulties, let us know and we will try to sort things as soon as we can.

Remember also, that we may be ill or be looking after others who are ill – and that, like you, we will probably want to put away our school-work at weekends and during the holidays.

The following should help you understand what we've put in place for you – and make sure you read this all the way through: there's some very important information about the Remote Desktop on the next page that must be acted on in the next few days.

Insight

Your teachers will set work on Insight, either lesson-by-lesson or as work to be done over a course of lessons. This means that you will need to check Insight at least once a day.

You might find it easier to complete the work according to your normal daily timetable, but it is really up to you to organise your time as sensibly as possible so that you don't fall behind. Think about how much time you would normally spend in lessons for each subject each week, add on the time for homework – and that's what you should be spending on the work we set.

If your teachers set a deadline for you to complete work by, you must make every effort to meet this.

We have now made it possible for you to submit work through Insight for your teachers to review – they will make it clear which tasks require this, as it may not be necessary for every task.

Save your work with a sensible filename (e.g. surname tutorgroup task) and make sure you save it in a format your teachers can view: using a **Microsoft Office** app (e.g. .xlsx, .docx, .pptx) or **Adobe/Photoshop** (e.g. .pdf, .psd).

There is a button on each assignment to submit the work (under the heading **Evidence**). When you click this, you will be able to drag-and-drop files or browse to find the file you want to upload.

Once your teacher has reviewed your work, you will be able to see their feedback under the assignment title. Unfortunately, Insight doesn't have the facility for teachers to mark work onscreen – but individual teachers may find alternative solutions.

Please be patient if feedback doesn't readily appear: your teachers will review the work when they can.

Office 365

You have received an email this week from Mr White telling you about free access to **Office 365**. This will allow you to install all the usual Office apps on your home computer (Word, Excel, PowerPoint...) – whether it is a Windows PC or a Mac. It also gives you access to Microsoft's cloud (One Drive) where you can save your school work rather than using the Remote Desktop if you don't already have cloud storage. Details of how to do this are in his email.

School email

Unfortunately you cannot access your school email via the Office 365 version of Outlook – there simply hasn't been enough time to set this up.

As we will be restricting access to the Remote Desktop (see next page) you can access your school emails via the webmail link on the school website: navigate to the Main School page, click on the Student Portal menu and select Webmail – use your normal school network logon details to proceed.

You can email your teacher if you have any queries about work that has been set – but, again, be patient if you don't get an immediate reply.

Remote Desktop – very important – act now!

The Remote Desktop gives you access to your files saved on the school's network, however it is **not** designed to have large numbers of students using it at the same time.

Over the next week or so, we will start restricting access to it for those most in need (i.e. those hoping to sit public exams this summer)

By the beginning of next week (Monday March 23rd) you must have accessed any files on the school network that you may need and have saved them elsewhere.

This might be on your home computer or in the cloud – if you don't already have this (e.g. Google Drive) then you can access One Drive through Office 365 (see above).

Once Remote Desktop access is withdrawn you won't be able to see any files saved on the school network.

It will also mean you won't have access to any of the apps you may have used in your lessons – unless you have them at home.