



Omagh Academy

E-Learning Pupil Guidance



Website: www.omaghacademy.com

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Thank you to Jude Browne Photography and Strule Project Board for the use of the photographs that appear in this guide.

Principal's Letter

Dear Parent/Guardian,

We are living through extraordinary and uncertain times and schools are now taking extraordinary measures to ensure that the learning of our children continues during what will be an extended period of school closure. This will be a time when families will need to support and encourage one another more than ever before and I know that every parent/guardian will play their part in maintaining structure and productive routines at home.



Our teachers have been working intensely over the past few weeks, preparing materials which will be used by pupils as they study and learn remotely. While pupils will not have access to the direct teaching and support which takes place in the classroom setting, the materials are of a high quality and teachers will be able to provide guidance remotely. This arrangement will also provide a unique opportunity for your children to develop independence as learners. This may not be easy for some, but I urge you to encourage your children to seize this opportunity – in the midst of our current challenging situation we must all look for the positive wherever it can be found. We acknowledge that our school year came to a very abrupt end for all and we recognise that this is particularly poignant for our Year 14 pupils. Pupils may miss their friends and the buzz of school life. They may find it difficult to maintain levels of self-motivation. Please support your children to engage with their teachers and their teachers will, in turn, encourage the pupils to learn.

Many of our examination pupils are worried about how their grades will be worked out. The examination bodies have not yet finalised details about this and we will forward any updates by text as soon as possible.

Accompanying this letter is a Pupil Guide which you and your children should use for guidance. The Guide includes a wide range of useful information such as advice on mental health and physical activity, good practice for home study and links to online subject resources. The welfare of our pupils remains of paramount importance. Teachers will monitor work and resources and update them regularly. Teachers will refer any areas of concern with regard to pupil engagement to the Senior Leadership Team and these will be followed up with pupils and/or parents as appropriate.

Please be aware that our teaching staff will also be stretched with home and family commitments and that, at any given time, a number may be unable to work due to illness. Therefore, staff will not be expected to respond to emails or other queries outside of normal school hours of 8.55am – 3.30pm each day. Likewise, pupils may have other responsibilities at home such as caring for younger siblings or helping with household tasks. One benefit of remote learning is that pupils can work at a time that suits them best. It is possible that there will be occasional technical difficulties moving forward so I ask that you be patient and realistic in your expectations and we will endeavour to address issues quickly as they arise.

These remain anxious and uncertain times and we are experiencing circumstances that will challenge each and every member of society. I commend our pupils and staff on how they have embraced remote learning and also parents on their support from home. The best, indeed the only, response to the challenging situation which lies before us will be to work together as families and as communities, helping and supporting one another. I would like to thank everyone in the school community: pupils, staff, parents and governors for their caring support, cooperation and encouragement as we navigate our way through. This support is a real testimony to the loyalty and sense of common purpose that we enjoy. I extend my very best wishes to all families and friends of Omagh Academy.

Yours sincerely,

R Maxwell



Mrs R E S Maxwell – Principal

Pastoral Guidance

Dear Pupil,

Our present circumstances are very different from anything any of us anticipated. None of us ever expected to see schools closed for an extended period, with pupils and their teachers engaging in solely distance learning. The abrupt changes to our way of life will present new challenges to all of us and there will be many things about being at school that we will miss. It is amazing to think about the important role school plays in all our lives. It gives us routine and structure, as well as providing social connections, with friends and teachers that form a key part of our day-to-day lives.



As we move into a period of school closure, I thought it would be useful to share with you some ideas about how to cope without school in the coming months. This is a worrying time, and each family's circumstances will be different, but this period can have positive outcomes as we identify and explore new interests and opportunities. As we adjust to school being closed and spend more time at home, you will hopefully learn more deeply about yourself and your family and will emerge from this situation with developed skills that will help in your journey of life-long learning.

As you adjust to your "new normal", it is important that you look after yourself physically and mentally. Many organisations have posted information on how to stay healthy. Some are included in this booklet. Please read them and try to put in place good habits for the days ahead. A good start to your day is to achieve something as soon as you wake up; make your bed, get washed, get dressed, get some breakfast, do some exercise. Achieving something early in the day will contribute to a more positive day and outlook. A structured day will help to keep you grounded and give you purpose. Plan what you will do at different stages during the day. Work will be set by your teachers, often for the week, giving you control over your learning. You may need to be flexible, and this will depend on individual circumstances. You will not be doing schoolwork all day, so ensure your day is balanced with a range of activities.

Include some physical exercise into your routine to support your wellbeing - play in the garden, walk the dog, go for a run, ride your bike or even do some exercise indoors using online exercise routines. Housework is also a great exercise and could also be included as part of your daily routine!

Try not to worry. Corrie ten Boom, who lived through very difficult and dangerous days, said *"Worry does not empty tomorrow of its sorrow; it empties today of its strength"*. You need strength for today.

Be positive with and considerate of your family. This has the potential to be a difficult time for the entire family; parents, grandparents and siblings. It also has the potential to be a very enjoyable time. Enjoy spending time with your family - play games, talk, watch television and have meals together. Enjoy spending some time alone - read, keep in touch with your friends using the technologies available to you, and help with household tasks.

Social media is a good way to stay connected with your friends and peer group but impose limits on the use of your phone/games console as part of your daily routine. It is too easy spend hours online without have achieved a great deal. Remember to stay safe online and be kind to others. Despite social media, there may be some who remain socially isolated, so try to reach out to peers who you haven't had recent contact with. If you are concerned about something on social media, inform a parent.

School closure will provide pupils with many opportunities. As you establish your new routine, try to create space to learn something new. This could be something around the house such as cooking a family meal once a week, learning how to use the washing machine, learning to iron, learning to bake, washing the car, cleaning the windows, doing the Hoovering. These are all essential life skills and will also make an important contribution to family life. You could also learn something new that will help you to relax such as arts and crafts, writing, keeping a diary or listening to music. You could learn a new language online, start playing a musical instrument or simply read more. There are also lots of podcasts that you can listen to that will allow you to learn many new things.

Our school counselling service is available online. Requests for counselling can be made by sending a short email to cgervais319@omaghacademy.omagh.ni.sch.uk or by completing the referral form at www.familyworksni.com Our counsellor, Seana, provides counselling sessions on a Tuesday, either by phone or via online video conferencing.

Please be assured that even though you are not in school and you cannot see your teachers every day, your teachers are still there to support you. You may ask them for help. Take care of yourself and those closest to you. I look forward to seeing you in more certain times.

Yours sincerely,

C. Gervais

Mrs C Gervais
Pastoral Vice-Principal



VERITAS VINCET

5 Steps to looking after your mental health whilst staying home



CONNECT - Keep in touch with friends, family, and colleagues. Make phone calls, send texts or use video calling apps such as FaceTime or Whatsapp.



BE ACTIVE - Play games with your kids, join an online yoga class or take a walk outside (keep a 2m distance).



GIVE - Caring for others can help our own mental health. Offer support to a friend or neighbour in isolation.



KEEP LEARNING - Find out more about something that interests you. Read books, watch documentaries or learn a new craft.



TAKE NOTICE - Notice the beauty around you. Feel the sun on your skin. Listen to the birds. Breathe...

Take5
steps to wellbeing

AWARE
OVERCOMING DEPRESSION.
CHANGING LIVES.

E-Learning Guidance

Remote Learning via Teams

In the case of long-term closure, staff at Omagh Academy will continue to provide education and support to our pupils using Microsoft Teams or other platforms, as arranged in advance with their classes. This will allow staff to keep in daily contact, in a professional and confidential manner with each pupil in their class. Pupils have access to all the resources via the Microsoft Teams App from their mobile device, phone, tablet, computer etc.

Teachers will be able to schedule learning in a manner that does not overwhelm or concern our pupils. Teaching and learning can be tailored, changed and updated as time progresses, allowing for replication of classroom activity to the best of our ability. We realise that this is an unprecedented time for our pupils and will adhere to our commitment to pupil wellbeing in all communications.

We realise that the circumstances that caused our school to close will affect families in a number of ways. In our planning and expectations, we are aware of the need for flexibility from all sides: parents may be trying to work from home and so access to technology as a family maybe limited; teachers may be trying to manage their home situation and the learning of their own children; systems may not always function as they should. An understanding of, and willingness to adapt to, these difficulties on all sides is essential for success.

In the case of long-term closure, we believe that it is in the best interests of our pupils that we continue to provide structured support. Bearing in mind the need for flexibility, we understand that work may be completed out of sync with when it is shared and as such, longer, more flexible, deadlines will be set. That said, the work that pupils engage in during a period of closure will be part of our current planning and so cannot be considered as optional. Pupils and parents should consider the arrangements as set out in this document as highly recommended.

Remote Learning

Teaching staff will;

- ✓ Share teaching and activities with their class as appropriate, through an online learning platform or email.
- ✓ Continue teaching in line with current, extensive planning that is already in place throughout the school.
- ✓ Give credence to the fact that learning remotely will be more difficult, so tasks will be shortened and supported in smaller steps to allow for this.
- ✓ Keep in contact with pupils through Microsoft Teams and email.
- ✓ Reply to messages, set work and give feedback on activities during normal teaching hours only: 8.55am until 3.30pm.
- ✓ Make allowances for asynchronous learning and will set flexible deadlines for completion of activities, understanding that the circumstances leading to our closure will affect families in several ways.
- ✓ Take regular breaks away from the computer or iPad to engage in other professional duties as much as circumstances allow.
- ✓ If unwell themselves, they will be unavailable for online teaching, marking and follow up of messages on an online platform or email.

Pupils will;

- ✓ Download the Microsoft Teams and Outlook app.
- ✓ Be assured that wellbeing is at the forefront of our thoughts and they should take regular breaks, get fresh air, exercise and maintain a reasonable balance between online engagement and offline activities.
- ✓ Potentially work a day behind what has been shared through Microsoft Teams, if it is only possible to access technology in the evenings. Learning can be downloaded and completed the following day.
- ✓ Only send messages and queries that are in relation to tasks set by the teacher or in response to questions the teacher may ask them directly.
- ✓ Only access the material shared by their teacher and will ask for parental permission to use technology for anything beyond that.
- ✓ Read daily, either independently or with an adult.
- ✓ Consider using the school closure time to learn a new skill, follow their own interests to discover more about the world around us to be creative. Older pupils could access Unifrog careers platform to carry out research, complete a MOOC or take the opportunity to read around their courses.

Parents will;

- ✓ Support their child's learning to the best of their ability.
- ✓ Encourage their child to access and engage with Microsoft Teams posts from their teacher.
- ✓ Not screenshot or copy any information, messages, emails or posts to share on social media or any other platform outside of Microsoft Teams.
- ✓ Check their child's completed work regularly and encourage the progress that is being made.
- ✓ Be mindful of mental well-being of both themselves and their child and encourage their child to take regular breaks, play games, get fresh air and relax.

