



Higham Lane School  
Helping Learners Succeed

# In the event of school closure

## Information and Guidance



## In the event of school closure

- The school will only close on the instruction of the government
- A school closure would be on normal school days, therefore you must treat in this way, another school day!
- It's our (and your parents/carers) expectation you approach it in this way – another school day!
- For example – If it's the equivalent Week A Tuesday morning, then we expect you to complete school work to the lessons you would have Tuesday morning – Periods 1 – 3.

**Remember, it wouldn't be a school holiday, it's only as a result of an exceptional event, please have the maturity to appreciate this, and as such continue to study.**



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# In the event of school closure Obtain your school work through SharePoint

Access via the School Website, then click on SharePoint Icon to login.



Higham Lane School

HOME

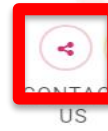
ABOUT  
US

INFORMATION

TEACHING &  
LEARNING

PARENTS

NEWS &  
EVENTS



SIXTH  
FORM

Students Perform Very Strongly In New-Style GCSEs! - click here for more info



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# SharePoint Login

Is your school issued username and password

A screenshot of a Windows-style dialog box titled "Authentication Required". The dialog box has a light blue header bar with a close button (X) in the top right corner. Below the header, there is a question mark icon in a blue circle. To the right of the icon, the text reads "https://sp.highamlaneschool.co.uk is requesting your username and password.". Below this text, there are two input fields. The first is labeled "User Name:" and contains the text "hls\harryrush13". The second is labeled "Password:" and contains ten black dots. At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

Authentication Required

https://sp.highamlaneschool.co.uk is requesting your username and password.

User Name: hls\harryrush13

Password: ●●●●●●●●●●

OK Cancel

**Remember to prefix your username with hls\**





# Click into SharePoint Student Shared Area

The screenshot shows a web browser window displaying the SharePoint 'My Homepage' for a user named Harry Rush. The browser address bar shows the URL: [https://sp.highamlaneschool.co.uk/SitePages/My Homepage.aspx](https://sp.highamlaneschool.co.uk/SitePages/My%20Homepage.aspx). The SharePoint navigation bar is red and contains the 'SharePoint' and 'Sites' menus. Below this, the 'Home' page is visible, with a blue box highlighting the 'Student Shared Area' link in the navigation menu. A search bar is located on the right side of the page with the text 'Search this site'. Below the navigation, there are tabs for 'Year 7 Daily', 'Today Lunch', and 'Student Lunch Settings'. The main content area displays a list of messages with columns for 'Title', 'Message', and 'Years'. The messages are as follows:

| Title                    | Message  | Years                    |
|--------------------------|--|--------------------------|
| Message for Xander Young | Can Xander Young see the ICT technicians ASAP.   | Year 7                   |
| P.E. Kit                 | Alex Johnson has mislaid his P.E. Kit. It is in a black drawstring bag and all items are named. Please look in classrooms for this and return to student services if found.<br>Many thanks<br>Cheryl | All Years, Lost Property |
| P.E. Kit                 | Alex Johnson has mislaid his P.E. Kit. It is in a black drawstring bag and all items are named. Please look in classrooms for this and return to student services if found.                          | All Years, Lost Property |

At the bottom of the page, there is a grid of various service tiles including: Accelerated Reader, Careers Appointment, Careers Menu, Counselling Leaflets, Email, Extra-Curricular Activities, Hardware Address, How to Guides, Library, Linguascope, Mental Health, My Sharepoint, My, MyStickers, PiVI, Remote, Reset, and RARROST.



# Work organised by year group

The screenshot shows a SharePoint site for 'Computer Science'. The top navigation bar includes 'SharePoint', 'Sites', and a user profile 'I Naisbitt'. Below the navigation bar, there are links for 'Home', 'Staff Area', 'Teaching and Learning', 'Learning Mentor', 'Sixth Form', and 'Student Shared Area'. A search box is present on the right. The main content area is titled 'Computer Science' and features a 'Daily' noticeboard. The noticeboard contains a message from J Dixon regarding Python 3.4. Below the noticeboard is a file list with columns for Name, Modified, and Modified By. The file list includes folders for 'Year 10', 'Year 11', 'Year 7', 'Year 8', and 'Year 9', which are highlighted with a red box. A 'Famous Computing People' document is also listed.

| Name                         | Modified          | Modified By   |
|------------------------------|-------------------|---------------|
| Christmas Python             | December 13, 2019 | R Wood        |
| Enrichment Project           | June 14, 2019     | R Wood        |
| GCSE Computer Science        | September 7, 2017 | E Timmins     |
| OCR A-Level Computer Science | September 6, 2018 | E Timmins     |
| Year 10                      | 4 days ago        | N Kalair      |
| Year 11                      | 4 days ago        | N Kalair      |
| Year 7                       | September 7, 2017 | E Timmins     |
| Year 8                       | September 7, 2017 | E Timmins     |
| Year 9                       | 4 days ago        | N Kalair      |
| Famous Computing People      | June 25, 2019     | S Hiatt-Jones |

| Title                | Message  | Year   | Created By |
|----------------------|--|--------|------------|
| Down load Python 3.4 | Please down load Python 3.4 on your home devices if you haven't already done so. | Year 9 | J Dixon    |

Each subject has it's own student noticeboard. This will allow teachers to communicate instructions.



- SharePoint access only!
- No VPN (remote in) access for students.
- To complete issued school work download from SharePoint to your computer at home.
- Hardcopy school work to be issued to those students who do not have internet access at home.
- Parents/careers to receive these instructions too.
- **HELP!**
- Email [itsupport@highamlaneschool.co.uk](mailto:itsupport@highamlaneschool.co.uk)
- 8.30am – 4.00pm, Monday – Friday for any technical issues/queries you might have.