



Things to remember for general 'Online Learning'

- Remote Access for students will be turned off as it can't support the whole school using it at once.
- For lessons that are not 'Live' with teachers, work will be set in Google Classroom, teachers may also email work and you will see this in EduLink One. You can login to EduLink One at <https://www.edulinkone.com/#!/login?code=imberhorne>
- If you have a smartphone, make sure you connect it to your school email account if you haven't already. This will let you see emails from teachers. Instructions can be found here: http://www.imberhorne.co.uk/online-services-documentation?field_online_service_tid=36&field_operating_system_tid=All
- If you need to access files stored in your "area" on the school system, or in resources, you can use Folder accessible at <http://files.imberhorne.co.uk>
- You can also access your email online using Outlook Web Access at <https://remoteaccess.imberhorne.w-sussex.sch.uk>
- Try to avoid saving work to the school system for the sake of it. If you start a new piece of work at home it'll be easiest if you just keep it on your home computer/device until the time comes to handing it in/submitting it.
- There are links to all the above services on the "Online Services" page on our website found under the "Students" menu
- All Imberhorne students can install Microsoft Office and Adobe Creative Cloud on home computers for free. The "Online Services" page on our website has links to allow you to download these
- The IT Support Team is expected to operate as normal – if you get stuck, forget your password, or need advice, please contact us. Either via email itsupport@imberhorne.co.uk or call 01342 310989. They will be very pleased to help you.
- While students should try to stick to their school day timings for routine, it is important that students take screen breaks. They can use the break times, lunch time and in 'live' lessons, the time after the initial teacher input to do this.
- We fully appreciate that remote learning can present a number of practical challenges and wish to reassure everyone that students should complete what they realistically can in the lesson time. Work can absolutely be written on paper/in exercise books and then photographed to upload for submission (students can access their Google Classrooms on any device, including their phones, so this is a quick way to turn in work if someone else needs to use the house laptop!). The online learning can be accessed at any point and learning can be picked up even if a session is missed e.g. due to tech difficulties etc.



Things to remember for Google Classroom

- **You can only log into Google with a school email account** in order to access Google Classroom, not a personal one or that of another household member.
- **It's really important that students mark their work as done** when they have completed an assignment. They should also upload their work/photograph of their work, unless they have been set a Google Quiz which does not need uploading. If the work hasn't been finished, don't worry. It's often the case. Submit what has been done anyway so teachers can see what's been completed, unless they have stated otherwise. This also helps teachers gauge the amount of work they're setting. **But, two things to be aware of here:**
 - **Some students forget to do the above and get disheartened about being contacted about not handing in work;** we want to keep students positive and motivated so please try and remember to share work unless the teacher has said otherwise.
 - **Some students take advantage of the fact that they can set their work as 'done' even if they have not attempted the task** (this appears in the weekly parent report as completed!). Consider sharing examples of work submitted every couple of days as a family and randomise the subjects.
- **Student alerts and reminders for their assignments go automatically to school email accounts.** It is important that these are checked daily. Delete old alerts for work that's been completed and uploaded. However, there may be a real backlog and this can be really off putting, so a really useful thing to do would be to clear ALL old emails and notifications and create a folder called Google Classroom. Then check emails at the end of the day, delete all classes attended and any work done. If for some reason the class wasn't attended, don't delete the email. Put it in the Google Classroom folder and come back to it later.

Things to remember for 'Live' Virtual Lessons

- Attend all five lessons online, 'live' at the usual lesson times.
- Teachers will take a register for each lesson – Parents/Carers should contact the school in the usual way, for students who are unwell and cannot join the live lessons.
- Students will join lessons via Google Meet and will need to log into their school account using their usual school login (which is a 5-digit number followed by @imberhorne.co.uk e.g. 12345@imberhorne.co.uk) and password.
- There will be separate links for each lesson. Simply log in to Google Meet, click the link and join.
- Students should be in **school uniform** with the school logo visible. Cameras should be switched **on** and microphones should be **off** unless directed by the teacher.
- Please ensure the background is suitable and the home environment is free from distractions (where possible).
- Lessons may be recorded and posted into the Google Classroom later that day, this is for students who are unwell.