

March 20th 2020

Dear Pupil,

During the school closure we are going to help you continue to learn by setting work as **tasks via the VLE**.

Teachers will set you work to complete as tasks (in the same way they set your homework at the moment).

In order to stay up to date with your work it is important that you check the VLE regularly, and try and complete the tasks by the deadlines set by your teachers.

We know that you may have to share access to a computer with other members of your family. Setting tasks in this way will allow you to complete work at times that suit you and the other members of your household.

Your teachers may also send a message via the VLE giving times when you can e-mail to ask for help. Not all teachers will be able to do this but do keep an eye on your messages.

To give teachers time to put together the resources needed to accomplish this no new tasks will be set on Monday 23rd March. You should use this day to complete any outstanding homework.

Attached is advice on the work that will be set for each year group and some guidance on using online resources.

Yours sincerely,



Assistant Headteacher

Years 7, 8 and 9

Each of your subjects will set you tasks to complete. These may be short one off tasks or longer projects depending on what is appropriate.

Year 10

Each of your teachers will set you tasks to allow you to continue with your GCSE studies. It is important that you stay up to date with this work as the content will be part of your GCSE examination next year.

Year 11

Each of your teachers will set work to allow you complete the content of your GCSE. This is important so that when you are awarded GCSE grades (we are not sure yet how this will be done) you have completed the syllabus for each of your subjects.

In subjects that require you to complete practical elements such as art, PE, Drama and textiles your teachers will advise you of how to proceed. Their advice may change as they get more information from exam boards.

Teachers will then set suggestions of study you can complete to prepare for A Level courses. In subjects you intend to take for A Level you should complete these activities.

Year 12

Each of your teachers will set you tasks to allow you to continue with your A-Level study. It is important that you stay up to date with this work as the content will be part of your A Level examinations next year.

Year 13

Each of your teachers will set work to allow you complete the content of your A Level. This is important so that when you are awarded A Level grades (we are not sure yet how this will be done) you have completed the syllabus for each of your subjects.

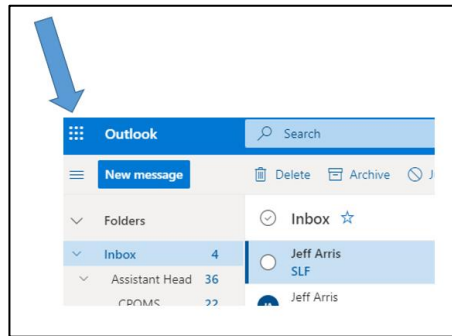
In subjects that require you to complete practical elements such as art, PE, drama and textiles your teachers will advise you of how to proceed. Their advice may change as they get more information from exam boards.

In subjects that have coursework or Non Examined Assessments your teachers will let you know if you should complete and submit these. They may be used as part of the evidence when awarding grades and so it is important to follow your teacher's guidance.

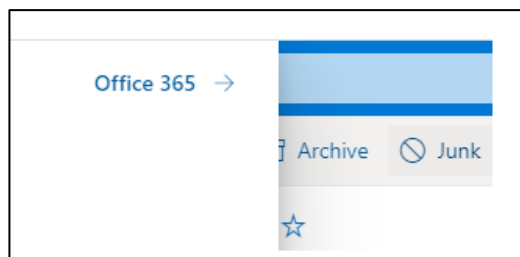
You may be asked to complete work using Microsoft office software such as Word.

As a pupil of Balcarras you can download office 365 for free. Use the instructions below to do this.

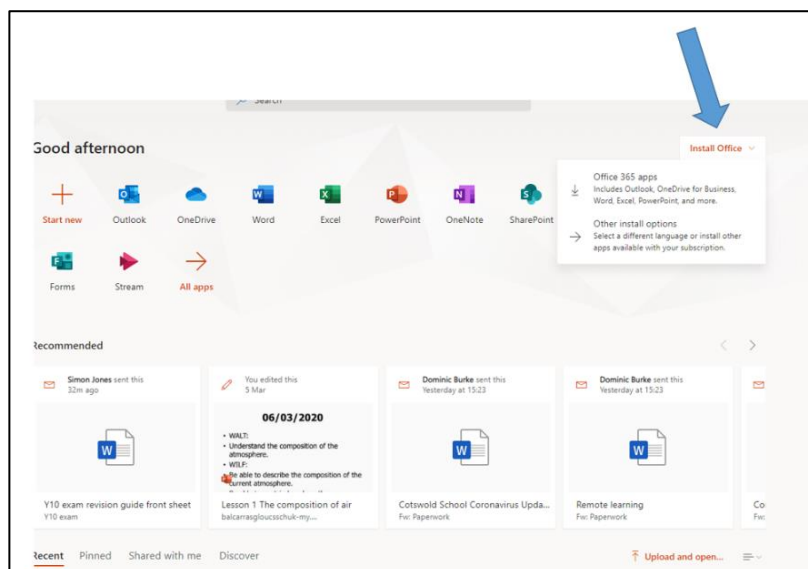
To do this open your school e-mail on your home computer and click on the waffle (9 dots) next to the word Outlook in the top left corner.



Select Office 365



In the top right corner select Install office and Office 365 Apps



Then follow the instructions given.

Remember the VLE has buttons to let you access the different things you may need to use.



If you have issues using the VLE use the help centre button in the bottom left hand corner of the page.

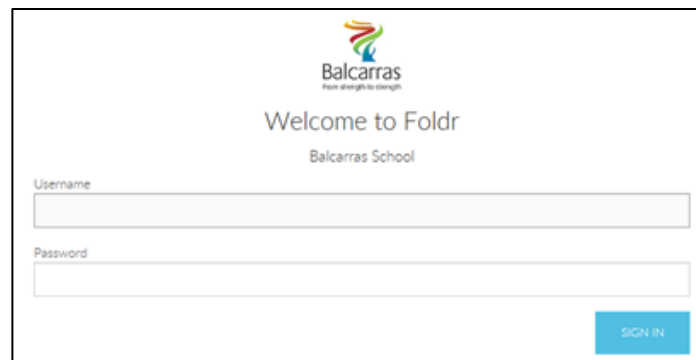


You can change your Password from home by following the instructions below.

Go to the school website: www.balcarras.gloucs.sch.uk and click on the NETWORK icon (top right):



this will take you to <https://foldr.balcarras.gloucs.sch.uk/home/files>



Once signed in click your name at the top left of the screen and then choose the "Me" option:

