

Information for students and parents/carers during the College closure.

Staff will place work on HWDiary or Google Classroom.

It is expected for most activities that students submit their completed work online via Google Classroom, email it to the teacher, or tick to say it is complete on HWDiary.

Students have one username and password which gives them access to the College network and this can be used to access HWDiary, Google Classroom and College email. You can use the hyperlinks to take you to the relevant sites.

HWDiary: <http://www.hwdiary.com/hcc>

Log in with College username (e.g. **9FJBloggs**) and College password

Google Classroom: <https://classroom.google.com/>

username@helston.cornwall.sch.uk (e.g. **9FJBloggs@helston.cornwall.sch.uk**) and College password

College email: <https://exchange.helston.cornwall.sch.uk>

Log in with College username (e.g. **9FJBloggs**) and College password

College staff will be able to reset a password if needed. In order to do this please contact password@helston.cornwall.sch.uk. **This request must come from a parent email address that we have on the system.** It will take approximately 30 minutes for a change of password to update to Google Classroom and HWDiary.

Students should use their College email address and not their personal address if they need to contact staff. They can access their College email address by using the link above.

If students need word processing or presentation software but don't have office software at home, they can use the following:

Google Docs: **This is the preferred method.** Students log in with their College email address and password. Work produced in this way remains within our College Google domain and can be shared easily with teachers. <https://docs.google.com/>

For students who do not have IT facilities at home which are suitable to complete the work, parents/carers can request a pack of printed work from reception via telephone (01326 572685) or email (enquiries@helston.cornwall.sch.uk). Please let us know which Year Group you require work for and we will arrange a convenient day and time for you to pick the work up.

My very best wishes during this difficult time.

Wayne Jenkins
Headteacher