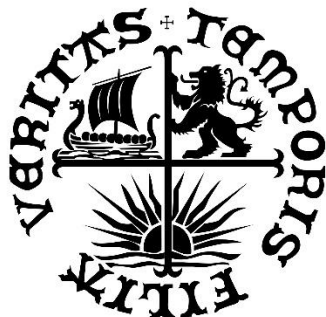


THOMAS MILLS HIGH SCHOOL



PUPIL AND PARENT GUIDE TO USING THE SCHOOL CLOUD

AND

HOME WORKING DURING SCHOOL CLOSURE

Version 2

23rd MARCH 2020

Contents

Page	
3	Guidance
4	Downloading Work set by teachers
7	Uploading work to return to teachers
10	Teacher details

General Guidance

These are unprecedented times and we do not, as yet, know how long the school closure will be for.

Our aim is to minimise the effect this enforced break to every pupils' education.

Teachers will be setting work using the school cloud.

Work will be set every week.

Pupils will be expected to complete the work and return the work to teachers via the cloud.

In order for teachers to easily find and download the work, pupils need to name their completed work in a very specific way:

Teachercode_classcode_pupilname_taskname

MWa_10R4_JohnSmith_RandomSampling

This booklet has three sections:

Firstly, there is guidance on how pupils download work that has been set.

Secondly there is guidance on how to hand work in

Thirdly there is a list of teachers with their staff code and work email addresses.

There are also instructional videos on the school website

If pupils or parents have any technical problems then they should send an email to:

pupilitupport@thomasmills.suffolk.sch.uk

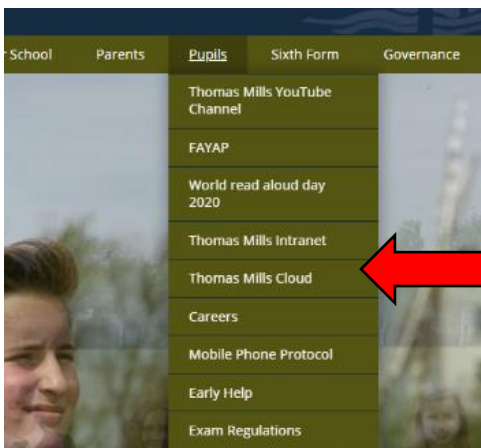
or

pupil-it-support@thomasmills.suffolk.sch.uk

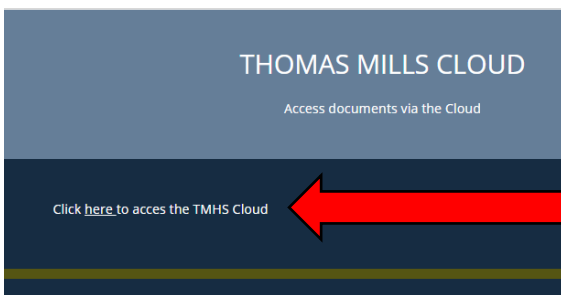
We would ask that staff emails are only used when absolutely necessary so that teachers can reply promptly to messages which may be of an urgent nature.

There are also instructional videos on the school intranet which can be accessed through the cloud.

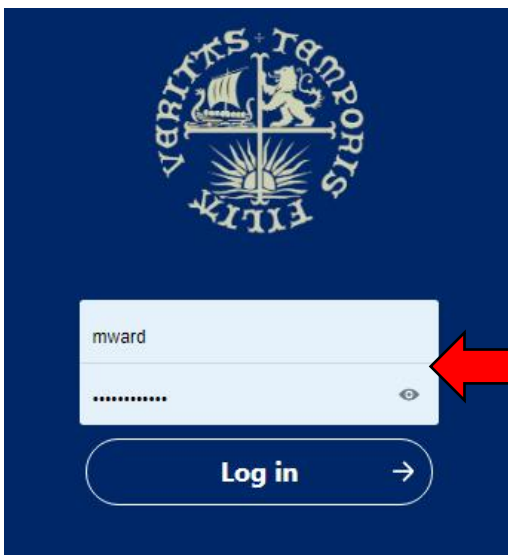
Downloading Your Work



On School website
Go to Pupils menu
Click on Thomas Mills Cloud




Click here to access the TMHS Cloud



Log In using the username and password you would use in school.