Key Contacts

Any queries can be directed to the following key contacts. Please use the key contact's name in the subject section of the email. All queries should be directed to

info@omaghacademy.omagh.ni.sch.uk

Senior Leadership Team

Principal	Mrs Maxwell
Pastoral Vice Principal	Mrs Gervais
Curriculum Vice Principal	Mr Hamilton
Senior Teacher	Miss Faris

ICT Support

C2K Managers	Mrs Clarke Mr Wilson	kclarke538@c2ken.net rwilson905@c2ken.net
ICT Co-ordinator	Mrs Donnelly	ldonnelly1001@c2ken.net



E-Learning Frequently Asked Questions

My password has expired. What shall I do?	Use the following link to reset your password https://services.c2kni.net/ChangePassword.aspx See page 29 of this booklet for further instructions.
I have forgotten my c2k (MySchool) password. What shall I do?	Send an email to Mrs Clarke kclarke538@c2ken.net or Mr Wilson rwilson905@c2ken.net using an alternative address. They will be able to change your password and reply back to that address.
Will my teachers know my c2k email address?	Yes
If I email my teachers will they always reply right away?	Don't always expect an immediate answer. They will respond when they can. Please remember to be appropriate in your email content.
What is my login for Microsoft Teams, Office 365, Outlook?	You will be prompted for your email address first e.g. jsmith232@c2ken.net and then your username and password.
Am I allowed to communicate with the teacher via the Posts section on Microsoft Teams?	Yes you can post up questions, which the teacher will respond to and help you as best they can. Please remember to be appropriate with your content. Remember that everyone in that Team can see what you have written here, so if you want it to be private email your teacher instead.
Can all pupils see the work I upload into Teams?	Anything you upload or message on the Posts section can be seen by all pupils in that Team. However, if you upload work to the assignment section which your teacher has set up, only the teacher and you can view this.
How do I upload an assignment in Teams?	All support documents for pupils using Teams can be located on the school website, under the Parents menu, and on the 'Letters from the Office' webpage. https://www.omaghacademy.com/letters-from-the-office
I don't have Microsoft Word or PowerPoint on my laptop or computer?	Using your c2k email address you are allowed to download Microsoft Office software for free on 5 devices. See instructions of how to do this on the school website. https://www.omaghacademy.com/letters-from-the-office

I don't have a laptop or computer at home?	You can download Microsoft Teams, Outlook, Word, PowerPoint etc. onto your smart phone or tablet.
When using my mobile phone I can't view any documents under Files within Teams.	Some Android devices have been having issues viewing Files within a Team. If you experience this notify your teacher via posting a message into each of your Teams. They will be able to add an extra tab along the top menu beside assignments to allow you to view Class materials.
How will I know when a teacher has set me some work?	You should have downloaded both the Microsoft Teams and Outlook app onto your phone. Make sure notifications is turned on. Check both apps every morning and throughout the school day.
When I access Teams the screen is frozen and I can't click on anything. What shall I do?	Press the escape key on the keyboard.
I haven't been added to a Microsoft Teams course or I am having problems with Teams. What shall I do?	Send an email to Mrs Donnelly ldonnelly1001@c2ken.net and she will get back to you.
What can I do if my internet is really slow?	Don't load very large documents if you are submitting work to your teacher. You could try splitting the document or pdf it (File – save as – select pdf from drop down for the document type).
What happens if I have no Internet connection?	You could try setting up a hotspot using your phone.
Can I pop into school to print out some material or collect books?	No this will not be possible.
How should I structure my day to work effectively from home?	You must try to keep to a routine. Get up as normal and try to follow your timetable for that school day i.e. when you have a double period of geography, you should spend that time on geography etc. You may be childminding a younger sibling and fitting around family routines but it is important to fit in your school work too. Building in leisure time is also important. Don't spend too much time on social media - take a break from the screen. Take yourself off for a brisk walk somewhere. Continue to go to bed at a reasonable hour.
Years 8-14 Do I have to do school work and what happens if I don't?	You will be coming back to school when directed to and will be carrying on with the curriculum. It is important you have completed your work so that you are at the same stage as the rest of your class. You have to take personal responsibility for your own learning.



KS3 Curriculum Guidance: Years 8-10

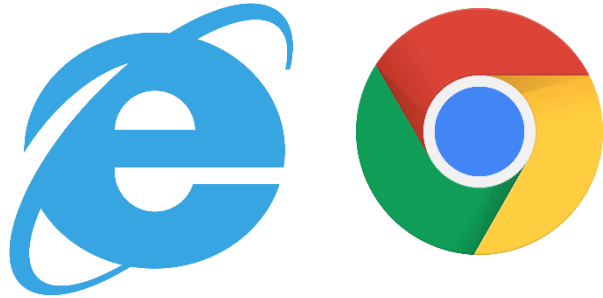
	Teachers will:	Pupils will:	Parents will:
Accessing work set, instructions and materials	Give instructions for completion of work via 'Teams' or by email, as and when appropriate.	Check at the start of each day what work has been set by teachers of each subject. <i>Some teachers set work in the 'Assignments' section of 'Teams'.</i>	Ensure pupils check their C2K emails and 'Teams' twice daily to see what work has been set by subject teachers.
	<p>Instructions will include:</p> <ul style="list-style-type: none"> • Work to be completed, some of which should be offline work. • Resources to be used and their location. • Time that should be spent on the work. • Deadline for completion. • If work is to be uploaded onto 'Teams' or emailed. 	<p>Check they have access to relevant materials and can complete all tasks, including:</p> <ul style="list-style-type: none"> • Resources to be used and their location. • Deadline for completion. • Uploading of work onto 'Teams' or emailing their teacher if required. <p>Pupils who have difficulty accessing material should check the instructions sent by School.</p>	<p>Assist pupils if they have difficulty accessing materials or instructions.</p> <p>Pupils who have difficulty accessing material should check the instructions on the School website or in this booklet.</p>
	Teachers may add posts to 'Teams' or send emails with further instructions or resources if necessary, throughout the week.	Check 'Teams' and emails for each subject during their timetabled period for additional instructions, materials or feedback that may have been posted by their teacher.	
Completing work	Check the progress of pupils by communicating through 'Teams' or by email.	Try to complete the work set.	Encourage pupils to complete the work that has been set. Ensure pupils take regular breaks.
	Respond to any pupil questions via 'Teams' or by email within a reasonable timeframe, during normal school hours.	<p>Post questions or problems to teachers via 'Teams' as they arise. Email can be used as an alternative.</p> <p>*Remember – do not expect an immediate response from teachers who may be working on other things.</p>	
		Pupils will upload work to 'Teams' or email it if required by teacher. Pupils who have problems uploading material should check the instructions in this booklet or on the School website.	Assist pupils with uploading or emailing work if required.

Examination Curriculum Guidance: Years 11-14

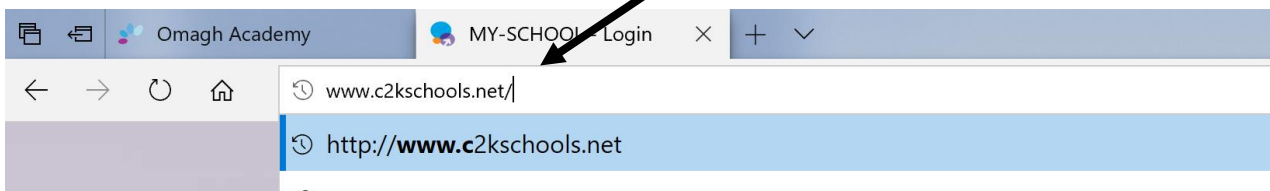
	Teachers will:	Pupils will:	Parents will:
	Give instructions for completion of work via 'Teams' or by email, as and when appropriate.	Check at the start of each day what work has been set by teachers of each subject. <i>Some teachers set work in the 'Assignments' section of 'Teams'.</i>	Ensure pupils check their C2K email account and 'Teams' twice daily to check what work has been set by.
	Instructions will include: <ul style="list-style-type: none"> • Work to be completed, some of which should be offline work. • Resources to be used and their location. • Time that should be spent on the work. • Deadline for completion. • If work is to be uploaded onto 'Teams' or emailed. • Times of "online" classes. 	Check they have access to relevant materials and can complete all tasks, including: <ul style="list-style-type: none"> • Resources to be used and their location. • Deadline for completion. • Uploading of work onto 'Teams' or emailing their teacher if required. • Times of "online" classes Pupils who have difficulty accessing material or joining an "online" class should check the instructions sent by School or South West College.	Assist pupils if they have difficulty accessing materials or instructions. Pupils who have difficulty accessing material should check the instructions in this booklet or on the School website.
	May set specific times for "online" lessons or contact as required. These will be during normal timetabled periods	Attend "online" classes as directed by their subject teacher or South West College.	Assist pupils if they have difficulty attending an "online" class.
	Teachers may add posts/send emails with further instructions or resources throughout the week.	Check 'Teams' or emails during their timetabled periods for additional instructions, materials or feedback from their teacher. Those studying subjects at SWC/Omagh High School should check their emails frequently.	
Completing work	Check the progress of pupils by communicating through 'Teams' or by email	Try to complete the work set for each subject.	Encourage pupils to complete the work set by their teachers. Ensure pupils take regular breaks.
	Respond to any pupil questions via 'Teams' or by email within a reasonable timeframe, during normal school hours.	Post questions or problems to teachers via 'Teams' or email. *Remember – do not expect an immediate response from teachers who may be working on other things.	
	Mark or give feedback on set work that has been uploaded within a reasonable timeframe.	Pupils will upload work to 'Teams' if required by teachers. Pupils who have problems uploading material should check the instructions in this booklet or on the School website.	Assist pupils with uploading of work if required.

Accessing MySchool at home.

1. Open your web browser e.g. Internet Explorer, Google Chrome.



2. Type www.c2kschools.net into the address bar at the top.

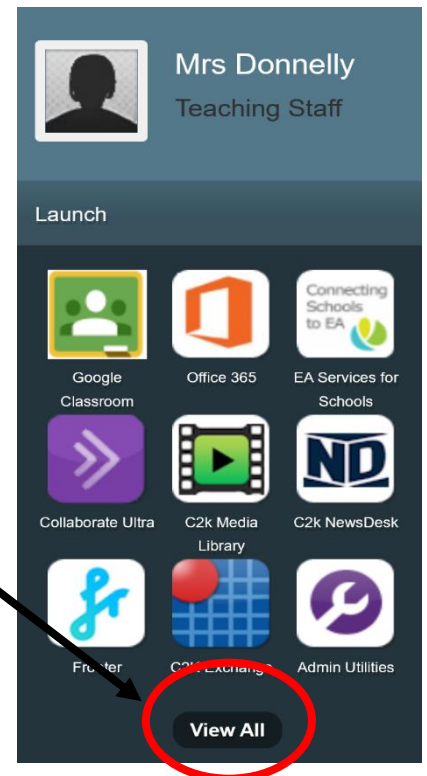


3. Log in to MY-SCHOOL using your c2k username and password.

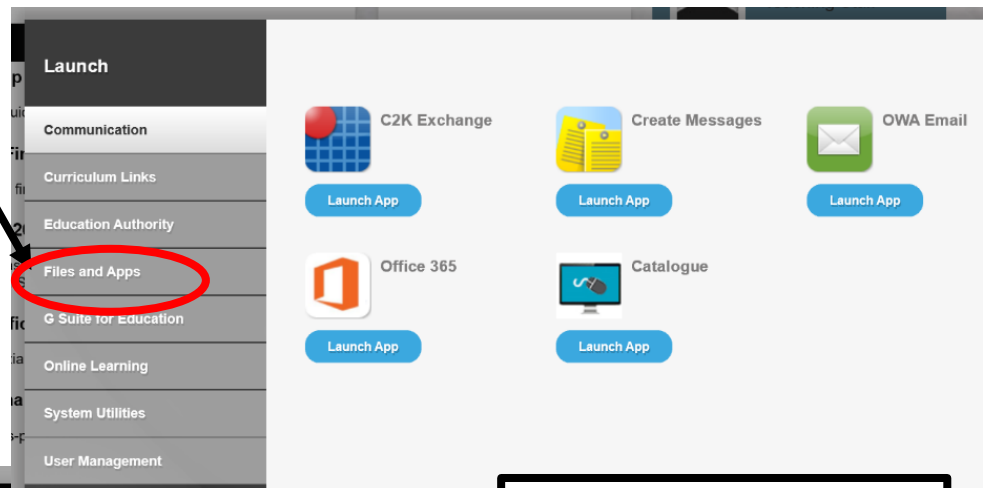
A screenshot of the MY-SCHOOL login page. It features the MY-SCHOOL logo at the top. Below the logo, there are two input fields: 'Username:' with the text 'ldonnelly1001' and 'Password:' with a masked password '.....'. At the bottom right is a 'LOGIN' button. There are also links for 'Accessibility Guidelines' and 'Forgotten Password'.

