

LEARNING REMOTELY GUIDE FOR PUPILS AND PARENTS / CARERS

Whilst the school is temporarily closed for the majority of pupils, during this period of Coronavirus outbreak. Please use the information and guidance enclosed to support remote/virtual learning. Remember, staff are still contactable and will be fully supporting remote/virtual learning via email and phone calls.

IT Help:	helpdesk@muntham.org.uk
General queries:	office@muntham.org.uk
Head Teacher:	antonvanderwatt@muntham.org.uk
Head of Care:	richardbell@muntham.org.uk
Principal:	principal@muntham.org.uk

TUTORS: Please don't hesitate to contact any member of staff.

3a	vickramgopaul@muntham.org.uk
3b	daisyminords@muntham.org.uk
3c	emilycoutts@muntham.org
3d	andrewbarnes@muntham.org.uk
3e	sydneyrutherford@muntham.org.uk
3f	danielshambrook@muntham.org.uk
4a	sandrawest@muntham.org.uk
4b	joshuacallaghan@muntham.org.uk
4c	chrisbenton@muntham.org.uk
4d	udaypatel@muntham.org.uk
EEU	shanekenny@muntham.org.uk



Muntham House School

How to 'Learn remotely'

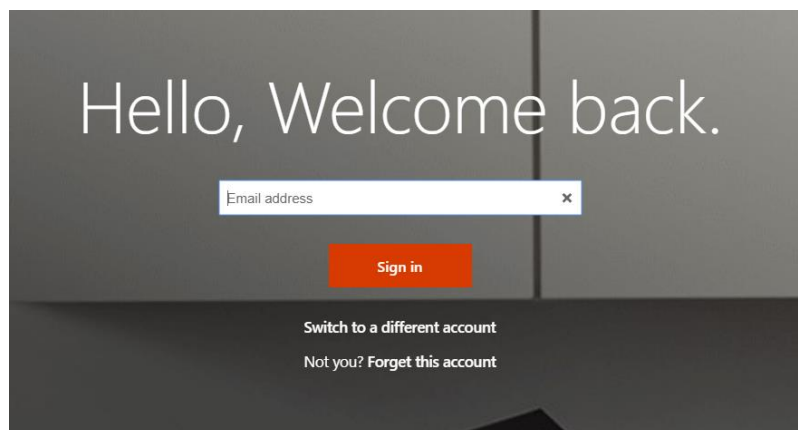
- **Create a routine** - allocate time when you will do school work. Stick to it.
- Try to **follow your general school timetable** - do work related to the subjects you would have been studying that day.
- During that time, turn your phone onto silent and **keep all distractions** (TV, social media, music) **to a minimum.** • **Do a variety of tasks** - watch videos, take notes, try exam questions etc.
- **Keep in contact with your teacher.** They will be available via school email for you to ask questions or have your work checked - allow a reasonable time for them to reply.
- **Monitor your emails** to keep up to date with the work that is being set.
- **Be patient!** Internet may be slow due to the extra requirements from everyone working from home.
- **Take exercise** whilst maintaining social distance - **you should not be congregating in large groups.**

