



### **How can I access my work?**

Your teachers will set work for you to complete on Class Charts as per your normal timetable. For example, if you have Maths, English, Science, Art and History in a day they would have a Class Charts task for each subject.

Some subjects may direct you to other online programmes such as Seneca, Maths Watch, Bitesize or give video links to other learning.

We expect you to complete the work that we set. It is important that that you keep up you're your learning in readiness for when you return to school.

In the event of the internet not working, KS3 pupils can complete the attached tasks. KS4 students should complete relevant revision using materials given by their teachers prior to the closure.

### **How will I submit my work and receive feedback?**

You will be able to use the Remote Desktop access to go into the Student Share file.

1. Log onto the school website
2. Click on the Students tab
3. Click Quick Links
4. Click Remote Access. Click "allow." The username and password is exactly the same as if pupils were logged in at school.
5. They will then be onto your Desktop just as you would as if you had logged in at school.
6. Click on the Student Share area.
7. Open the folder 1.School Closure
8. In here will be a folder for each subject area. Go to the relevant folder and find your child's Year group.
9. Teachers will have created a folder for each class if they have asked pupils to submit work in this way. Upload your work with your initials only.
10. Pupils will be able to see other pupils' work but not edit it, download or copy/paste it. We expect pupils to be mature when utilising this function, and respect the work of others.

Teachers can then see this work and provide feedback.

### **Will I complete my work in an exercise book?**

This will be directed by your teacher. If you have your book at home complete tasks in the relevant class book. If not, this can be done on paper or on computer; if you complete work electronically you can submit this to your teacher using the instructions above.

Before you leave school, KS3 students should also collect their Personal Development books from their Form Tutors. You can complete work in the back of this book.