



This guide has been designed to support you with your learning outside of school. We recognise that you have a good work ethic and you will often want to continue your studies in the evenings, at weekends and during holidays. We also know that there are times when you need to stay at home whilst recovering from illness or injury and this guide is just what you need to support you during a temporary absence from school.

Microsoft Office 365 Applications and Email

The school subscribes to Office 365 to ensure that you have access to the Microsoft Office suite of applications. You have an Office 365 email and password which you can use to log in to Office 365 on your home computer, your tablet or your phone. You can download the most common Microsoft applications on to your favourite device and also on to your home computer or laptop. These applications and your school email address will help you to produce documents, spreadsheets and presentations and enable you to communicate securely with your teachers and your classmates through the school email system.

Microsoft OneDrive

This is a great place to securely store your school work online; a much better alternative to a USB drive. By using OneDrive, you can easily access your files at school, at home, in fact anywhere in the world. Add the OneDrive app to your laptop or favourite devices and it will link in seamlessly with your other Microsoft apps and make it easy for you to share files with your teachers via email or in Teams.

Microsoft SharePoint

This application provides a hub for many of your subjects. Your teachers may have set up a SharePoint site for some of your subjects and you can access these sites either online in a web browser or through the SharePoint app on your mobile device.



Microsoft OneNote

OneNote is a great place to store your lesson notes and to get all of your resources organised. Create notebooks, share them with your classmates and work together to create your own resources and revision notes.

Microsoft Teams

This is another great application to help you stay connected with your teachers and your classmates. It's faster than email, still secure and enables you to set up video calls and audio calls. You can also easily share files to other people. Many businesses use Microsoft Teams to communicate with their business partners all over the world and it's perfect for the world of education. You can download the Microsoft Teams app to your computer or your favourite mobile device.

 <p>Microsoft Outlook Email and calendar</p>	<p>OPEN</p>	 <p>Microsoft OneDrive File & photo cloud storage</p>	<p>OPEN</p>	 <p>Microsoft Teams Hub for teamwork</p>	<p>OPEN</p>
 <p>Microsoft Excel Spreadsheets and data analysis</p>	<p>OPEN</p>	 <p>Microsoft PowerPoint Create effective presentations</p>	<p>OPEN</p>	 <p>Microsoft OneNote Capture Notes, Ideas and Memos</p>	<p>OPEN</p>

Microsoft or Apple?

You will be pleased to know that your Office 365 account works across all devices and all of the apps are available for both operating systems - simply download from the App Store on your device and log in using your Office 365 email address and password that you would normally use in school.

Great, I'm now set up with Office 365, where do I find resources to help me with my learning?

There are a number of important steps that you can take to ensure that you are continuing with your studies and here some handy pieces of advice that we have put together in response to some frequently asked questions or FAQs.

FAQ	Helpful Guidance
Where do I start?	<p>The first thing to think about is the work you have been doing in your most recent lessons. What topics have you been studying? How could you use the internet, books in your own home or your knowledgeable family members to help you learn more about the topics you have been studying? Use a notebook or a Microsoft app like OneNote to write down what you can remember about the topics you have studied. Add images, links to web pages and note down questions that you have about the topics you have been recently studying.</p>
What if I find it difficult to study without my teachers?	<p>This is understandable as your teachers have always been there to guide you with your learning. However, you have also been encouraged to learn independently and, with the help of this guide and your family at home, you should be able to locate the information you need to help you focus and stay inspired about your learning.</p>
What's on the school website to help me?	<p>Spend some time familiarising yourself with the school website as it contains a lot of helpful information to support you with your studies. The 'Learning' menu on the school website contains a section called 'Your Subjects' where your teachers have brought together lots of useful information that will help you keep up the momentum with all of the subjects you are studying. Take some time to look at the information for your year group but enjoy looking at the work for other year groups as well.</p> <p>Key Stage 4 and 5 students can also find information about your exam board syllabus which might help you focus your studies.</p> <p>The best learners are keen to find out what they might be studying next.</p>
Where do I find the links to log in to my emails etc?	<p>You can find a page of useful links on our website in the 'Links' menu, then click on 'Website'. Or you can click here and the page will magically appear.</p>
What do I do if I have forgotten my Office 365 password?	<p>You can reset your password from the Office 365 log in page but you might find this a little difficult. Give it a go, but if you struggle, simply ask your parent to email the address below with the account we have registered on Arbor and we will help you reset your password.</p> <p>password@lakes.cumbria.sch.uk</p>
What should I do if I am worried about something?	<p>Whilst you are at home, we understand that you might be missing your friends, your Form Tutor or Mr Taylor or Miss Evans - or indeed anyone who helps you at school. We would always encourage you to speak to a parent or another member of your family if you are feeling worried. You can still get in contact with you Form Tutor via email through your school email account and you can also email the address below which is monitored by our pastoral team between 8.45am and 3.10pm every week day.</p> <p>pastoral@lakes.cumbria.sch.uk</p>
How can I stay up to date whilst I am at home?	<p>It is a good idea to check your school emails on a daily basis. Try to achieve a healthy balance and avoid checking emails throughout the evening and weekend. You need to achieve a balance of school work, exercise, being creative, reading and relaxing.</p>
Is reading really that important?	<p>Yes it is!</p> <p>Reading is one of the most important things you should keep doing whilst you are studying at home. Reading widely provides a foundation for your future success at school, sixth form, college, university and in your career.</p>
Office 365 is great but can I use my own notebooks?	<p>Staying creative is really important and you may prefer to use your notebooks and art materials to create handwritten journals and beautifully presented study notes. Familiarise yourself with Office 365 but keep up your creative approach to studying!</p>