Name ▾

- Curriculum
- Documents
- My Work
- Pastoral&Admin
- Photos
- School Closure 2020
- Student Shared
- Years 7-10 Work Hand In Folder (School Closure)
- Nextcloud.png
- Nextcloud intranet




Click on School Closure 2020

- Art
- Biology
- Business Studies



Click on the subject you want

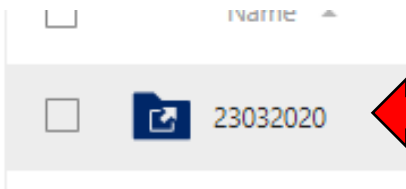
- Miss G Ingold
- Mr. M. Ward
- Mr B Purewal



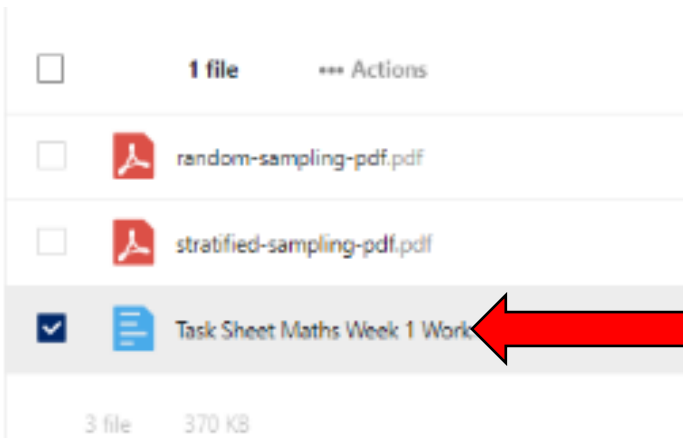
Click on your teacher's name



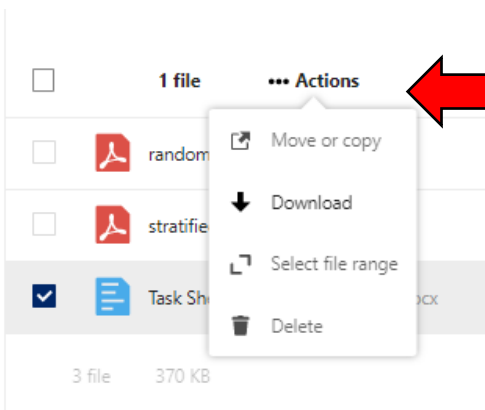
Click on your class code



Click on the correct week.
It will be labelled with the date of the Monday for that week



Tick next to the files you wish to download



Click on Actions
Click download and save to your computer.

Uploading your work to return to your teachers

You will be expected to return work to your teachers.

This will help guide them as to what work to set the next week.

They will also give feedback on the work you've produced, although this will usually be general feedback on common mistakes and ways to improve.

In order for them to find the work you **MUST** use a common naming system for the work