Accessing Emails and FOLDR from home

On your web browser go to Office 365 using the web address below

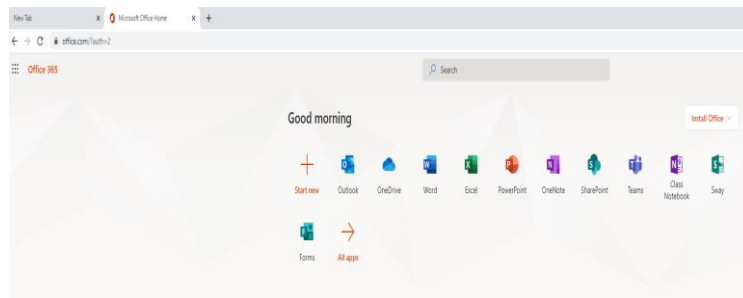
<https://www.office.com/>

Sign in with your email address and password previously given to you

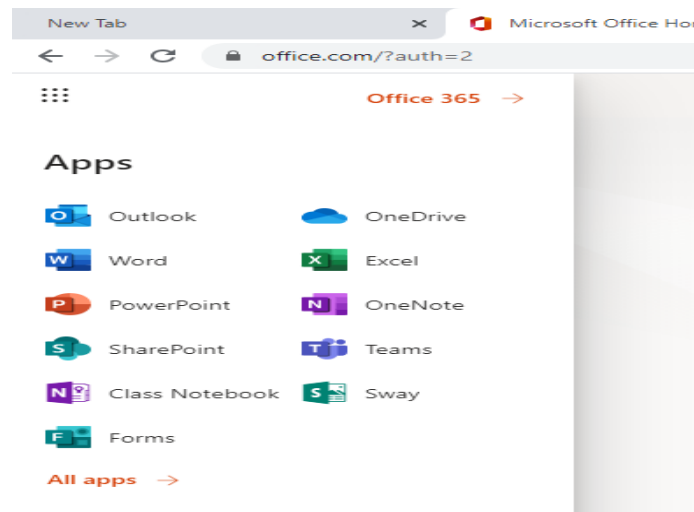


Learning Remotely - Guide for Pupils and Parent/Carers

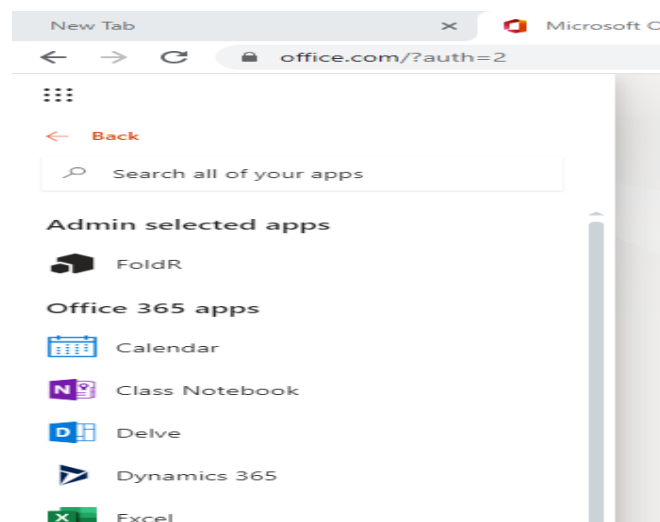
Once signed in you should see the following page



Click on the 9 dots as shown below

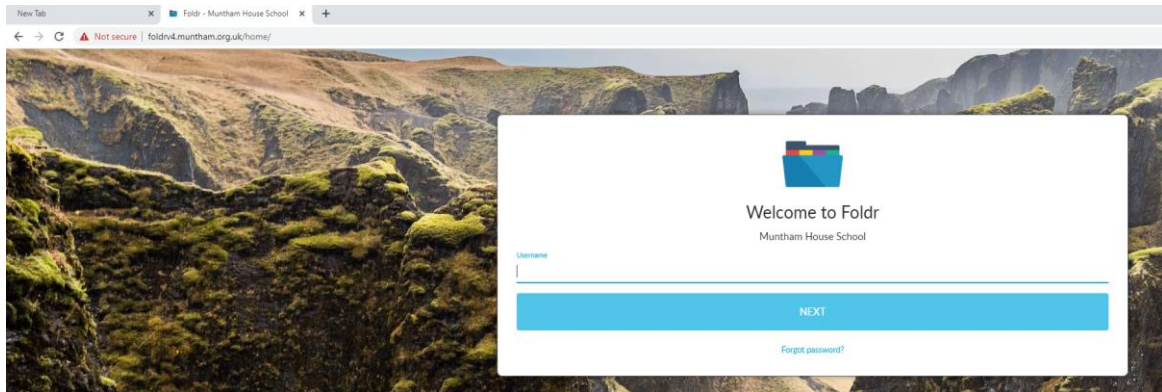


Click all Apps and you will see Foldr as shown below



Learning Remotely - Guide for Pupils and Parent/Carers

Once you have selected Foldr it will open the following page where you will need to log in with your school username and password and you will be taken to your school home folder



Any problems with accessing your work please contact helpdesk@muntham.org.uk and someone will contact you to help.

Remember...

- Learning is not just about exams; it is important and lasts forever.
- Learning deepens our knowledge and helps us understand links between subjects.
- Learning and knowledge are never wasted.
- Keep on seeking to understand new concepts to improve and take your learning further.

**AN OPEN MIND WILL
OPEN NEW DOORS.**

How to stay safe online

- If you are unsure of any email, delete it immediately. Don't be worried about missing an email from teachers - they will resend if necessary
- Do not use school email accounts for socialising with friends, they are for educational purposes only - remember all emails are monitored
- Only use the online educational services given to you by your teachers
- Always register for these services using your Muntham House @muntham.org.uk id - not a personal email account
- If using online educational services, do not accept friend requests. Just use the service to complete your work
- Email your form tutor if you are unsure of how to correctly use any online service • You can get help at advice at www.thinkuknow.co.uk



Look for this image on websites and click it if you are ever uncertain.

Where to get help - Support for you

- If you are worried, then please speak to your parents and you could look into/contact some of this support here:
 - findgetgive.com (replaced Kooth) - good online advice for young people
 - Youngminds.org.uk - good advice for young people and parents/carers
 - [ChildLine](https://ChildLine.org.uk) - 0800 1111 (call free)
 - [Samaritans](https://Samaritans.org.uk) - 116123 (call free)
 - [Yourspace](https://Yourspace.org.uk) (WSCC) - website for Young People in Horsham - Find It Out centres
 - [YMCA/Dialogue Counselling](https://YMCA.org.uk) - young people can email: community.counselling@ymcadlg.org or phone/text (07739 893707) for an appointment, or a referral form can be found

Care, Kindness and Achievement

- No act of kindness is too small.
- How will you be kind to others?
- How will you care for others?



Keeping in touch:

School website - providing latest updates as well as general information about the school:

<https://www.muntham.org.uk>

<https://muntham.schoolzineplus.co.uk/school-life/staff>



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