Accessing school documents from home.

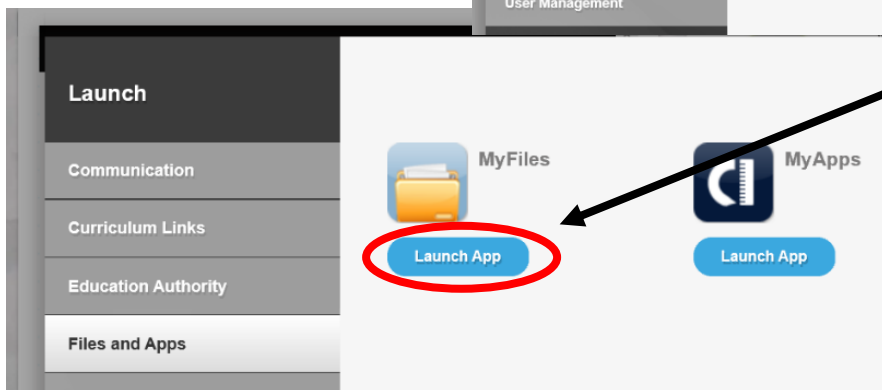
1. Open your web browser e.g. Internet Explorer, Google Chrome.
2. Type www.c2kschools.net into the address bar at the top.
3. Log in to MY-SCHOOL using your c2k username and password.
4. Once you have logged into MY-SCHOOL click 'View all'.



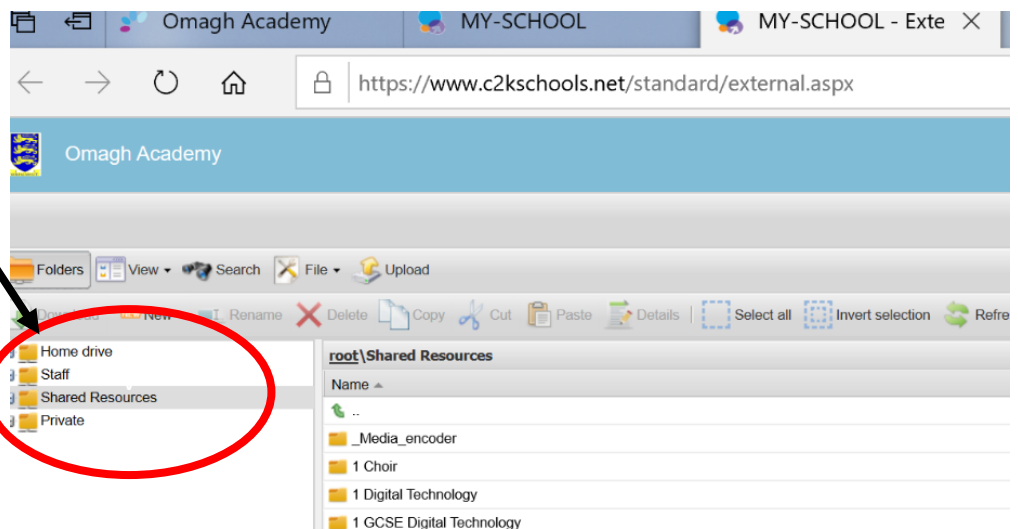
5. A new window opens. Click on 'Files and Apps.'



6. Now click on 'Launch App' under the 'MyFiles' icon.

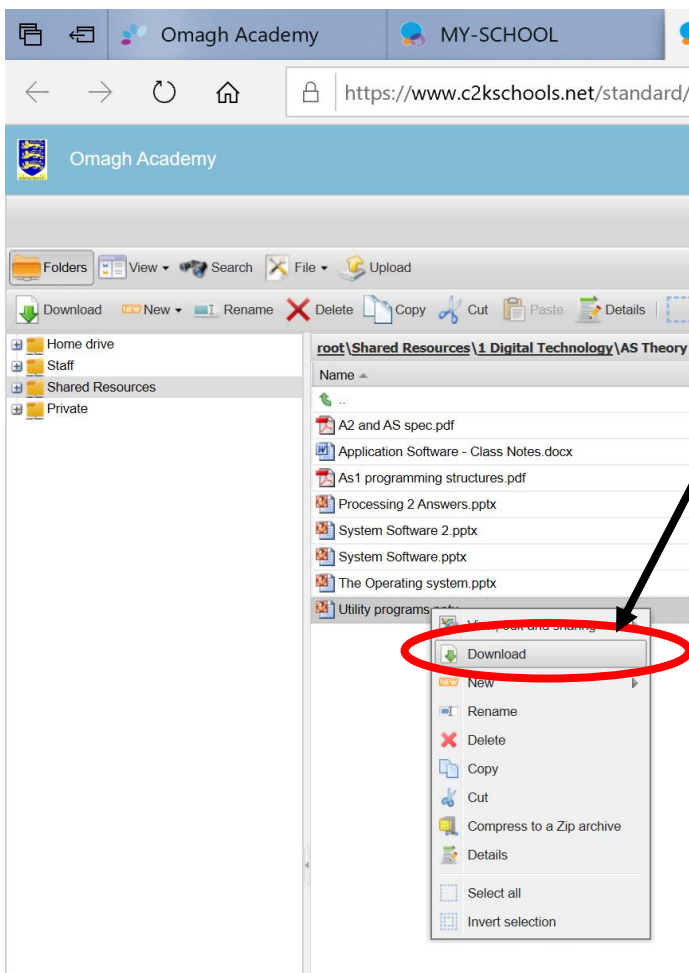


7. Select 'Home drive' for your own documents or 'Shared Resources' to access other files from your teacher.



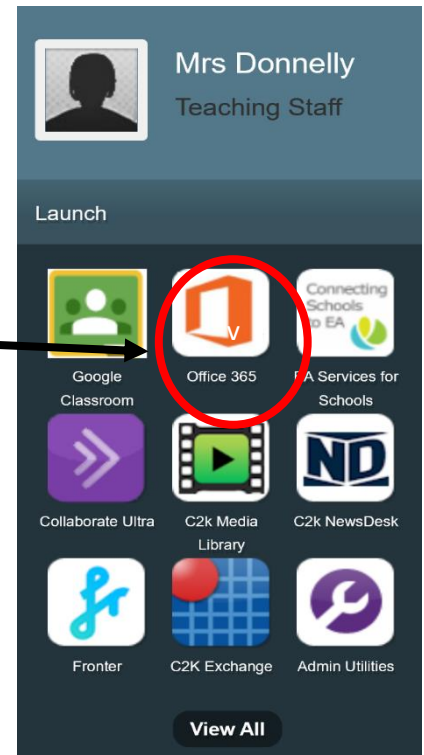
8. Right click on the document you want and select 'Download'.

9. At the bottom of the window you must now click on the arrow beside 'save' and select 'save as' when it appears. Locate where you want to save it to and finish by clicking save.



Accessing Email at home via MY-SCHOOL

3. Open your web browser e.g. Internet Explorer, Google Chrome.
4. Type www.c2kschools.net into the address bar at the top.
5. Log in to MY-SCHOOL using your c2k username and password.
6. Once you have logged into MY-SCHOOL click 'Office 365.'



Sign In

adfs.c2kschools.net

The site that you are accessing requires you to sign in. Select your organization from the following list.

adfs.c2kschools.net

Continue to Sign In

2. Click 'Continue to Sign In'.

1. Click on the 'Outlook' app.

Good afternoon

Start new

Outlook

OneDrive

Word



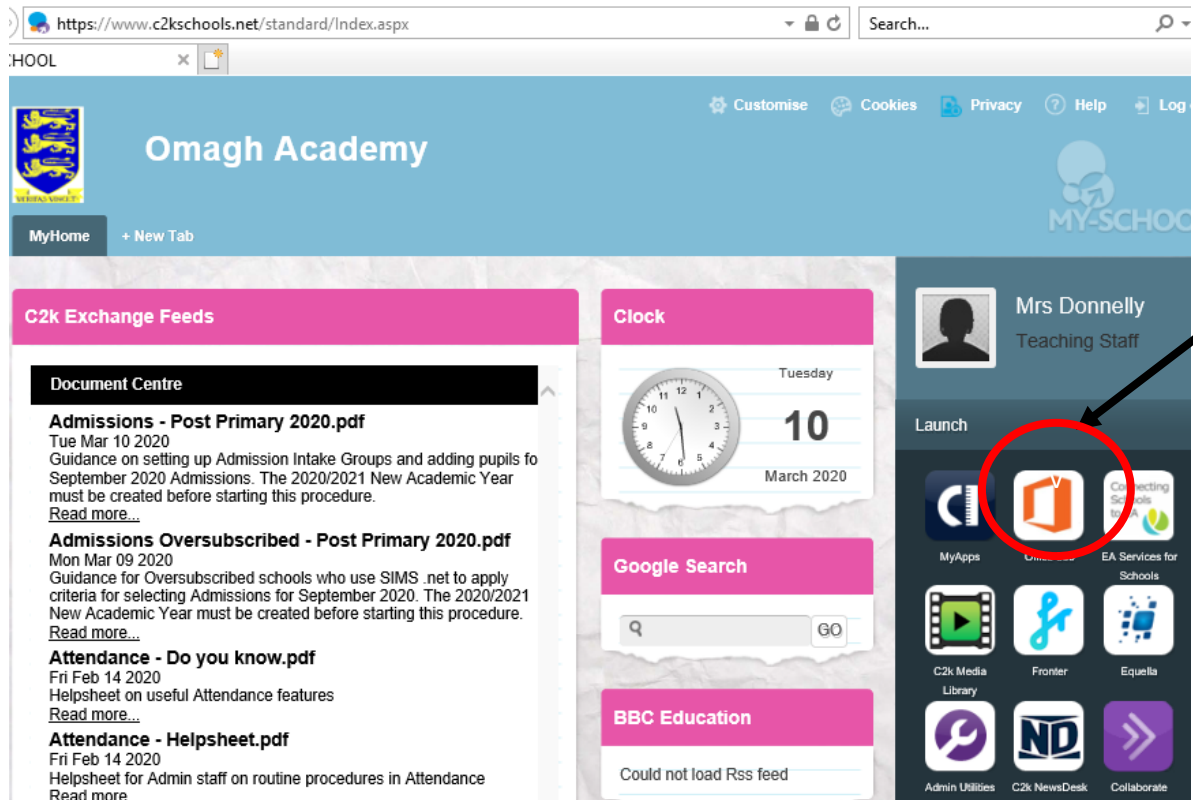
Forms



All apps

How to join a Team course.

1. Open your web browser e.g. Internet Explorer, Google Chrome.
2. Type www.c2kschools.net into the address bar at the top. Log in to MY-SCHOOL using your c2k username and password.