It should be labelled as

Teachercode_classcode_pupilname_taskname

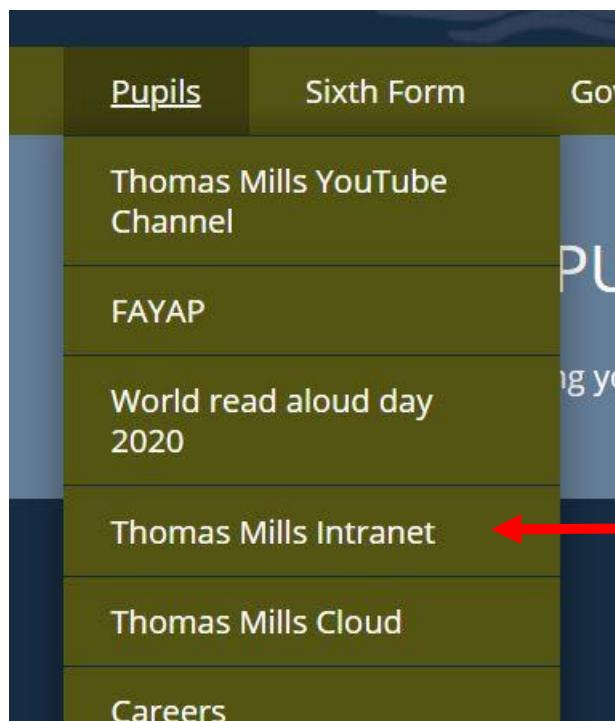
MWa_10R4_JohnSmith_RandomSampling

Teacher Code: This is on your timetable and will be on the task sheet

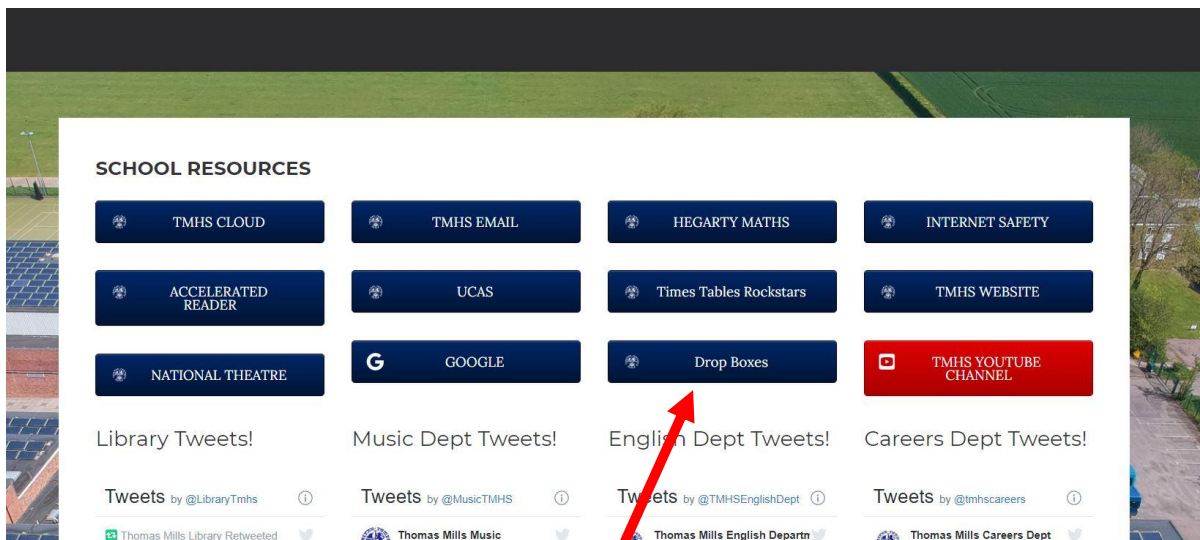
Class Code: This is on your timetable

Pupil Name: your first and last name as above

Task Name: This will be on the task sheet



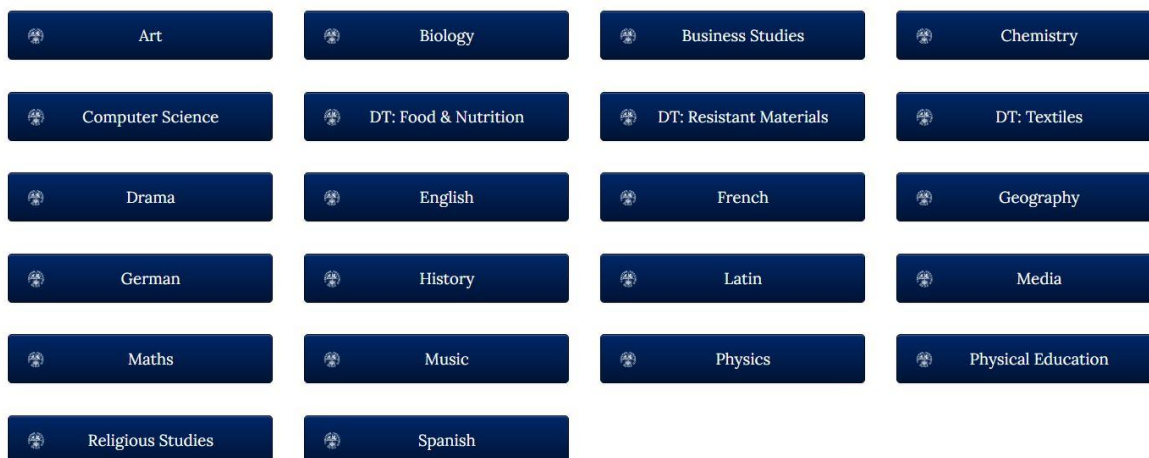
Use the intranet link in the pupils area of the school web site



