March 2020

Dear Parent/Carer,

HOME LEARNING IN THE EVENT OF A SCHOOL CLOSURE – KS4 and KS5 Students

In the event of a school closure, it is essential that students are able to access learning resources. For Years 10-13, departments will be populating SharePoint/The Student Room with additional learning resources and activities to support student learning during any closure. Guidance will be provided in department areas in terms of outlining how to access the resources in the folders.

In order to assist, the following pages provide the necessary information to access these. Please click on the relevant title for help with either.

1) SharePoint / The Student Room
2) Email

A list of other websites or educational packages that departments use can be found in individual department areas. Details of these can be found on the school website under "Departments and Website logins" in the info tab on the main page. The link to this is provided below.

https://www.warlinghamschool.co.uk/138/department-websites-logins

If you have any feedback or require further information regarding the '**Student Room**' contents, please don't hesitate to contact itsupport@tandridgelearningtrust.co.uk.

Yours faithfully

Mr Glover
Assistant Headteacher

Heads of School: Mr P Kinder and Mr S Day
Address: Tithepit Shaw Lane, Warlingham, Surrey, CR6 9YB
Telephone: 01883 624067   Email: info@warlinghamschool.co.uk
Website: www.warlinghamschool.co.uk

Tandridge Learning Trust

Emotional Health and wellbeing

During any enforced closure, we are acutely aware that students may require support with their emotional health and wellbeing. On-line support can be found in the student drop down on the webpage where Sharepoint is found.

SharePoint / The Student Room.

As you are no doubt aware, '**Student Room**' the School Virtual Learning Environment (VLE) is the online location for accessing school homework, revision material and other subject specific information that may be required. The '**Student Room**', platform uses Microsoft 'SharePoint' software.

In the event of school closure, home learning resources will be available here.

The help guide below should hopefully make accessing 'the Student Room' a smooth process.

The Student Room Login

To access the Student Room, your son or daughter can use any web browser to login, using the following steps:

1) Go to the school website homepage www.warlinghamschool.co.uk

2) At the top right of the homepage, hover over the 'Students' tab and click on 'Student Room'. It is important that students do not hover over staff for this as they will not be able to access SharePoint this way.
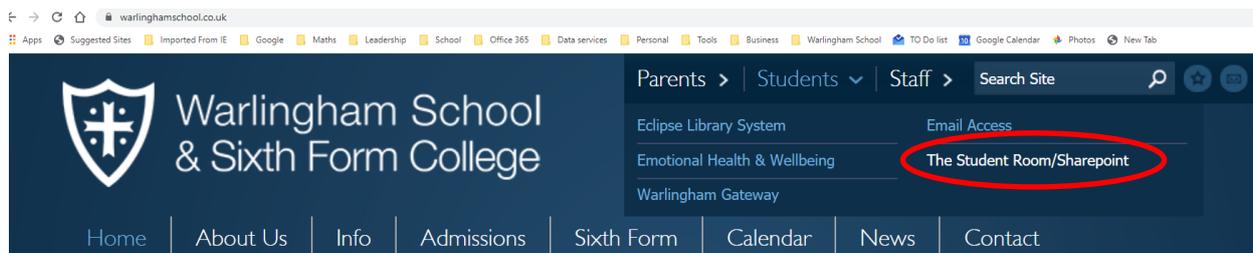
3) When prompted for a login, students should type in their school email address which is composed of their username with @warlinghamschool.co.uk. Each student username will be made up of 4 digits of surname, 4 digits of forename and year of entry. EG. A year 11 student called Thomas Jones who joined in 2015 would be;

    jonethom15@warlinghamschool.co.uk

    In the event that you have less than four letters in your forename or surname then please use your full name EG Tom

4) The password for the Student Room and all online Microsoft resources is the same password as the network login password at school.