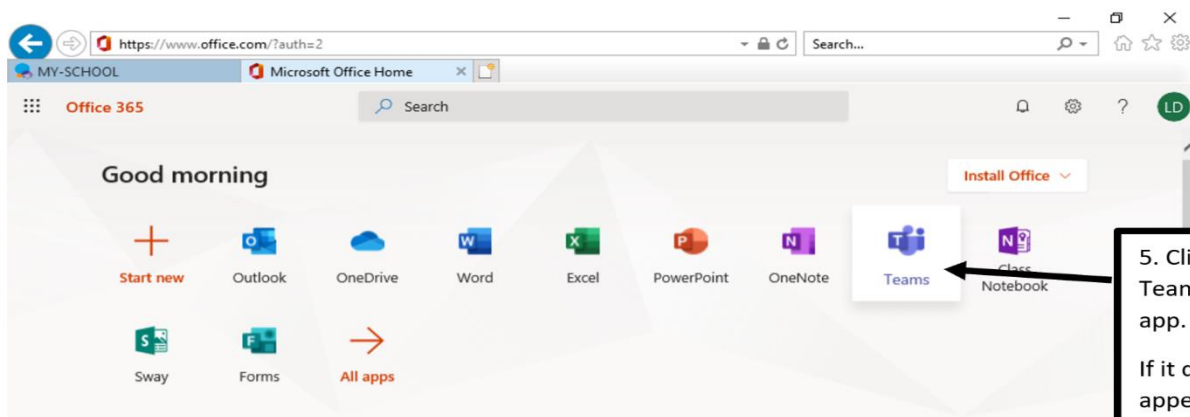
4. Click Continue to Sign In.

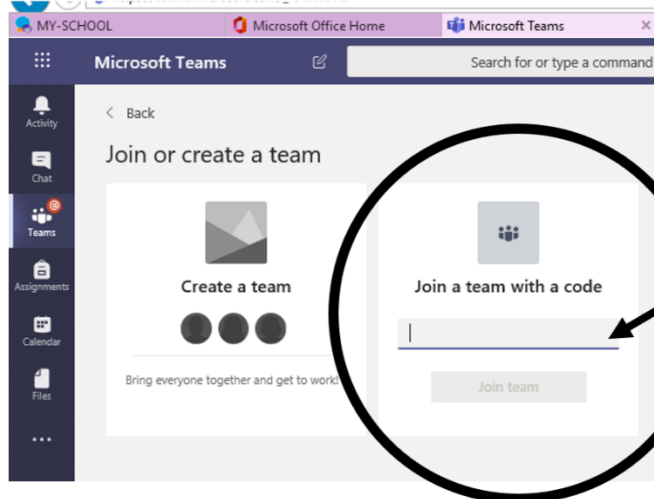
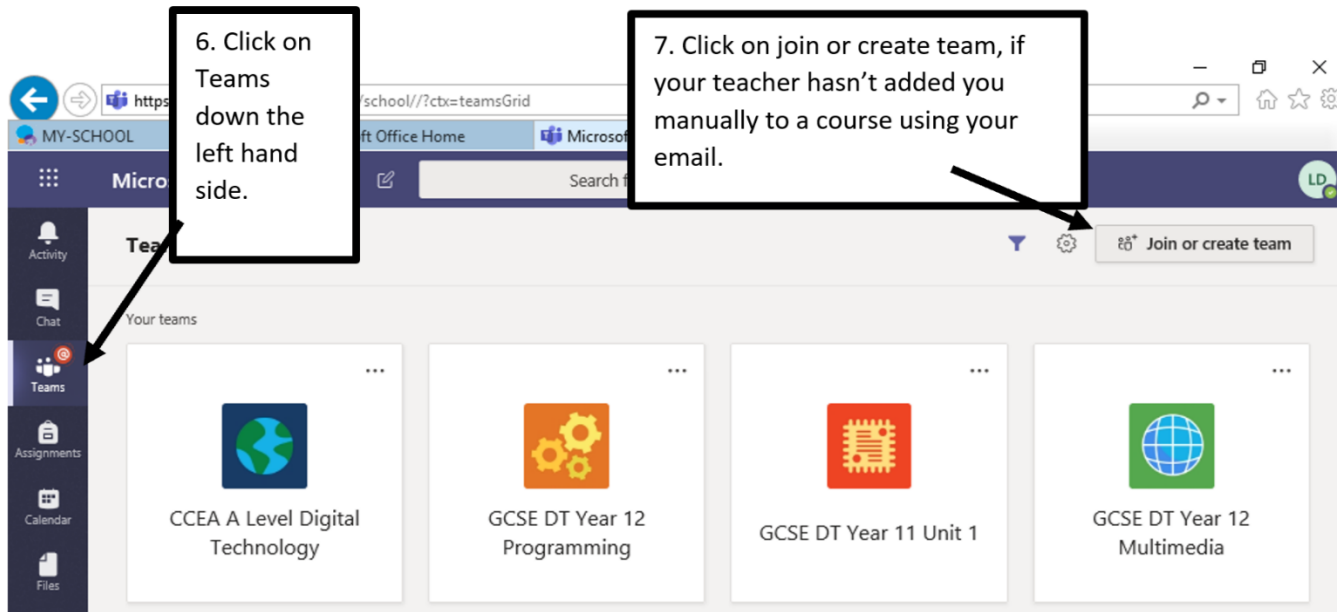
adfs.c2kschools.net

The site that you are accessing requires you to sign in. Select your organization from the following list.

adfs.c2kschools.net

Continue to Sign In



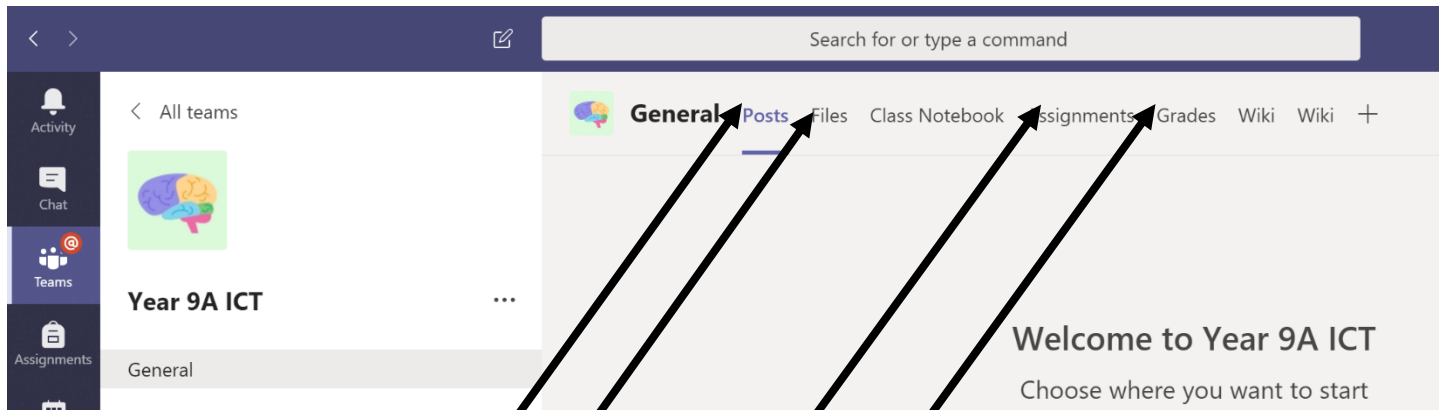


**** Warning ****

If your Teams page becomes ghosted out and you are unable to do anything, press the Esc key on your keyboard.

What you need to know about a Team course.

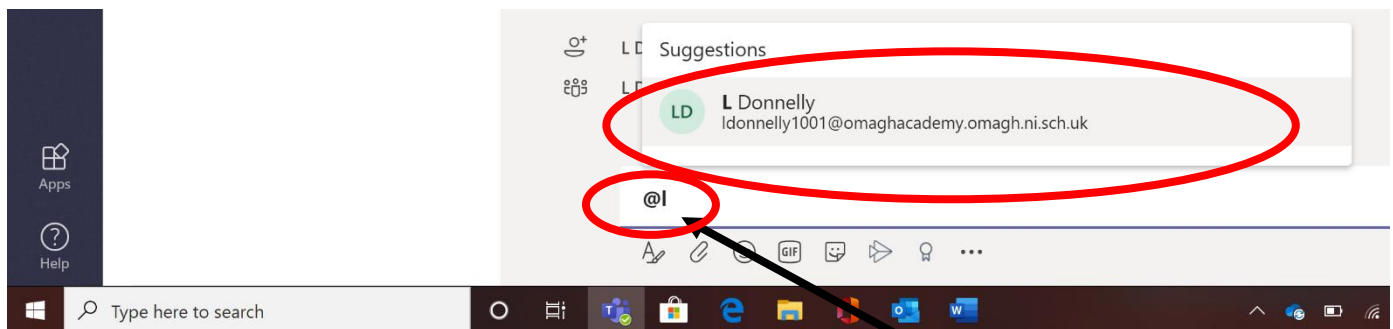
Team's Interface



When you click on one of your class Teams, you will see there are four main areas:

- Posts – to communicate with your teacher and other pupils in your class.
- Files – class documents can be located here.
- Assignments – you can view all assignments of work due here.
- Grades – allows you to view any assignment feedback.

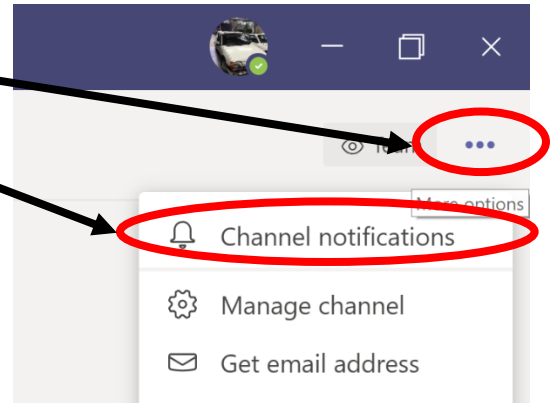
How to tag someone in a post



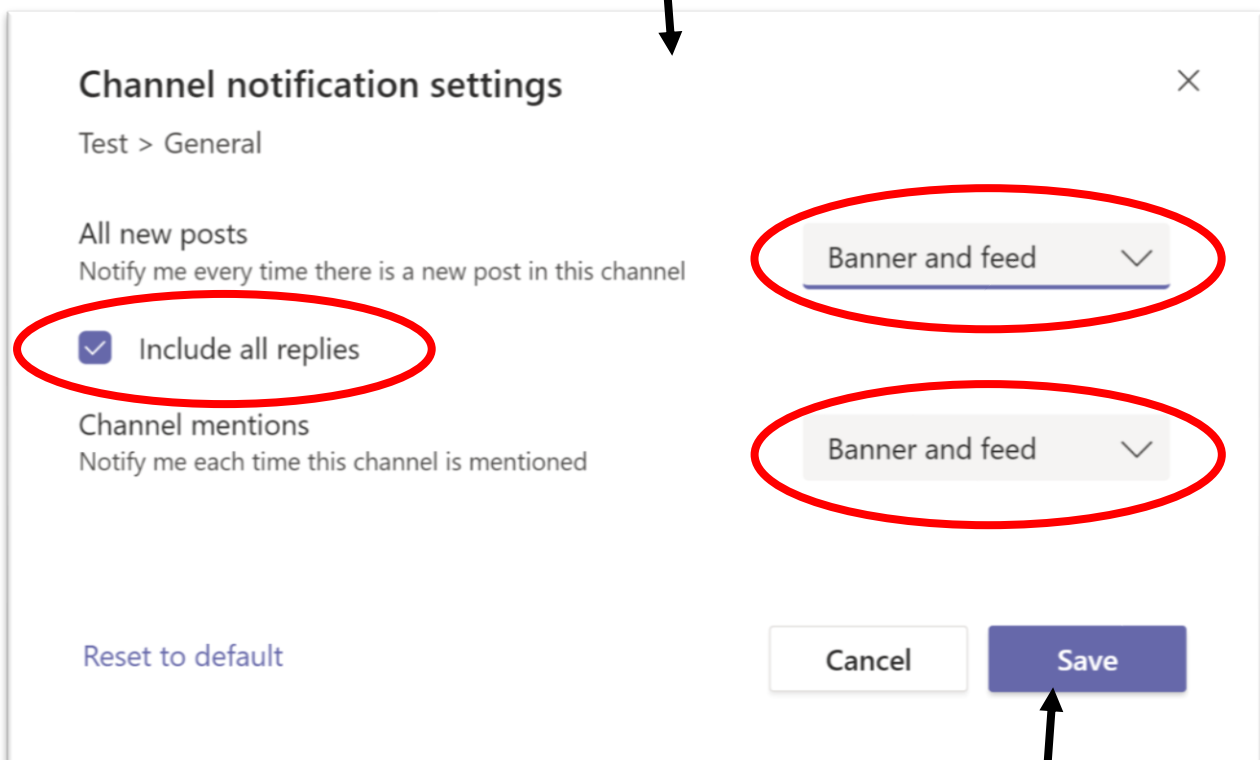
If you want to post a message for the attention of one person e.g. your teacher, use the @symbol to tag them to the post. Start entering their name, this will automatically bring up their full name, which you can select by clicking on it. When you tag a member of the Team it will send them a notification of your message to the person.

