

School work & support October 2020

Satchel Messages and help with homework

Teachers will still reply to messages, but it will not be possible for them to reply to Satchel messages as quickly as they were when the school was in lockdown.

Teachers will not be expected to reply to messages in the evenings.

If pupils need more immediate help with homework, they should see their teachers during the school day and should not leave asking for help until the last minute.

Office 365

Years 7-9 should speak to their IT teacher in lessons.

Years 10 & 11 should speak to their Form Tutors who will notify IT technicians via email.

If pupils have a subject specific issue with Office 365 (e.g. can't find something on OneNote or OneDrive), they should speak to their teacher in lesson time.

Satchel

If pupils have forgotten their password and know their email address, they should click reset password on the login page.

If pupils have forgotten their email address, they should ask their tutor to pass their name to Miss Kear who will add the pupil's school email address to their account and then they can reset their own password.

If pupils can't see anywhere to attach/submit homework, they are probably logged into their parents' account and need to log into their own.

Emails

Pupils should not email members of staff unless specifically requested to do so

Work from lock down

Work which was not completed by pupils during lockdown in the summer term is the pupils' responsibility to catch up.

If they feel as though they need support with this, it is the pupils' responsibility to speak to their teachers about catching up, but the school's priority is continuing to teach the curriculum to ensure all content is covered (particularly at KS4).