5) Once entered, the Student Room landing webpage will launch (below).
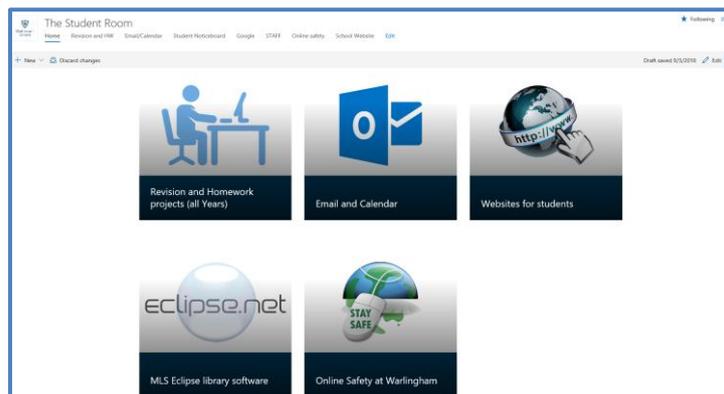
The Student Room Resources

There are currently five components available to students as follows:
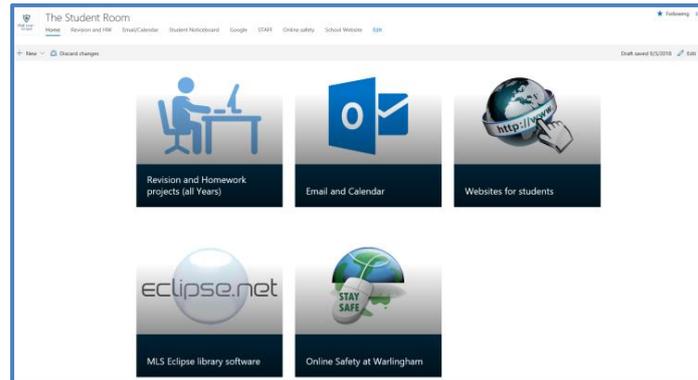
1) *The Revision and Homework section* contains a file storage area with various curriculum resources.
2) *The Email and Calendar section* will be used by some departments for setting homework
   (a time zone may need to be selected on first use – this should be +0.00 London).
3) *Websites for Students* contains a list of useful external online learning resources and websites, recommended by our curriculum departments.
4) The '*eclipse.net'* webpage provides access to the school library software
5) *Online Safety at Warlingham* contains a variety of information and guidance for students and parents/carers.

During closure, the most relevant of these are **"Revision and homework"** and **"Email".** Within the Revision and Homework page, simply navigate to the relevant Year group and subject where OUTSTANDING COURSE (for yr 11 and yr13 students) AND SCHOOL CLOSURE DOCUMENTS (for yr 10 and yr12 students) will be at the top of the list.

In addition, the login details used for Student Room also unlock the Office 365 suite including online Word, PowerPoint, Excel and more. To access these, there is a button at the top left of the screen (a grid of 9 squares, as indicated) which when clicked, opens a series of menu options (see below). You can also download these apps for mobile devices such as iPads, Android phones etc. just search in the app stores for Outlook, Word, SharePoint etc.
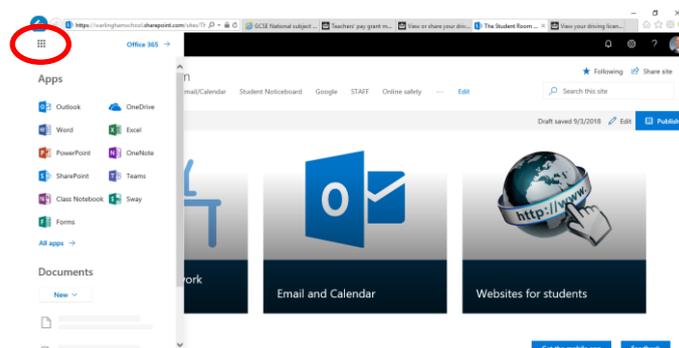
Email access

