

Guidance for students during school closure – updated 19/03/2020

If you are in Yr11 or Yr13, there still seems to be some uncertainty about exactly what will happen regarding your exams this summer. In light of this, it is probably best to keep all of your materials and to do some revision so that you are prepared for any eventuality: it's better to have done some work and not to need it, than to need it and have done no work.

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. It's also possible that some teachers may make other arrangements, for example videoing lessons and uploading them to the BWS YouTube Channel, but they will let you know what to do via Insight.

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. It's important to understand that your school files have **not** been uploaded to the cloud nor is there any plan for us to do this: this is something you will need to do (if you haven't already done so), e.g. using Google Drive.

We are also exploring the use of Microsoft Teams (also through Office 365) which offers opportunities for collaborative work. We were planning on developing this for September but in light of school closures we will be doing our best to accelerate this so that we can provide more interactive learning activities. You'll receive updates on this in due course.

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.

Although we have increased provision on the Remote Desktop, it's possible that when many students are using it you may experience sluggish responses. Therefore it would be better to 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. It's also important for you to regularly check your school email as your teacher may have emailed you!

Remote Desktop

The Remote Desktop gives you access to your files saved on the school's network and to the apps you've been using at school, such as Photoshop. As mentioned above, we have managed to increase provision to this so we will be opening access to all years. However, to avoid overloading the system, please do not leave it sitting in the background whilst you are working on something else (unless you need to).

Insight and your school email account can readily be accessed via the school's website without using the Remote Desktop.

It also makes good sense to start saving work on your home computer or to the cloud so that if there is an issue with the school's network you can still carry on.