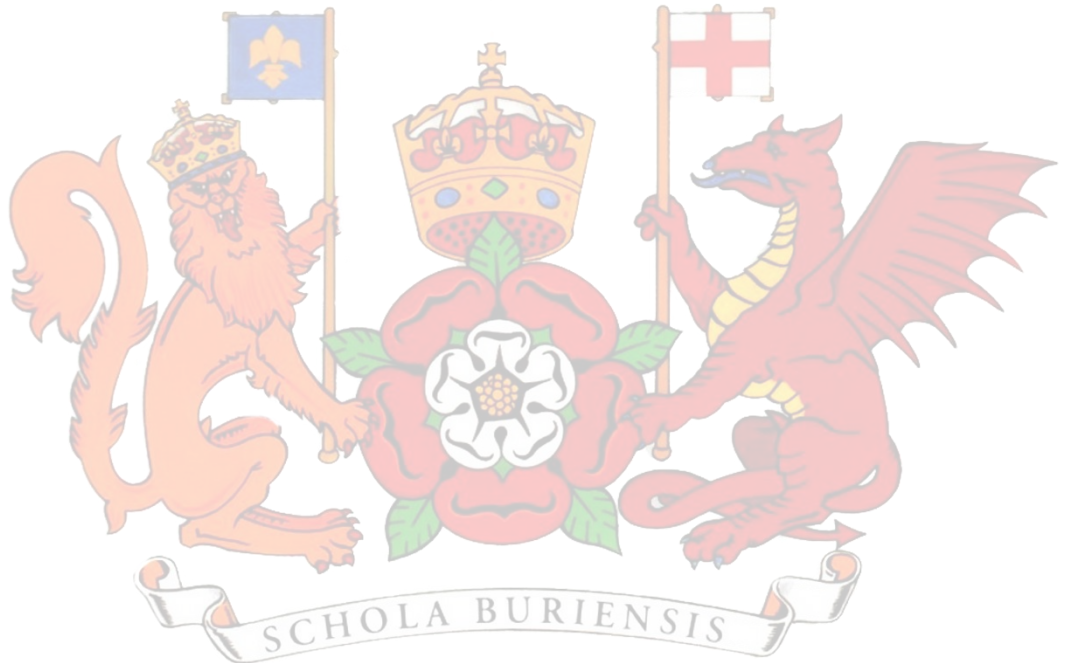




King Edward VI School



Learning at Home

Student Guidance

All information, support and guidance for working at home can be found on our **school website**: *Home > Essentials > Students*

<https://www.king-ed.suffolk.sch.uk/students/>



Key Information

This guidance booklet will help you keep up-to-date with your learning whilst you are at home. It is very important that you continue to access your learning whilst at home as it is difficult to catch up if you get behind.

Teachers will set work for you using **Go4Schools** in the same way that you receive homework. You should log on to this system every day to see what work has been set for you.

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1. How to Log In

Log on to Go4Schools

<https://www.go4schools.com/students/>

USERNAME: yourstudentnumber@studentXXXX.king-ed.suffolk.sch.uk

PASSWORD: Your own password that you set

Check for work that has been set for you under 'ongoing and recent homework tasks'

Where **XXXX** is your year of entry:

- Year 7 – 2019
- Year 8 – 2018
- Year 9 – 2017
- Year 10 – 2016
- Year 11 – 2016
- Year 13 – 2015



I can't login to Go4Schools because I have forgotten my **student number**



Call the school switchboard on **01284 761393**



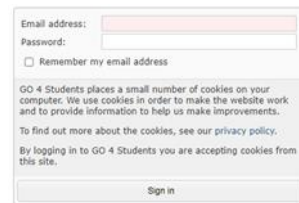
Ask to speak with **IT Support** and a member of staff will guide you on the next steps.



I can't login to Go4Schools because I have forgotten my **password**



On the Go4School login page, click on 'forgotten your password?'



Enter your school email address:

yourstudentnumber@studentXXXX.king-ed.suffolk.sch.uk



Log on to your school email:

<http://login.microsoftonline.com/>

USERNAME:

yourstudentnumber@studentXXXX.king-ed.suffolk.sch.uk

PASSWORD: The password you use to login to computers at the school



Open the Go4Schools reset password link and follow the instructions.