Click on Drop Boxes button

SCHOOL CLOSURE – STUDENT DROP BOX

Use the buttons down below to access the correct drop box for your work



Choose subject



Upload files to TMHS School Closure

■ Art

 **Select or drop files**

TMHS CLOUD – School cloud service and connection to work areas
[Get your own free account](#)

Drag and drop file

Teacher Contact Details

		Staff Code	Work Email
Mr	Anthony	MAH	manthony@thomasmills.suffolk.sch.uk
Miss	Appleton	LAN	lappleton@thomasmills.suffolk.sch.uk
Miss	Armes	LAR	larmes@thomasmills.suffolk.sch.uk
Ms	Barfoot	HBA	hbarfoot@thomasmills.suffolk.sch.uk
Mrs	Barker-Reid	MBA	mbarker-reid@thomasmills.suffolk.sch.uk
Mr	Bayle	JBA	jbayle@thomasmills.suffolk.sch.uk
Miss	Brown	CBR	cbrown@thomasmills.suffolk.sch.uk
Mr	Brown	NBR	nbrown@thomasmills.suffolk.sch.uk
Mrs	Burnett	LBU	lburnett@thomasmills.suffolk.sch.uk
Mr	Cann	ACA	acann@thomasmills.suffok.sch.uk
Mrs	Capjon	SCA	scapjon@thomasmills.suffolk.sch.uk
Mr	Carless	BCA	bcarless@thomasmills.suffolk.sch.uk
Mr	Chandler	SCH	schandler@thomasmills.suffolk.sch.uk
Mr	Chittock	ACH	achittock@thomasmills.suffolk.sch.uk
Mrs	Colver	ICO	icolver@thomasmills.suffolk.sch.uk
Mrs	Constanti	ACO	aconstanti@thomasmills.suffolk.sch.uk
Ms	Cornell	CCO	ccornell@thomasmills.suffolk.sch.uk
Mr	Cory	JCO	jcory@thomasmills.suffolk.sch.uk
Miss	Crisp	JCP	jcrisp@thomasmills.suffolk.sch.uk
Mr	Cutting	SCU	scutting@thomasmills.suffolk.sch.uk
Mrs	Deacon	HDE	hdeacon@thomasmills.suffolk.sch.uk
Miss	Dixon	HDI	hdixon@thomasmills.suffolk.sch.uk
Miss	Dowdeswell	GDO	gdowdeswell@thomasmills.suffolk.sch.uk
Mrs	Ducker	ADU	aducker@thomasmills.suffolk.sch.uk
Mr	Edmunds	KED	kedmunds@thomasmills.suffolk.sch.uk
Mrs	Evans	AEV	aevans@thomasmills.suffolk.sch.uk
Mrs	Ewing	LEW	lewing@thomasmills.suffolk.sch.uk
Mrs	Faulds	NFA	nfaulds@thomasmills.suffolk.sch.uk
Mr	Ferguson	JFE	jferguson@thomasmills.suffolk.sch.uk
Dr	Flores	NFL	nflores@thomasmills.suffolk.sch.uk
Mr	Foster-Green	AGR	agreen@thomasmills.suffolk.sch.uk
Mr	Giffin	RGI	rgiffin@thomasmills.suffolk.sch.uk
Mrs	Goodwin	SGO	sgoodwin@thomasmills.suffolk.sch.uk
Mr	Halls	DHA	dhalls@thomasmills.suffolk.sch.uk
Mr	Hanley	RHA	rhanley@thomasmills.suffolk.sch.uk
Mr	Harding	MHA	mharding@thomasmills.suffolk.sch.uk
Mrs	Harris	MHS	mharris@thomasmills.suffolk.sch.uk
Mrs	Hart	EHT	ehart@thomasmills.suffolk.sch.uk
Mr	Harvey	NHA	nharvey@thomasmills.suffolk.sch.uk
Mr	Heath	MHE	mheath@thomasmills.suffolk.sch.uk
Mrs	Hibberd	LHI	lhibberd@thomasmills.suffolk.sch.uk
Miss	Hopley	RHO	rhopley@thomasmills.suffolk.sch.uk
Mrs	Howard	AHO	ahoward@thomasmills.suffolk.sch.uk

