

## KIRKLEES COLLEGE NEWS

### VIRTUAL ENRICHMENT PROGRAMME

Look out for our Virtual Enrichment Programme starting **Monday 4 May** which will include exercise, arts and crafts, book club, healthy eating on a budget, meditation and more.

The programme of activities will be available on our social media platforms and on the VLE and staff will also be able to provide more information.

## COUNSELLING SERVICE

### WE'RE STILL HERE!

We are still running our service via telephone call or through video call.

We are still accepting referrals.

Mon-Thurs 9am-4pm  
(flexibility is available)

email:

[counsellingservice@kirkleescollege.ac.uk](mailto:counsellingservice@kirkleescollege.ac.uk)

## USING ONLINE LEARNING PLATFORMS

Your tutors and Progress Coach are on hand to support you as we all adjust to working remotely. Here are some guides to make sure you are getting the most out of the platforms you may be using:

### MICROSOFT OFFICE TEAMS



Click the following link for How to Guides and online classes to help you use teams effectively: <https://support.office.com/en-us/Teams>

### YAMMER



Learn how to search for relevant messages, make sure you never miss an important topic and edit your notifications to suit you.

Please visit <https://www.microsoft.com/en-us/microsoft-365/blog/2012/02/09/getting-started-with-yammer-the-basics-and-beyond/> for more information.

### SKYPE



Your classes may be delivered by Skype, which is much more than just a video call app.

Click on the following link to download a How to Guide: <https://download.skype.com/share/business/guides/skype-connect-user-guide.pdf>

## PARENTS/CARERS INFORMATION

Whilst the college building is closed and learning is taking place remotely, many parents and carers are juggling their own work, responsibilities and supporting children with their learning.

At Kirklees College we are here to support you, so if you have any concerns about your young adult's learning please do get in touch.

Here are some tips to help support anyone learning remotely:

- 1 Have a separate workspace if possible, preferably away from usual distractions.
- 2 Encourage regular breaks from the screen to have a snack or get some fresh air.
- 3 Maintain a routine. We know this can be hard and your usual routine may have changed but sticking to a timetable will support motivation and wellbeing.
- 4 Look for assistive technologies that are built into devices or that are available to download for free, for example text to speech options.
- 5 Be kind to yourself. Let us know if there are any issues supporting your young adult, we will always try to help.

The following link will direct you to a guide for parents/carers supporting learning through Office 365: <https://support.office.com/en-us/article/distance-learning-with-office-365-guidance-for-parents-and-guardians-89d514f9-bf5e-4374-a731-a75d38ddd588>