All help and guidance for accessing your learning from home can be viewed on the school website

<https://www.king-ed.suffolk.sch.uk/students/>

Good to know

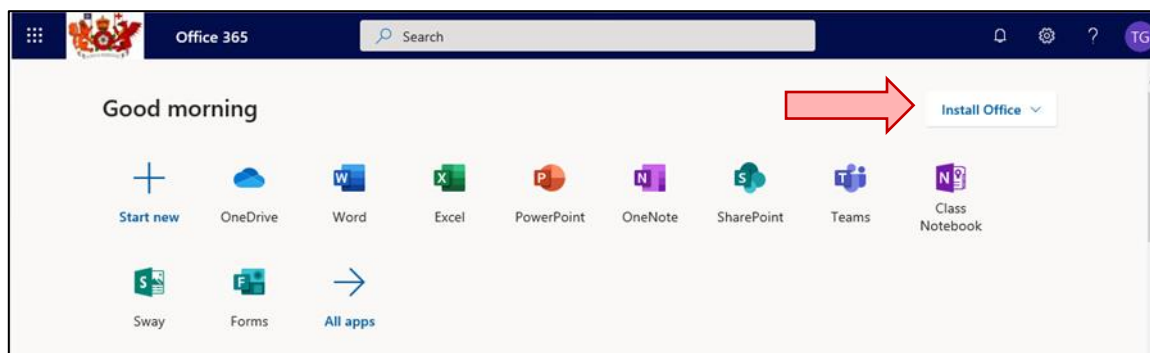
The school uses **Go4Schools** as a platform to set home learning.

The school uses **Office 365** for email and desktop publishing work.



Desktop Access to Office 365 Applications

As a student of King Edward VI School, you are able to use the Microsoft Office Suite of applications for **free** on multiple devices. If you do not have Office applications, go to the following link and log in using your school email address and [school network] password: <https://portal.office365.com> and select the 'install office' button and follow the on screen instructions, these will differ between Windows and Mac but once prompted, simply log in and you will have access to the full suite of apps.



Mobile Access to Office 365 Applications

If you wish to access work using Microsoft application on a mobile device, there is a range of products available, a good place to start is the Microsoft Office App for iOS or Android available in the App Store or Google Play (more info here <https://www.microsoft.com/en-gb/microsoft-365/mobile/>). The app is **free** and if you log in using your school email address and password you will be able to use the files shared with you on your mobile devices.



Accessing Larger Files at Home

If your teachers wish to share larger or multiple files, they may use **#files** to do so. You can access **#files** at home by clicking on the **network login** link found on the school website: <https://www.king-ed.suffolk.sch.uk/network-login-students/>. The school uses Foldr to link our network drives so that you can access them at home. You can also link these drives on smart devices. To do this follow the instructions on the school website.





2. Learning at Home

The below tips are designed to offer advice on what to do whilst you are working at home. Just like when you are in school, you should set yourself routines so that you are able to keep up with the work that is set.

- ✓ Schedule your day so that you are completing school work between **09.15-15.35** as you would do normally.
- ✓ Stay on top of your work by following your normal daily school timetable.
- ✓ Log in to **Go4Schools** at the start of the day and complete the tasks set.
- ✓ Your teachers will continue to set your class work through **Go4Schools**. You will be given deadlines to complete additional classwork tasks as normal.
- ✓ Year 11 and 13 teachers will expect you to submit identified classwork tasks and homework online, via the school email system. This must be done on the day of your lessons for classwork and by the set deadline for homework.
- ✓ For Year 11 and 13, if you complete work in your books or on paper, you can take a photo of the work and email it to your teacher from your school email account.
- ✓ Year 10 students may be expected to submit work online, via the school email system, as directed by your teacher.
- ✓ Year 7, 8, 9 must complete class work and homework set and save this, either on paper or as an electronic file, as it will be needed and may be checked on your return.
- ✓ Year 7, 8, 9 students may receive their classwork from the Subject Leader directly on **Go4Schools**. This may include a 'menu' of tasks where students can select from a range of tasks.

Extra Learning Ideas

We have collated a few reference resources which may help with your home learning. You will need a Suffolk Libraries card to login to these services.

- [Britannica for students](#)
Edition of the popular encyclopaedia aimed at older children and young teens, featuring topical articles, images and videos, biographies and primary sources across a range of topics.
- [Britannica](#) for adults
Biographies, articles, primary sources and much more on a range of topics.
- [Q-files](#)
Illustrated encyclopaedia for children.
- [World Digital Library](#)
Historical and international primary resources including books, maps, manuscripts, newspapers, journals, prints and photographs. Available in 7 languages.
- [Access to Research](#)
Millions of academic research papers and journals covering art, architecture, business, engineering, history, languages, politics, philosophy, mathematics and the sciences.
- [Collins Dictionary, Thesaurus and Translator](#)
The home of living English, with more than 722,000 words, meanings and phrases.
- [BFI Screen Online](#)
Film and television clips from a vast archive.



