



WEST SUSSEX COUNTY COUNCIL

IMBERHORNE SCHOOL

Headteacher: Mr Martin Brown

Compassion
Achievement
Respect
Endeavour

*The cornerstones of our
learning community*

17th March 2020

Dear Students,

We thought it would be helpful to explain how to work most effectively from home should it become necessary to close the school. The earlier you have the information, the earlier you can realise whether you don't understand something or have a problem!

If school **were** to close for a period of time:

- Your teachers will set work in the same way they usually set homework
- If you have a smartphone, we suggest you connect it to your school e-mail account if you haven't already. This will let you see e-mails from your teachers and see any work set in your calendar. Instructions can be found here: http://www.imberhorne.co.uk/online-services-documentation?field_online_service_tid=36&field_operating_system_tid=All
- We have just launched a new system for Parents and Students called EduLink One – you can see work set by your teacher in this – and it displays homework in a more user-friendly way than if you view it in your calendar. You can login to EduLink One at <https://www.edulinkone.com/#!/login?code=imberhorne>
- **All students will be unable to use Remote Access** – this will be reserved for staff only – Remote Access will be unable to cope with the number of users concerned
- Files stored in your "area" on the school system, or in resources, can be accessed using Foldr accessible at <http://files.imberhorne.co.uk>
- You can access your e-mail online using Outlook Web Access at <https://remoteaccess.imberhorne.w-sussex.sch.uk>
- You use your normal school username and password to access all the above services just as if you were logging on to a computer in school
- Try to avoid saving work to the school system. If you start a new piece of work at home it'll be easiest if you just keep it on your home computer until staff ask for it.
- If you don't have Microsoft Office (Word, Excel, PowerPoint, Publisher, Access) on your home computer you can download it for free – visit <https://login.microsoftonline.com> and use your school e-mail address (your username followed by @imberhorne.co.uk) and your normal school password – then click the "Install Software" link and follow the instructions.
- There are links to all the above services on the "Online Services" page on our website found under the "Students" menu.
- The IT Support Team is expected to operate as normal – if you need technical help or forget your password, please contact us itsupport@imberhorne.co.uk or 01342 310989.

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