How to turn on notifications

When inside a Team, click the three dots up in the top right hand corner and a menu will appear. Click on Channel notifications.



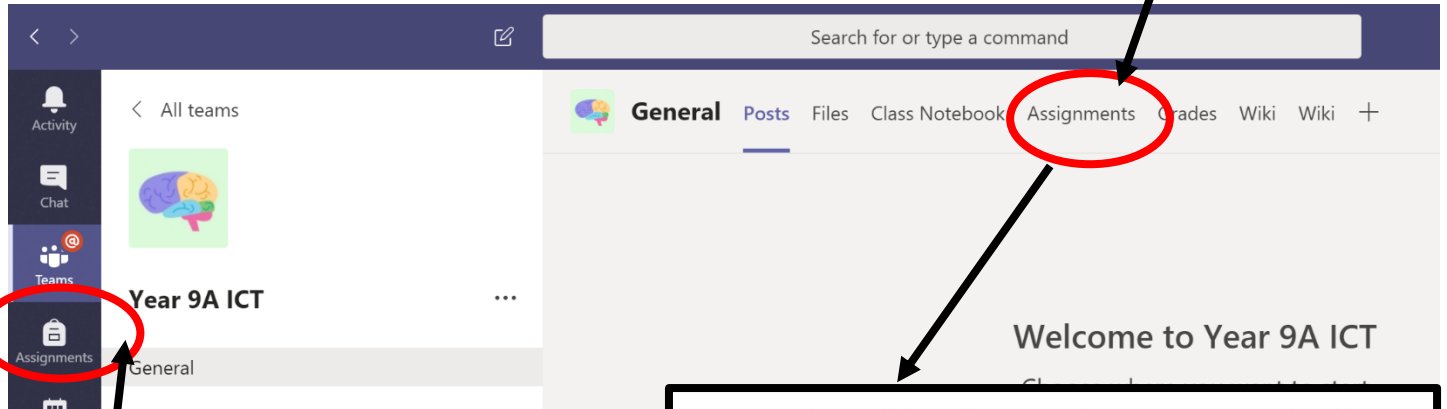
Change the setting to match the screen shot below.



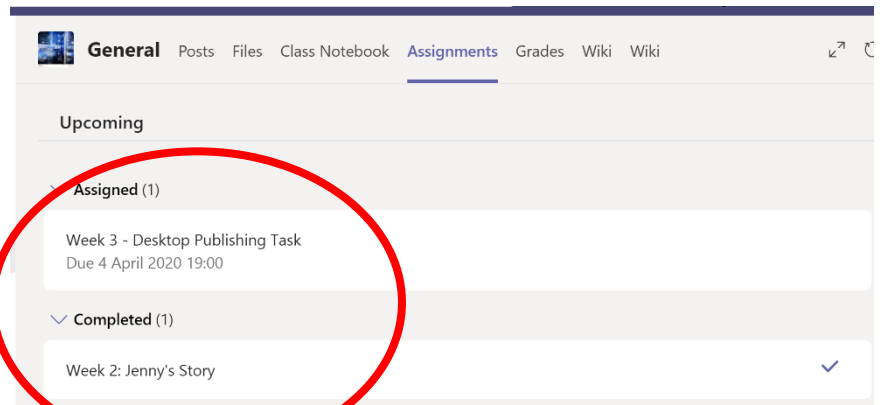
Then click save.

Viewing Assignments

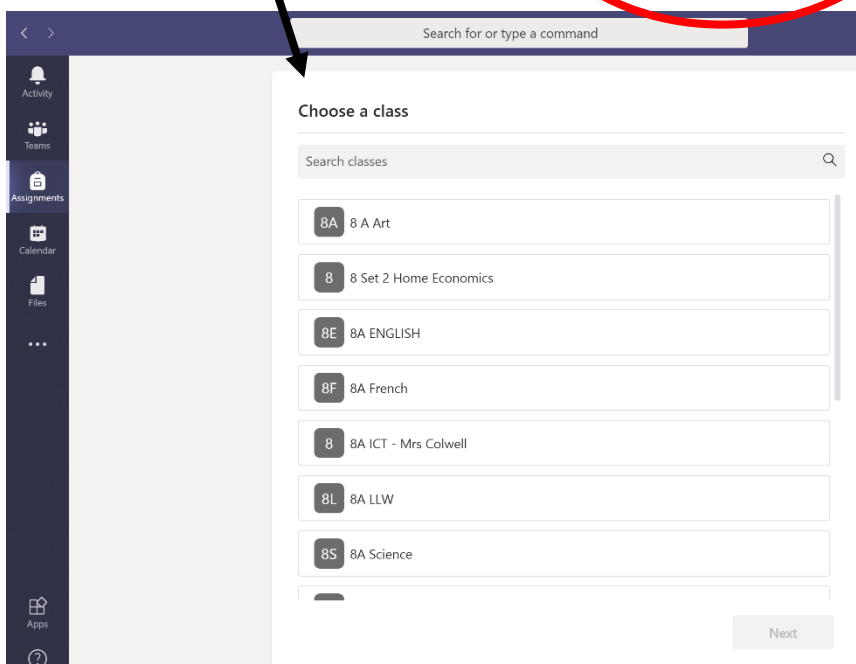
1. You can view Assignments by going into a particular team and clicking on the tab.



2. This will list all assigned assignments and will display your completed assignments also.



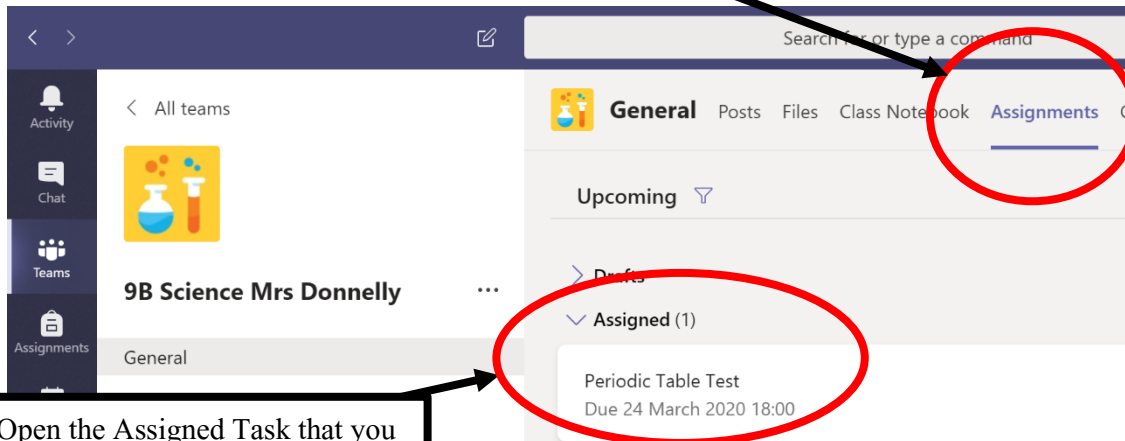
3. Or you can click on the Assignment (school bag) icon on the left hand side. This will bring you up a list of your classes, which you can scroll down and select to view any assignments assigned.



Uploading Work to Assignments

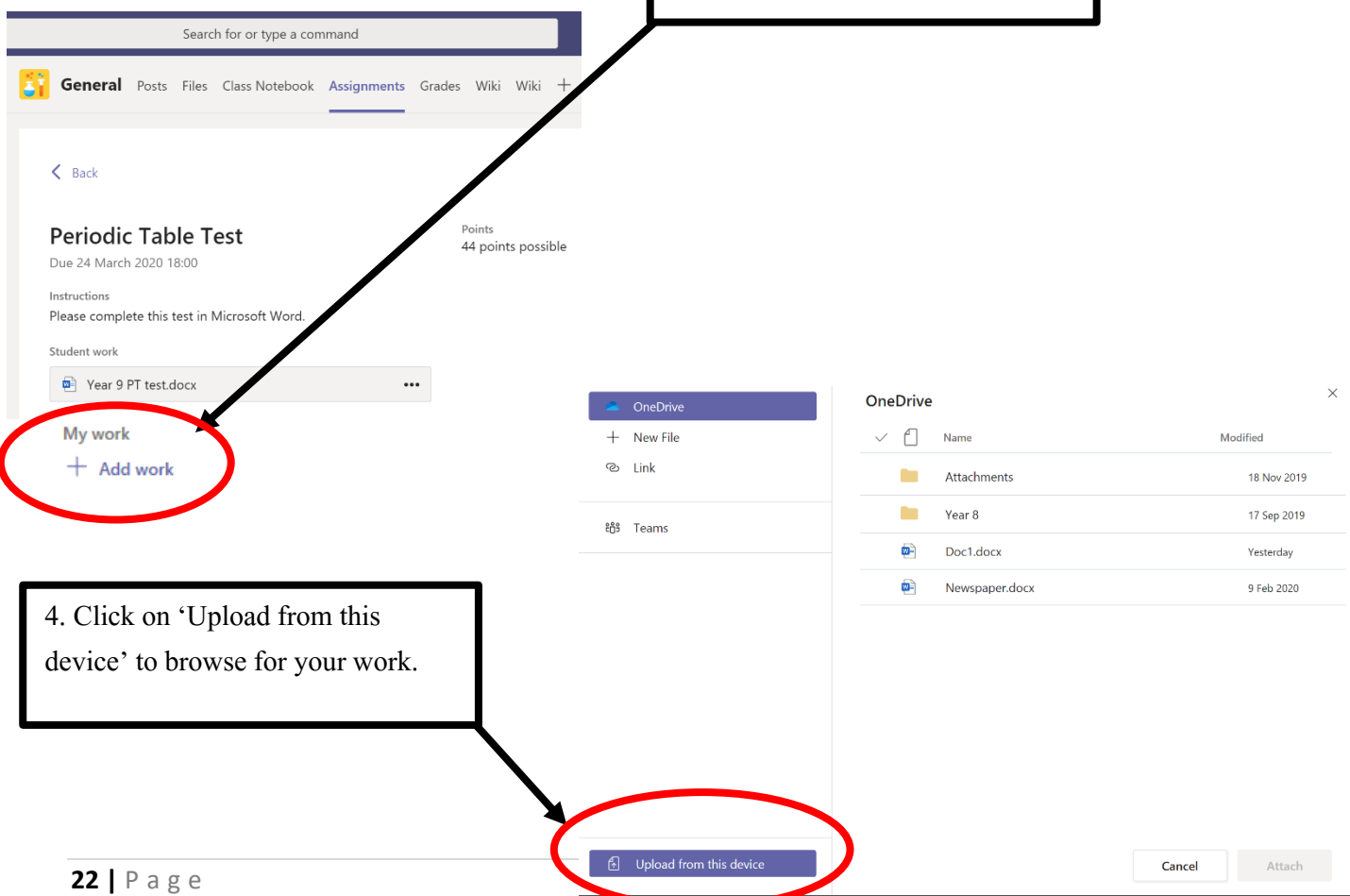
Assignments may be used to 'hand-in' work to your teacher, if they require it. Your teacher will create a folder in Assignments for you to submit your work into.