3. Year 11 & Year 13 Students

To support examination year groups during school closure, provision has been put in place to enable you to have contact with your subject teachers. Students are encouraged to make use of this facility to ensure that all course content is completed and that you are able to effectively work on revision tasks at home.

- ✓ Remember, your teachers are here to help you even though you are not in school.
- ✓ For Year 11 and 13 students, we understand this is a key time in preparation for your exams so will be giving you as much feedback as possible during this period through the **school email system**.
- ✓ Your teachers will be checking that you are logging in and checking the lessons. Your parents may receive a phone call if teachers are concerned you are not accessing or completing the work set on time.
- ✓ Communication with teachers must be using the **school email system**. You must send work to your teachers using their school email address.
- ✓ You must **not** use a personal email address or any other online communication method to try and contact your teacher.
- ✓ Work should be emailed during usual school hours as you will be following your normal timetable.

Examination Support

Students are encouraged to visit the school website and review the information available under the 'examinations' section. This includes revision guide information, revision ideas and exam board guidance.

<https://www.king-ed.suffolk.sch.uk/menu/examinations/>

Additional Revision Work

Examination students should take every opportunity to complete additional work. This is usually in the form of 'revision style learning'. Some of this work may be directed by teachers although students should be able to make effective use of their own revision materials whilst at home. This may include using revision guides/books, online resources, or creating your own revision materials. Some ideas for this can be seen in the next section.

A range of online sites can be used for your individual subjects. Take guidance and advice on which are the best ones to use from your subject teachers. Don't forget that you can do this using the **school email system**.

Lots of extra ideas for revision can be found on the school website in the **PiXL Revisit Handbook**.



4. Exam Revision Tips

All opportunities can be taken for students to revisit their prior learning. The information below has been previously shared with Year 11 parents and students, and may be useful to consider.

Everybody has a way of learning that suits them well. What works best for you? Do you remember things better if you write them down in a list, or perhaps draw a 'spider diagram', or maybe record some notes on your phone?

Try some of these to see what works for you:

Set the tone: Music in the background sometimes helps, but don't try to revise with the TV or radio on. Music should set the ambience and not draw your attention in any way. Make sure that you are not distracted by Facebook, messenger programmes, text messages, and telephone calls. Each time you lose focus, your brain takes 5 minutes to get back in 'the zone'. Save yourself time by going 'offline'. Revision sessions are for revision only. Plan social sessions to do all the rest.

- 1. Personal podcasts:** For subjects where you need to remember a lot of detail, why not record it onto your phone in small, 1 minute podcasts. These are very versatile as you can share them with your friends. Your brain likes to hear its own voice so this technique will serve to increase your recall of information from 10% to 40%. They are good for on the go – you can play them back on the bus ride to school (no one will know you're not listening to music!).
- 2. Flashcards:** On small cards, summarise a case study/important event/definitions into one (or both) sides of the cards and refer to it regularly. Make sure that you include key facts and number as you condense the case study to fit the card.
- 3. Colour coding:** Colour code large pieces of text into sections. For example, it could be positives/negatives, point/evidence.
- 4. Memory tests:** You could look at an important diagram for 20 seconds, then cover it over and draw what you remember. Then give yourself another 20 seconds to see what you missed and add it in. Eventually, you will be able to draw the diagram without looking at a copy.
- 5. Key words test:** You could ask someone to read out 10 definitions and you have to say what the key word is. Then you could try it the other way around which is harder with someone giving you a key word to define.
- 6. Concept Maps (mind maps):** Write a key theme in the centre of an A3 piece of paper. Write the sub-themes around it with important ideas evidence to back them up. Stick your finished spider diagram somewhere visible where you will be able to refer to it often (e.g. fridge door, bedroom wall).
- 7. Practice exam questions:** Look at the examples of past paper questions. Practise writing responses to these questions using the flashcards or colour coded case studies you have created. Ask your teacher for these – they will have loads!
- 8. Summarising:** Condense a section of text into a set number of bullet points. Use these to refer back to often.
- 9. Reading aloud:** Read a section of text aloud, then try to say aloud all the facts and figures you remember without the summary. You could also read your keyword lists aloud. Your brain loves the sound of its own voice: you will remember 40% of what you say compared to 10% of what others say.
- 10. Repeated writing:** Copy out pieces of information more than one time (five times would be appropriate). The repetition will help you to fix the facts in your memory. Your mind remembers words as pictures, the more it sees them, the better it will remember them.

