



*Church of England School  
Executive Head and CEO: Dr Hilary Macaulay*

16<sup>th</sup> September 2021

Dear Parent/Carer,

### **Student Devices/Remote Learning**

I am writing to advise and inform you of the digital access and setup which will help students learn independently, when working at home.

Whether they are using their own or a shared device at home, they will need to be able to easily access their Arbor and Office 365 accounts and should download Office and the Teams app onto the device if they can.

We use the Microsoft platform Office 365, with Teams as our main way of sharing resources and teaching lessons remotely. This means that students' laptops/PCs need to have Office installed. Tablets need the Office suite installed as apps. All students have a free organisation/work account, which enables Office to be installed on several devices, although this does end when they leave the school.

Install Office on a laptop by logging on to an account, opening the nine dots and clicking 'Office' then 'Install Office'. If students are using a shared device which already has Office, you should be able to link their school account to it, so they can access their email, Teams account and Onedrive cloud storage.

It is also helpful to install Teams as an app when prompted to do so.

In terms of virus protection for use at home, on new laptops, Windows Defender is part of Windows 10, and can be switched on How to enable Windows Defender in Windows 10 – IT Services & Help (smu.edu.sg).

In terms of website filtering, most mainstream broadband providers have options for a range of parental controls to enable you to monitor and restrict access to sites when students are online at home. What parental control software do broadband providers offer? (choose.co.uk).

### **Remote Learning 2021-22**

If your son/daughter is absent from school, due to Covid and well enough to work from home, remote learning work will be available for them. Whilst we are getting the students used to using Teams and Arbor, Ms McLoughlin is organising work to be emailed, but from week commencing Monday 27th September, work can be found and completed in the following way.

When working from home, we advise students to follow their timetable for the day if they can. Teachers will put work on the Team for their class, in the 'posts' section. Work might be the lesson resources to work through, an instruction/link to a blended learning resource, or a streaming of the lesson. All new posts show up as a red dot in Teams. If there is no instruction otherwise, students should complete any work in their exercise books.

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Students should also keep completing any homework set via Arbor. If they work quickly, or have more time, they should read, or go to the BBC or Oak Academy online learning sites. They also have access to e-reading books Bishop Ramsey School - Bishop Ramsey School (eplatform.co)

They can email their teachers or add a message to the Team, if they need help, but teachers may not be able to respond immediately. If they are stuck, they should move on to something else, while they wait for an answer.

If large numbers of students are absent, all their lessons will be shared live online. Further information on how to access these can be found on the remote learning section of the school website.

Finally, if you think your son/daughter's IT access is limited and you need to borrow a device, for them to use at home this year, we do have a limited number available. Please contact [cwells@bishopramsey.school](mailto:cwells@bishopramsey.school) to request this.

Yours sincerely,

**Miss C Wells**  
**Assistant Head**