1. Go to Assignments tab along the top.



2. Open the Assigned Task that you want to add work to by double clicking on it e.g. Periodic Table Test.

3. Select + Add work and upload your file. Note: You can attach a file up to 50MB in size.

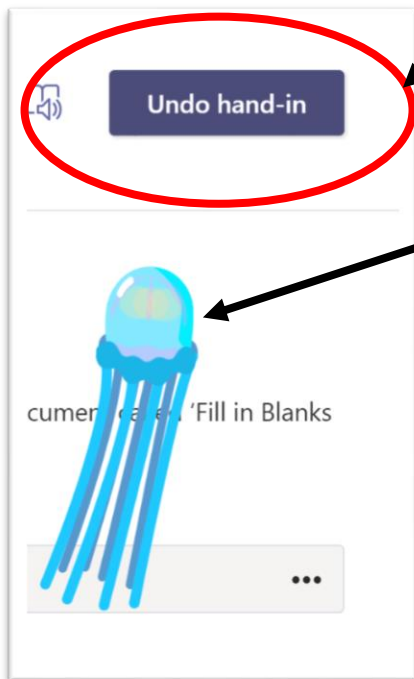


4. Click on 'Upload from this device' to browse for your work.

5. Once you have selected your document to upload, click on the 'Attach' button, located in the bottom right corner of the window.



6. After your work has been successfully attached don't forget to select the 'Hand in' button, located in the top right corner of the window.

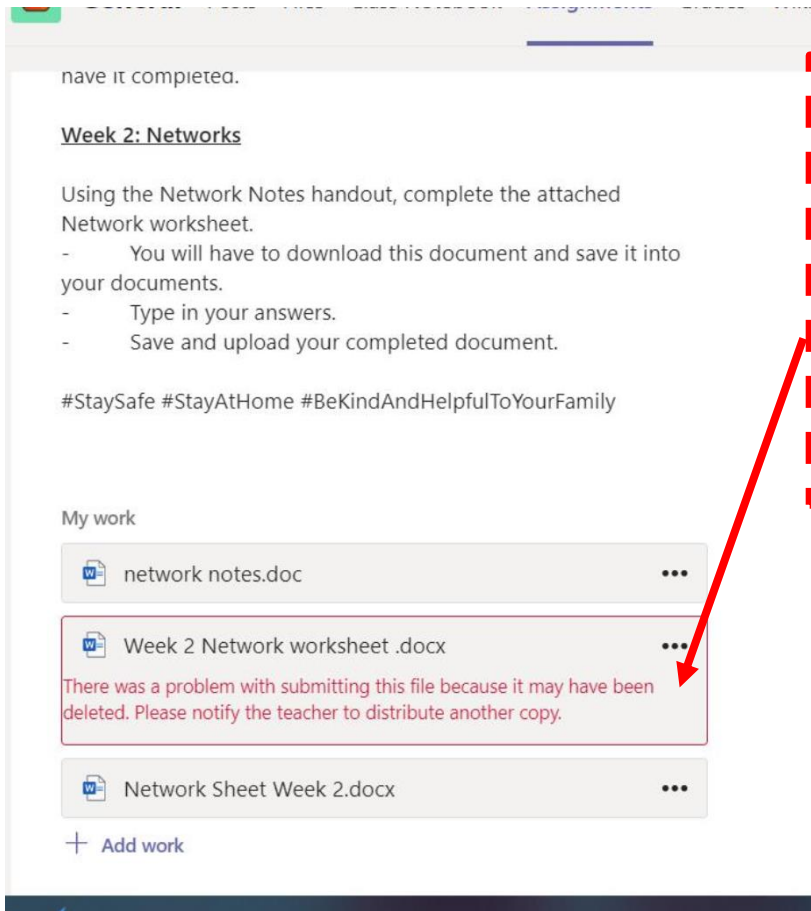


7. When you click the 'Hand in' button, a celebratory gif image will appear. You can select the 'Undo hand-in' button if you made a mistake and uploaded the wrong document or if you want to improve upon your work before submitting it.

Problems which can occur with Teams

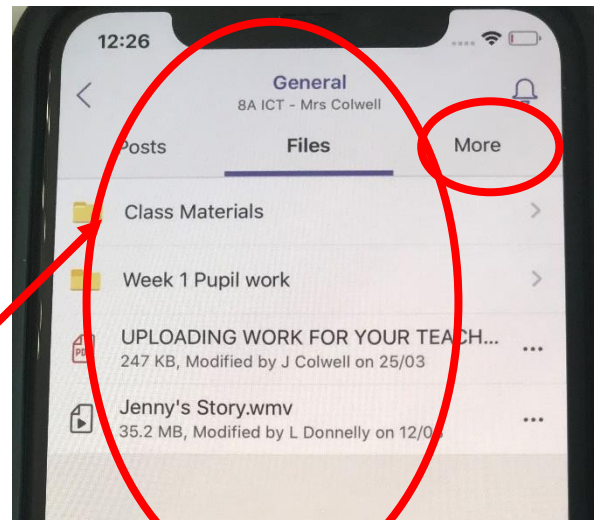
TEAMS SCREEN HAS FROZEN OR IT IS VERY SLOW

If your Teams page becomes ghosted out and you are unable to do anything, press the Esc key on your keyboard. If this does not work it may be due to the number of users on Teams at that time. Teams is used globally by businesses and schools. Therefore, there are millions of people using it daily.



ERROR MESSAGE IN ASSIGNMENTS

If you encounter this error message when you upload a document for an assignment, notify your teacher via the Posts section of the Team class. Tell your teacher you got an error message when uploading your work and you need them to distribute another copy. They will then know what to do.



I CAN'T VIEW FILES ON MY MOBILE OR TABLET

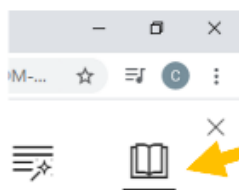
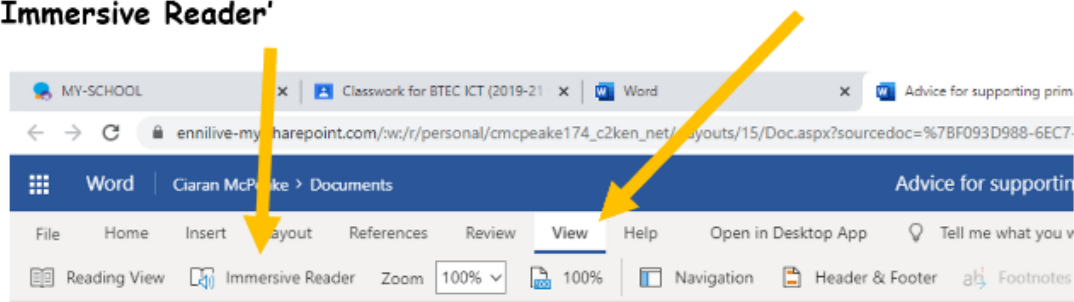
Apple devices seem to allow you to access **FILES** whilst Android devices e.g. Samsung do not! If you can't view any classwork as you have an Android device notify your teacher via Posts in your Team class. They will then be able to add an additional tab along the top. If you then click **MORE** you will be able to view

Immersive Reader

Using 'Immersive Reader' to Translate Documents

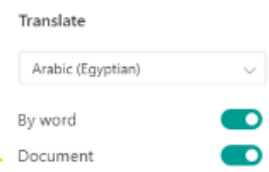
1. In any Office 365 application (Word, Excel, etc) you can use '**Immersive Reader**' to translate documents into different languages.

2. Open the document you wish to translate. Click on '**View**', then click on '**Immersive Reader**'



3. Immersive Reader opens the document in a new browser tab. Click on the book icon in the top right to open up a panel where you can choose your language for translating the document.