		Staff Code	Work Email
Miss	Ingold	GIO	gingold@thomasmills.suffolk.sch.uk
Mrs	Ingram	LIN	lingram@thomasmills.suffolk.sch.uk
Mr	Jeffery	AJE	ajeffery@thomasmills.suffolk.sch.uk
Mrs	Jeffery	KJE	kjeffery@thomasmills.suffolk.sch.uk
Miss	Lambert	HLA	hlambert@thomasmills.suffolk.sch.uk
Mrs	Lawson	CLA	clawson@thomasmills.suffolk.sch.uk
Miss	Liddell	ALI	aliddell@thomasmills.suffolk.sch.uk
Mr	Mawson	TMA	tmawson@thomasmills.suffolk.sch.uk
Mr	McConnell	MMC	mmcconnell@thomasmills.suffolk.sch.uk
Mr	McWilliams	JMC	jmcwilliams@thomasmills.suffolk.sch.uk
Mrs	Middleton	JMI	jmiddleton@thomasmills.suffolk.sch.uk
Miss	Miller	SMI	smiller@thomasmills.suffolk.sch.uk
Mrs	Moore	JMR	judymoore@thomasmills.suffolk.sch.uk
Mrs	Ogilvie	COG	cogilvie@thomasmills.suffolk.sch.uk
Miss	Oldman	KOL	koldman@thomasmills.suffolk.sch.uk
Miss	Patrick	GPA	gpatrick@thomasmills.suffolk.sch.uk
Mrs	Peers	SPS	speers@thomasmills.suffolk.sch.uk
Mrs	Peters	LPE	lpeters@thomasmills.suffolk.sch.uk
Mr	Peters	SPE	speters@thomasmills.suffolk.sch.uk
Mr	Pope	APO	apope@thomasmills.suffolk.sch.uk
Miss	Preston	HPR	hpreston@thomasmills.suffolk.sch.uk
Mr	Purewal	BPU	bpurewal@thomasmills.suffolk.sch.uk
Miss	Riley	ERI	eriley@thomasmills.suffolk.sch.uk
Miss	Robinson	MRO	mrobinson@thomasmills.suffolk.sch.uk
Mrs	Schicha	USC	uschicha@thomasmills.suffolk.sch.uk
Mrs	Sholl	NSH	nsholl@thomasmills.suffolk.sch.uk
Mrs	Sinclair	HSI	hsinclair@thomasmills.sch.uk
Mrs	Smith	SSM	ssmith@thomasmills.suffolk.sch.uk
Mr	Symes	RSY	rsymes@thomasmills.suffolk.sch.uk
Mr	Thompson	RTH	rthompson@thomasmills.suffolk.sch.uk
Mrs	Treeby	STR	streeby@thomasmills.suffolk.sch.uk
Mr	Trench	ITR	itrench@thomasmills.suffolk.sch.uk
Mr	Ward	MWA	mward@thomasmills.suffolk.sch.uk
Mr	Warren	AWA	twarren@thomasmills.suffolk.sch.uk
Mr	Watson	MWT	mwatson@thomasmills.suffolk.sch.uk
Mrs	West	RWE	rwest@thomasmills.suffolk.sch.uk
Mr	Wheeler	MWH	mwheeler@thomasmills.suffolk.sch.uk
Miss	Williams	JWI	jwilliams@thomasmills.suffolk.sch.uk
Miss	Woodruff	RWO	rwoodruff@thomasmills.suffolk.sch.uk