

Pupil Absence Information

Work is available online if you are unable to attend school. This work will be provided by your teachers via Teams or via email.

If you are unwell, you do not need to do school work, but if you are able to work whilst isolating, you should try your best to keep up with the class online.

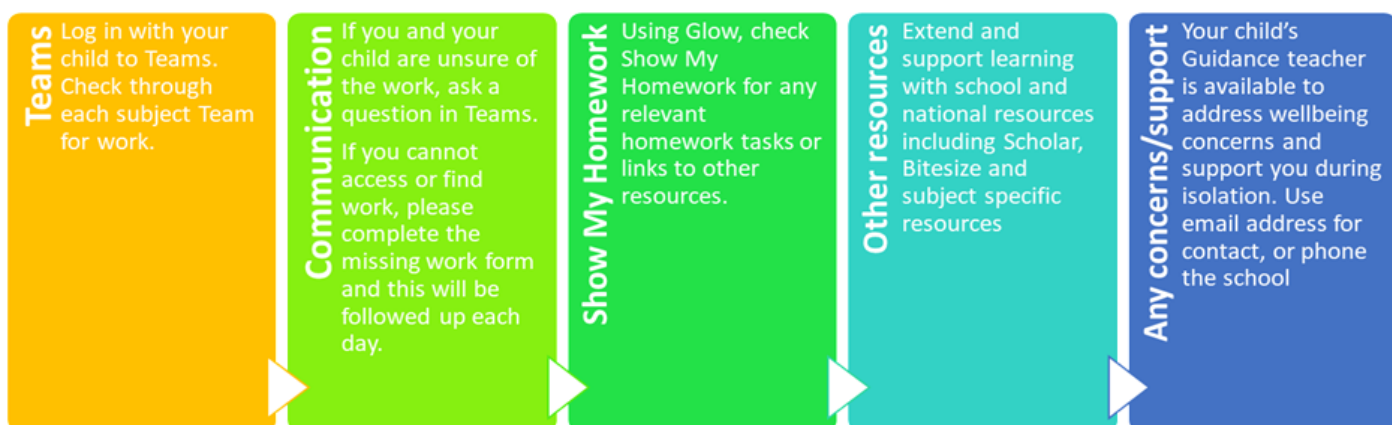
Please find a summary below of how to access work and where to get help. Remember to join Teams using the [Learning Dashboard](#) on Glow.

Isolation surveys

Please complete the survey below to help us identify anything we need to do to help you during isolation.

[Isolation Survey](#) (complete before returning to school)

Please use these steps to pick up on and report any concerns over work or wellbeing.



Teams Access	Communication	Show My Homework	Other resources	Concerns
<p>Click here to access the Learning Dashboard with links to all Teams</p>	<p>Click here to log any work that you can't find.</p> <p>The Guidance and Senior Management Team will use this to follow up.</p>	<p>Click here to access help videos for accessing Show My Homework</p>	<p>Click here to access page with further resources for pupils</p>	<p>Please use your Glow email address to contact your Guidance teacher.</p>

[You can find more than 20 video tutorials for using Teams here.](#)

Ready to work – Glow, Teams and Show My Homework

Steps for online success:

1. Be ready to access Glow
2. Install Teams app on phone or computer
3. Join the Teams for your subjects using the [Learning Dashboard](#)
4. When you have completed work, submit any assignments or [contact your teacher](#) via the form or email.
5. If you have issues with technology working, contact Mr Liddle at ed010pliddle@glow.sch.uk.
6. If you are finding the workload difficult or confusing, [please contact your Guidance teacher](#) via this form or email.

Be ready by watching the following videos and ensuring you have the details you need.

Be ready to access Glow – if you don't have your details, email ed010pliddle@glow.sch.uk	Watch video
Install the Teams app on your phone (best to access on a computer, but just in case you don't have access all the time to one)	Watch video – install app
Join your Teams and access each one	Watch video – joining Teams
Tidy up your Teams list	Watch videos – tidy up Teams list
Checking for work and assignments	Watch video – check for work and assignments
Writing a message in discussions	Watch video – writing message in discussions
Asking for help	Watch video – asking for help
Using OneNote Class Notebook in Teams	Watch video