4. When you have chosen your language you must select '**Document**' to translate the whole document.

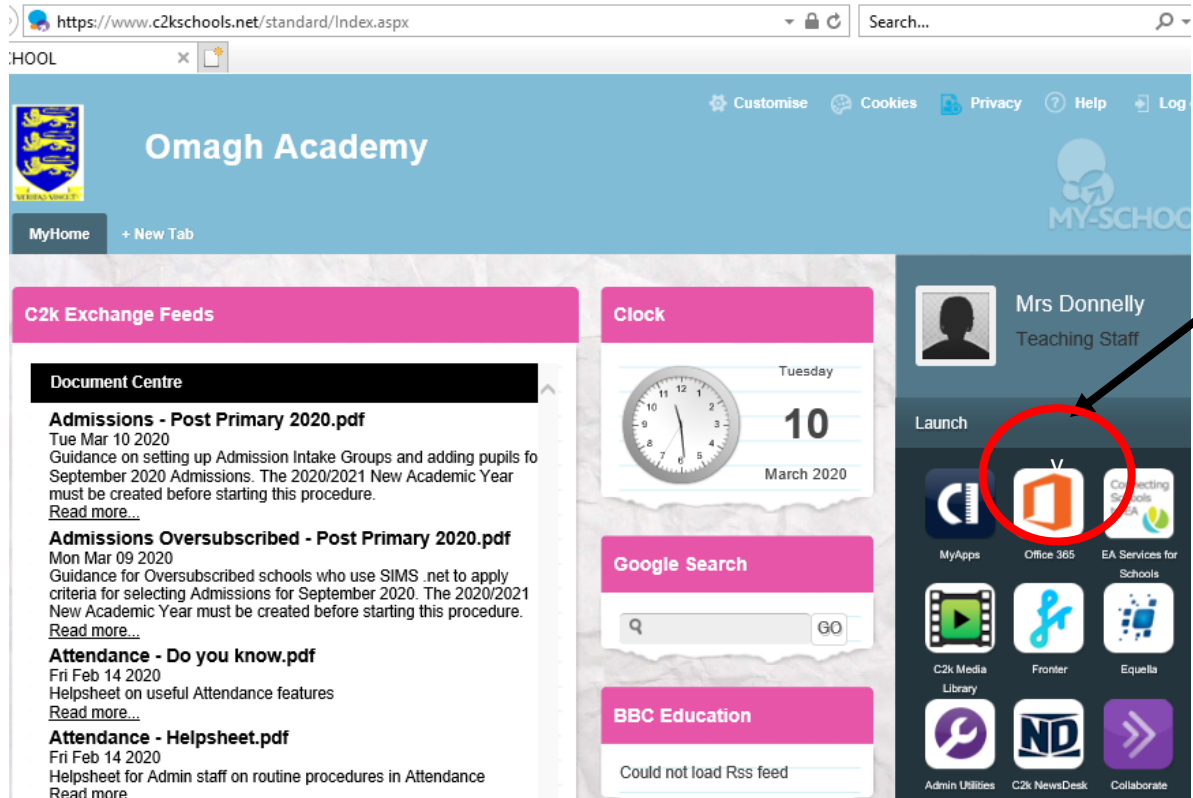


5. You can listen to a narrated version by clicking the '**Play audio**' icon at the bottom of the document.

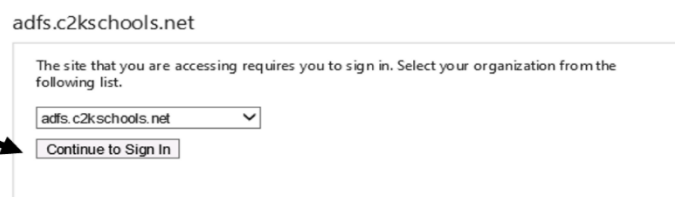


Free Office Software

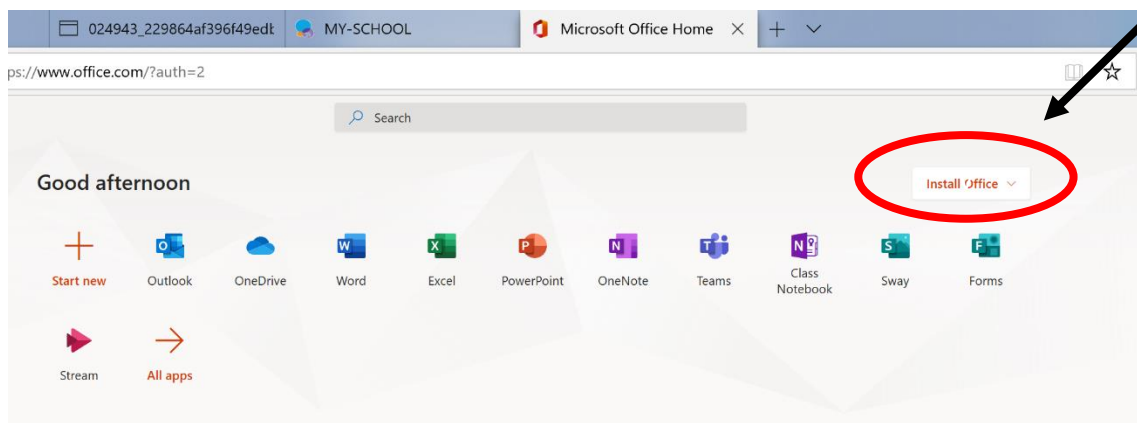
1. Open your web browser e.g. Internet Explorer, Google Chrome.
2. Type www.c2kschools.net into the address bar at the top. Log in to MY-SCHOOL using your c2k username and password.

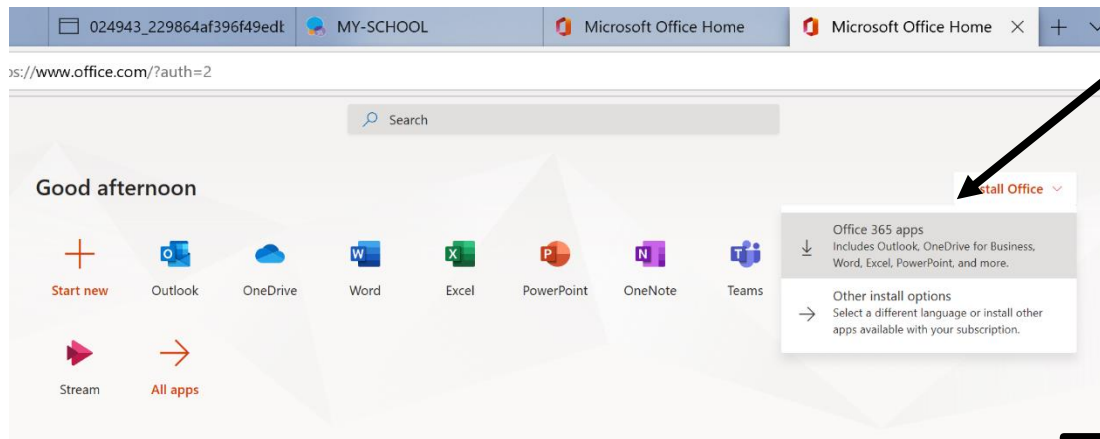


4. Click Continue to Sign In.

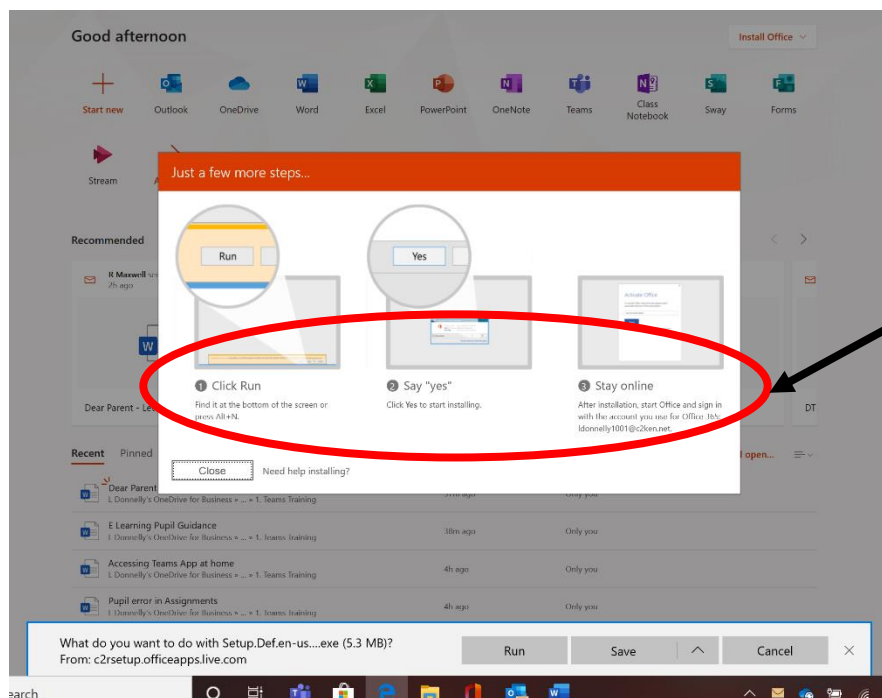


3. Click on 'Install Office' button.





4. Click on 'Office 365 apps.'

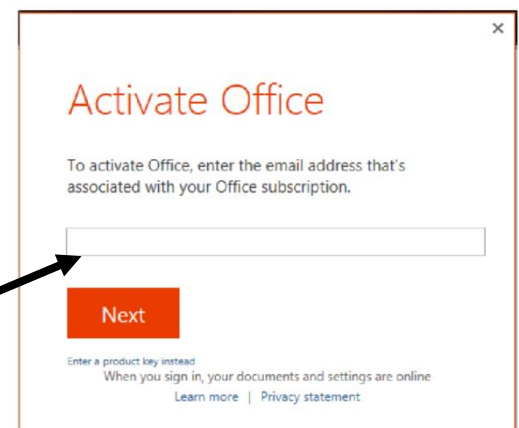


5. Follow these three steps – Click Run, Say yes and Stay online.

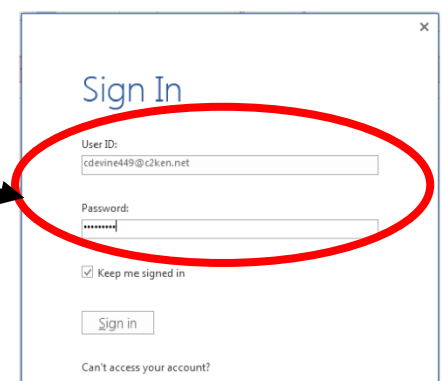
6. When prompted to activate the software, pupils should enter their username in the format:

<username>@c2ken.net e.g. cdevine449@c2ken.net

Please note this requires the domain @c2ken.net and NOT @c2kni.net.



7. To complete installation, a student will be asked to sign in. Again, the format is <username>@c2ken.net and the password is a student's normal C2k password.



Downloading Apps to your Mobile Phone or Other Device.

All pupils were advised to download the Microsoft Teams App and Microsoft Outlook App to their mobile phone or other electronic device they might use e.g. iPad.

- Go to Apps Store (apple device) or Play Store (android device).
- Type Microsoft Teams or Microsoft Outlook into the search box.
- Click the icon to download it.
- Once downloaded, click sign in.
- Use your school email address e.g. ldonnelly1001@c2ken.net



Remember all **Microsoft Apps are FREE** with your school c2k email. You are able to download for example, Microsoft Word and PowerPoint to your phone or iPad, if you don't have access to a computer or laptop.

PLEASE NOTE:

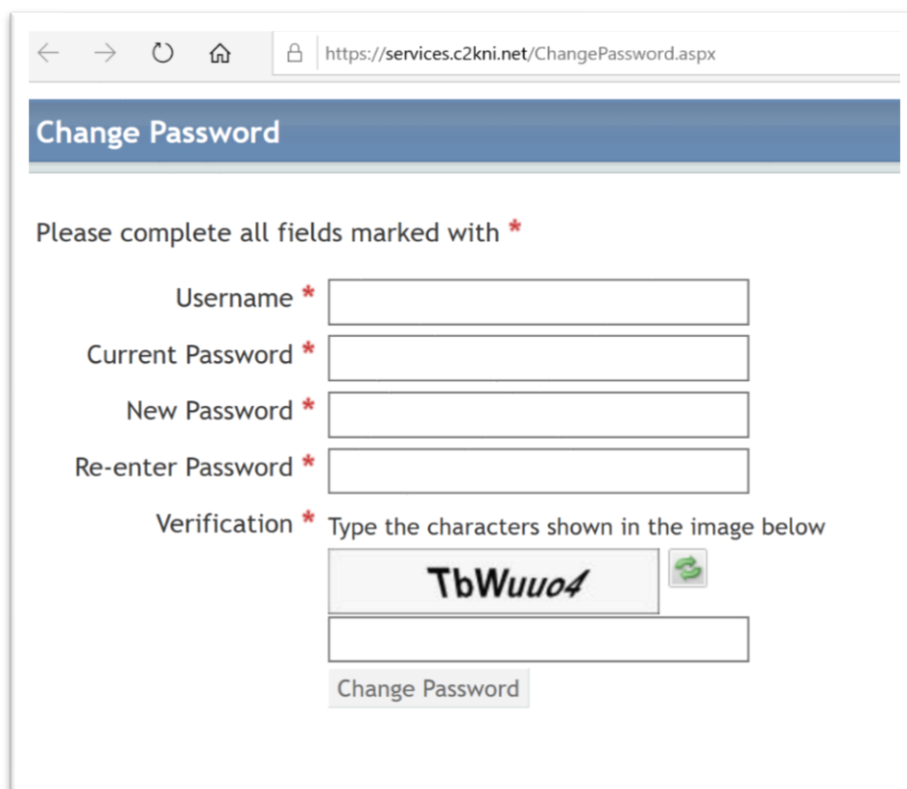
1. The installation of Office will remain available while a student's C2k username remains active. i.e. When a student leaves school, their C2k username will cease to be valid and the Office product will revert to a read-only version.
2. Each user can install Office on up to five devices. These can be a combination of PC and Mac.
3. If a user installs Office on a sixth device, the software will remain as read-only until one of the previous five installations is deactivated. To deactivate an installation, go to the Office 365 settings page and select Software – Install and manage software and then follow the instructions.

How to reset your password from home.

1. Use the following web address to reset your password:

<https://services.c2kni.net/ChangePassword.aspx>

2. Fill out the details in the text boxes below and then click 'Change Password.'



The screenshot shows a web browser window with the address bar displaying <https://services.c2kni.net/ChangePassword.aspx>. The page title is "Change Password". Below the title, a message reads: "Please complete all fields marked with *". The form contains the following fields:

- Username ***: A text input field.
- Current Password ***: A text input field.
- New Password ***: A text input field.
- Re-enter Password ***: A text input field.
- Verification ***: A label followed by the instruction "Type the characters shown in the image below". Below this instruction is a box containing the characters "TbWuu04" and a small green refresh icon. Below the character box is another empty text input field for the user to type the characters.

At the bottom of the form is a button labeled "Change Password".

Telephone and Web Support for Young People.