In order for students to make contact with their teachers over any period of school closure, students can access their school email through this page.
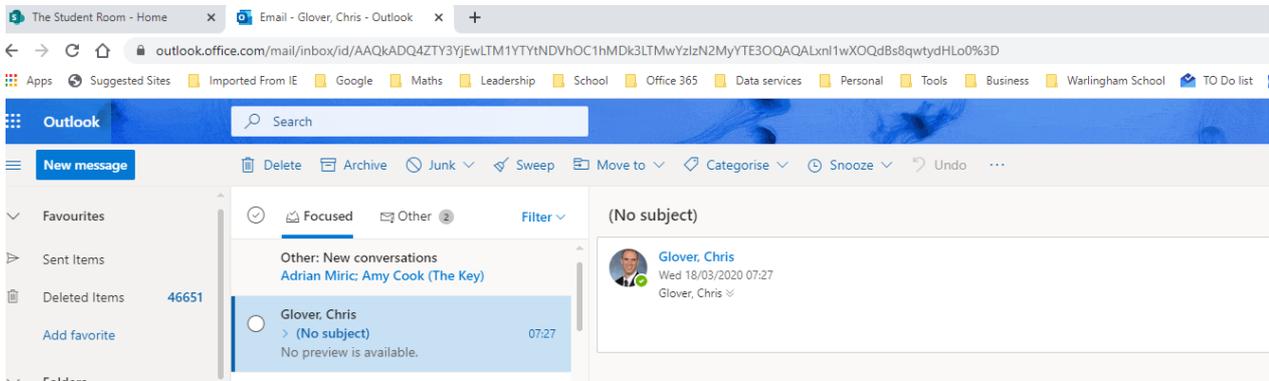
In order to write a new email, click on new message. And this box will pop up.
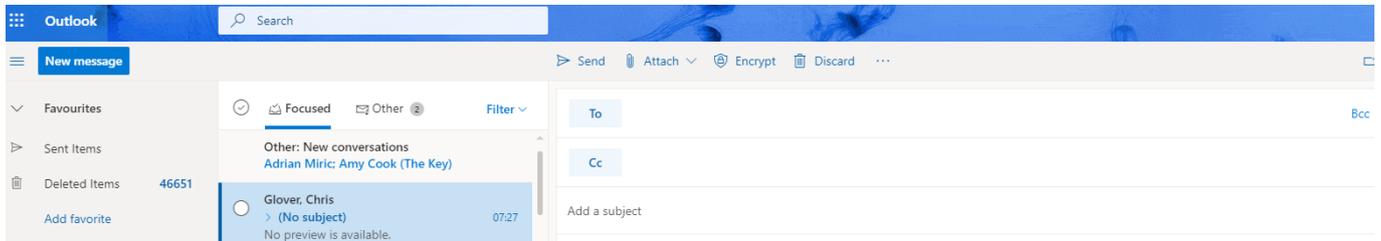
In order to access a teacher's email, simply start to type in the surname of the teacher and a list of options will appear.
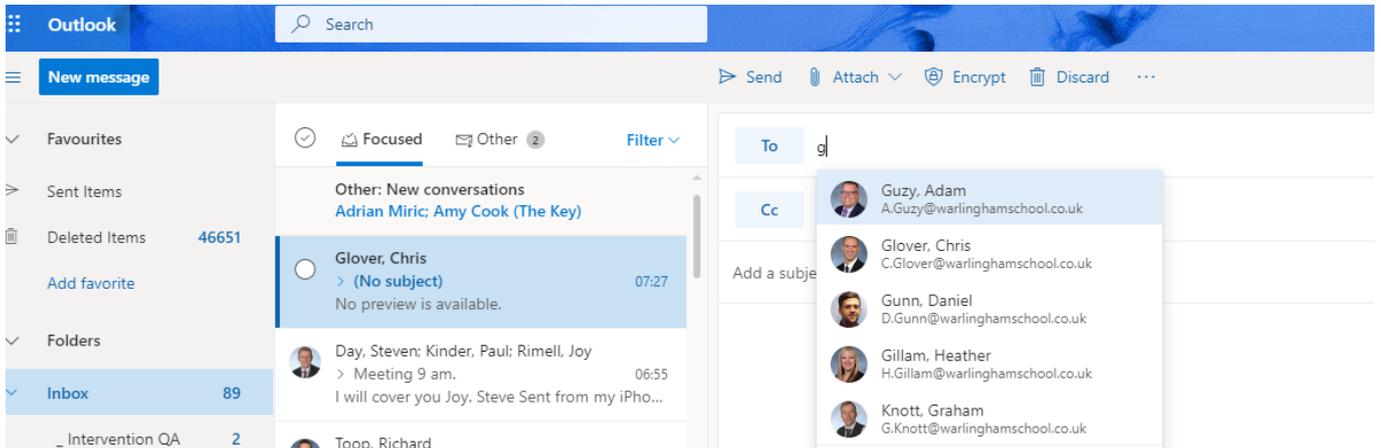
STUDENTS SHOULD ONLY CONTACT STAFF FROM THEIR SCHOOL EMAIL ACCOUNT.

PLEASE NOTE: EXAM CLASSES WILL BE GIVEN PRIORITY RESPONSE DURING THIS PERIOD.