

Remote learning: how to access information

GO 4 Schools

For all pupils, GO 4 Schools will be our primary means of assigning work and communicating with pupils. Pupils, parents and carers can access this through the GO 4 Schools mobile app or the go4schools.com website.

For those using the website, please remember that it is important to sign in through the correct area of the website. You can do this by clicking on either Students or Parents on the homepage:



Alternatively, you can go directly to:

- Students: <https://go4schools.com/students>
- Parents and carers: <https://go4schools.com/parents>

If you have forgotten your password, the students' page and parents' page both have a **forgotten your password?** link which will send you an email which allows you to reset your password. If you are really stuck, please email our Data Manager on aspicer@combertonvc.org

Microsoft Office 365

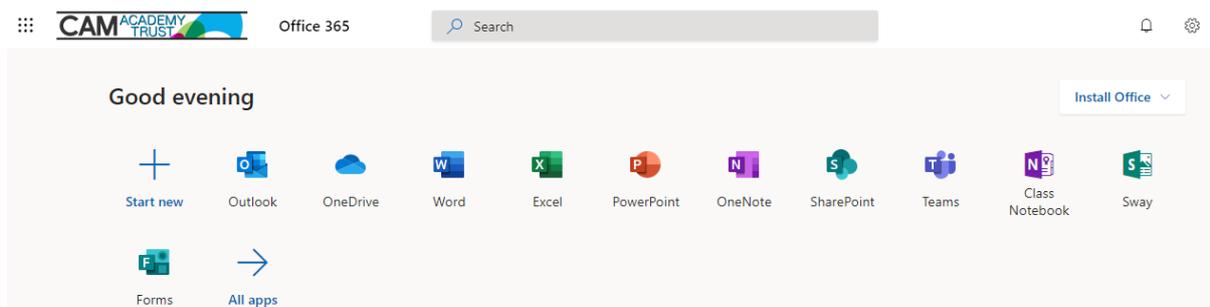
We plan to use a number of different Microsoft Office tools to support students' learning. Each of these is accessible through the office.com website. Students will need to sign in with their school username and password. The password is the same as they use to login to school computers.

We have changed our password requirements so that pupils' passwords will not expire whilst school is closed. If pupils have forgotten their password:

- please email passwordreset@combertonvc.org with the pupil's name and year group
- we will reset the pupil's password by the next working day
- we will then email the new password to first listed parental contact (for security reasons)

This password reset email facility will be set up on Friday 20 March and may not be available until later in the day.

Once students have signed in, the available applications are shown:



Email

Students should access their school email account daily. They do this through the Outlook link shown above.

Word, Excel, PowerPoint, etc

Through the website, students have access to an online version of Word, Excel and PowerPoint which they can use to open files sent by their teacher.

We would also recommend that they install the full version of the Microsoft Office suite. This is available at no cost, on both Windows and Mac, using the Install Office button in the top right-hand corner of the Office 365 homepage.

Microsoft Teams

For some year groups, certain subjects will use Microsoft Teams to deliver live and recorded lessons. Department teachers will email your child with further information if this applies to them.

theCATalogue

Over the coming weeks, departments will begin to make available an additional bank of learning resources through our online platform called theCATalogue. Students can access this through the link on the PORTALS page of the combertonvc.org website, or directly using the link below:

<https://catrustorg.sharepoint.com/sites/com-home>

Further guidance about accessing theCATalogue will be shared with parents and students shortly.

Department-specific resources

In an earlier email, we included details about subject-specific websites and mobile apps that our Heads of Department recommend that your child uses to support their learning. Please liaise directly with the Head of Department for the subject concerned, if you have queries. The details for our Heads of Department are on our website and email addresses take the form

{first initial}{surname}@combertonvc.org

As an example, R Lawrence would be rlawrence@combertonvc.org

Thank you for your understanding and cooperation with this different way of working.

All the staff at Comberton Village College send our kindest thoughts to all our students and their families at this difficult time.

Regina Lawrence
Deputy Principal