Who can Help?	What Do They Do?	What Topics Can They Help With?	How Can They be Contacted?
Anna Freud National Centre	Supporting young people's mental health during periods of disruption	Anxiety Mental health	www.annafreud.org
Lifeline	Crisis response line for people in distress or despair	Depression Mental health Suicidal thoughts Textphone users (for deaf and hard of hearing):	0808 808 8000 18001 0808 808 8000
Childline	Childline provides support and guidance on multiple topics including:	Bullying You and your body Home and Family Relationships Sex School	0800 1111 www.childline.org.uk 1-2-1 counsellor chat
The MIX	Crisis messenger text service	Alcohol Homelessness Suicidal thoughts General advice Mental health Sex/ relationships	0808 808 4994
NSPCC	Advice on safeguarding and child protection issues and somewhere to report concerns Web support for teenagers	Safeguarding Child abuse Child protection	0808 800 5000 www.there4me.com
Aware	Aware is a mental health charity working exclusively for those with depression and mental health concerns	Depression Bipolar disorder	02890 357 820
Frank	Confidential advice on drugs	Alcohol Drugs	0300 123 6600
SIMON Community	Support for individuals and families who are at risk of becoming homeless	Homelessness Housing	0800 171 2222
Informing Choices NI	Advice on sexual health	Sexual health Pregnancy Contraception STDs Access to family planning	0345 122 8687 Monday - Friday 9-5
Common Youth Clinics	Clinics, advice & guidance on sexual health	Emergency contraception Pregnancy testing Counselling	02890 328 866

Domestic and Sexual Violence Helpline	Advice for anyone affected by domestic and sexual violence	Domestic violence Sexual violence	0808 802 1414
The Migrant Centre NI	Financial Health and Well being		euss@migrantcentreni.org
Cara-Friend/ LGBT Switchboard NI	Support and counselling for the Gay, Lesbian and Transgender communities	LGBTQ+ advice Sex and relationship advice	0808 8000 390
Women's Aid	Specialist services for women, children and young people who have experienced domestic and sexual violence.	Domestic Violence Sexual violence Relationships	0808 802 1414
Family Support NI	Website to access support in your area – for a wide range of issues – giving local contact details		www.familysupportni.gov.uk

Social Services (Gateway Team)	028 71 314090
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Some useful websites to help with online learning.



From 20th April, **BBC Bitesize** will publish daily online lessons for all ages. They will also have a dedicated channel full of learning content, podcasts on BBC Sounds and lots of educational videos on iPlayer.

<https://www.bbc.co.uk/bitesize/articles/zn9447h>

TED Ed A range of useful online talks and videos

<https://ed.ted.com/> - click on students and then browse. You can find talks including those listed below –



Design, Engineering & Technology
Business & Economics

Epic Engineering: Building the Brooklyn Bridge
What causes an economic recession?

CCEA – past papers for GCSE, AS and A2 pupils

<https://ccea.org.uk/>



THE CRASH COURSE - A series of short courses on a range of subjects e.g. In the History section there is material on events including The Cold War, World War 1, The Industrial Revolution and Imperialism.

<https://thecrashcourse.com/>

Careers Support

If any pupil has any questions regarding Careers, please email Mrs Dickson or Mr Hamilton

Mrs Dickson – ldickson859@c2ken.net

Mr Hamilton – khamilton910@c2ken.net

Remember to keep checking your C2K emails for Careers updates. *Year 14 should also check their own personal emails for updates from UCAS or individual universities.*

Careers Service NI Websites/Help

Ask Careers (email)/ Webchat – <https://www.nidirect.gov.uk/contacts/contacts-az/careers-service>

Careers Service Website - <https://www.nidirect.gov.uk/campaigns/careers>

Careers Software - <https://www.nidirect.gov.uk/articles/careers-online-support>

Other useful websites:

- www.ucas.com (The UCAS website)
- www.thecompleteuniversityguide.co.uk (general advice about universities)
- www.qub.ac.uk (The Queen's University, Belfast website)
- www.ulster.ac.uk (The Ulster University website)
- www.swc.ac.uk (The South West College website)
- www.cafre.ac.uk (The CAFRE website)
- www.stran.ac.uk (The Stranmillis website)

The University of Leeds has free online courses for pupils and teachers. They can be completed from any device and cover subjects from STEM to the Arts.

https://www.leeds.ac.uk/info/130503/online_courses/481/online_courses_for_schools

Some suggestions of what you can do at home.

PHYSICAL EXERCISE

1. Joe Wicks YouTube Channel PE with Joe

Log on to this every morning (Monday -Friday) at 9.00am for a personal training session with Joe Wicks!



Source: Wikipedia

2. Check out **Omagh Academy Physical Education Facebook Page** for exercise tips!

3. **Core NI Live Family Workout** every day @ 11.00am (available via Facebook and Instagram)
<https://www.facebook.com/corenicorekids/>

READING



Libraries NI provide free access to ebooks, audiobooks and magazines, free of charge. All you need to have is your library card! If you don't have a card then you can sign up and create an account here:
<https://www.librariesni.org.uk/members/Pages/default.aspx> -choose create an account



Amazon Audible has made hundreds of titles free for as long as school remain closed. You can stream titles across six languages! Check out:
<https://stories.audible.com/start-listen>

Source: Amazon

HOME ECONOMICS WITH JAMIE OLIVER

Recipes to try from Jamie Oliver <https://www.jamieoliver.com/features/category/get-kids-cooking/>

HISTORY WITH DAN SNOW

Free trial for 30 days! <https://tv.historyhit.com/signup/package>

LANGUAGES

If you would like to learn a new language or practice your language skills, then the Modern Languages Department recommend the following sites/apps:

Duolingo <https://www.duolingo.com/>

Memrise <https://www.memrise.com/>

Babbel <https://uk.babbel.com/>



MUSIC & DRAMA

An opportunity for our Brass Players! **The Brass Music Store Podcast**

https://www.youtube.com/playlist?list=PLsF1CxVAmFTMRohW_4uF7j02Lpd_0Umak

National Theatre Live – full length plays every Thursday on Youtube

<https://www.youtube.com/channel/UCUDq1XzCY0NIOYVJvEMQjqw>

MUSICALS

A full-length, West End smash-hit musical will be released once a week for you to watch for free! It will be available for 48 hours, so you can tune in whenever you like over the weekend! First up, it's Joseph and the Amazing Technicolour Dreamcoat on Friday 3rd April

<https://www.youtube.com/theshowsmustgoon>



source: Youtube

GEOGRAPHY

Geography all the Way <http://www.geographyalltheway.com/ks3geography.htm>

Learn on the Internet <http://geography.learnontheinternet.co.uk/ks3/index.html>

S-Cool Revision Website <http://www.s-cool.co.uk/gcse/geography>

KEEP UP TO DATE WITH WHAT IS HAPPENING IN SU:

Check out the following two Facebook pages:

E3 Schools' Project - Omagh and

Castlederg <https://www.facebook.com/pg/e3omaghcastlederg/posts/>

Scripture Union Northern Ireland <https://www.facebook.com/ScriptureUnionNI/>

and the following website: www.suni.co.uk

E-Safety Help Sheet for Parents

PARENTS HELPSHEET: SECONDARY



Thinkuknow: keeping your child safe online while they are off school

Thinkuknow is the national online safety education programme from CEOP, the online child protection command of the National Crime Agency.

Thinkuknow helps parents, carers, teachers and others keep children safe from sexual abuse, offering learning activities, advice and support for children and young people aged 4-18 and their families.

While school is closed, here's what you can do to keep your child stay safe while they are learning, staying in touch with family and friends, and having fun online.

8 steps to keep your child safe online this month

1. **Explore together:** Ask your child to show you their favourite websites and apps and what they do on them. Listen, show interest and encourage them to teach you the basics of the site or app.
2. **Chat about online safety little and often:** Young people are likely to want to explore new apps and websites this month, whether that's for learning or for fun. Take this opportunity to talk to them about how to stay safe on these new services, and in general. Ask if anything ever worries them while they're online. Make sure they know that if they ever feel worried, they can get help by talking to you or another adult they trust.
3. **Help your child identify trusted adults who can help them if they are worried:** This includes you and other adults at home, as well as adults from wider family, school or other support services who they are able to contact at this time. Encourage them to draw a picture or write a list of their trusted adults.
4. **Be non-judgemental:** Explain that you would never blame them for anything that might happen online, and you will always give them calm, loving support.
5. **Talk about how their online actions can affect others:** If your child is engaging with others online, remind them to consider how someone else might feel before they post or share something. If they are considering sharing a photo/video of somebody else, they should always ask permission first.
6. **Parental controls:** Make use of the parental controls available on your home broadband and any internet enabled device in your home. You can find out more about how to use parental controls by visiting your broadband provider's website.
7. **Direct your child to age appropriate information about relationships and sex:** It's natural for young people to start exploring their sexual feelings online and adolescents are more inclined to take risks. It's important to understand this and to talk to your child in a positive way. Thinkuknow, Brook, The Mix and Childline all provide age appropriate information about relationships and sex that you can signpost your child to.
8. **Make sure they know about CEOP:** Young people can report a concern about grooming or sexual abuse to CEOP at www.ceop.police.uk/safety-centre/ and get support from a specialist Child Protection Advisor.

Support your child with Thinkuknow websites

The age-appropriate Thinkuknow websites are a great way to start and continue chats about online safety.

- **11-13s Thinkuknow website** – https://www.thinkuknow.co.uk/11_13/
- **14+ Thinkuknow website** – https://www.thinkuknow.co.uk/14_plus/

Our websites provide open and honest guidance for young people on friends, relationships and the internet, covering topics like dealing with pressure; consent; and getting support when you're worried.

You'll find lots more advice on keeping your child safe online at www.thinkuknow.co.uk/parents.

If you're worried that a child or young person is at risk of harm online, you should call the police. Young people can make a report to CEOP at <https://www.ceop.police.uk/safety-centre/>.

Other recommended resources

Parent Info – Expert information for parents about building their child's resilience both online and off. Produced by NCA-CEOP and Parent Zone. This free service can be embedded on to your child's school website. www.parentinfo.org

Brook – Information and advice for young people on sexual health and wellbeing, including staying safe online. <https://www.brook.org.uk>

The Mix – Support service for young people with information and advice on sex and relationships. <https://www.themix.org.uk>

Internet Matters – A useful tool showing how to set parental controls across a range of devices and websites. <http://www.internetmatters.org/parental-controls/interactive-guide/>

NSPCC Net Aware – Provides reviews and guidance on the most popular social networks, apps and games that children use. <https://www.net-aware.org.uk/>

Childnet – Information and advice for parents and carers on supporting people online. <https://www.childnet.com/resources/supporting-young-people-online>

CEOP social media:

For up to date information and advice:

- **@CEOPUK** on Twitter
- **ClickCEOP** on Facebook



Well-being tips for parents with teenagers at home during the Covid-19 outbreak



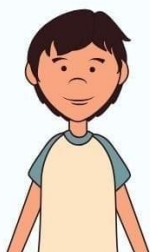
DON'T PUT TOO MUCH PRESSURE ON YOURSELF - You don't have to take on the teacher's role and enforce a rigid timetable. Encourage some structure and agree on this. You are there to help and support them with the work set by their teachers.



TRY NOT TO WORRY - about things you cannot control or change. Rather, focus on what you **CAN** do. Look to the future and set some goals together.



DON'T BE TOO HARD ON THEM - It is normal for your teenagers to feel upset, angry and unmotivated at this time. Try to be understanding of this encourage them to focus on the positives.



GIVE THEM A PURPOSE - Use this time to learn to live together as adults and prepare your teenager for the next stage of their life. Teach them a recipe and challenge them to cook for the family. Encourage them to get creative and stay active.



BE HONEST & HAVE FUN - You don't have all the answers. Face things together as a family. Stay up-to-date with what is happening but don't let it take over your thoughts. Make time for family fun!

AWARE
OVERCOMING DEPRESSION.
CHANGING LIVES.