ELLIS GUILFORD SCHOOL
Creative Education Trust

Friday, 20th September 2024

Dear Parent and Carers,

Homework FAQs

In the first week back to school, all pupils were given information about Homework during a tutor session. Additionally, there will be a reminder assembly about homework; the importance of engaging with homework, how homework is set and how to access online platforms.

We appreciate your support in helping your child to engage with homework thus far. We have put together some Frequently Asked Questions regarding homework and online platforms below. We hope these are useful.

All online platforms make use of a single sign on. This means that pupils only need one username and password to access Microsoft/Arbor/Seneca/Sparx. The username and password is the one pupils use to log into a school computer.

Year 7 Pupils
Year 7 pupils are receiving their login details in their IT lessons. These have started and all pupils will have been taught how to log in by the end of next week. Until then, Year 7s only need to familiarise themselves with platforms once they can login.

Frequently Asked Questions

What is my child's school email address?
Example email address for a Year 7 student named Ted Hudson:
EGS-24tehu@ellisguilfordschool.org.uk

The first part of the email address is:
Year 7 - 'EGS-24'
Year 8 - 'EGS-23'
Year 9 - 'EGS-22'
Year 10 - 'EGS-21'
Year 11- 'EGS-20'

The next four letters are made up of the first two letters of your child's first name and the first two letters of your child's surname. The email address is completed with '@ellisguilfordschool.org.uk'

What does my child do if they have lost their password?
Pupils will need to go to A3 (the onsite IT support office) and our IT staff will be able to reset it.

My child is in year 7 and they do not know their login details. How do they access these?
Your child will be given a school email address and password in their IT lesson over the next few weeks.

How do I check if my child has homework due?
Pupils and parents can log onto Arbor. Arbor shows all the homework that has been set. All current parents have been sent an invite to log in to Arbor. Please use the contact details below if you are unable to sign in.

What is the homework policy at Ellis Guilford School?
Please find the policy here: https://www.ellisguilfordschool.org.uk/wp-content/uploads/2024/09/240909-EGS-Letters-KOs-Pupil-Planners-Homework.pdf

What is Arbor for?
Arbor is our Management Information System (MIS). It stores all of our important information and allows us to communicate pupils and parents. All homework set is recorded on Arbor. You are also able to see the positive and negative logs for your child.

What is Seneca?
Seneca is an online quizzing platform. Many of our subjects use Seneca for setting homework. This homework is still recorded on Arbor, but pupils may be signposted to Seneca to complete the homework. Arbor feeds back directly to Teachers who then use this information to deliver future lessons.

What is Sparx?
Sparx is another online quizzing platform. Maths and English use Sparx in a similar way to Seneca.

How does my child log into Arbor, Seneca and Sparx?
Pupils must visit the website: portal.cetcloud.org.uk or https://www.ellisguilfordschool.org.uk/main/pupil-2
Once pupils are onto the above website, they must input their school computer username and password.
Username: [Your child's school email address]
Password: [The password your child uses to log onto a school computer]
This will log your child into the student shared area where the online platforms can be accessed. Please use the 'Continue with Microsoft' button and enter the usual username and password.

For a step-by-step guide, you can also refer to:
https://www.ellisguilfordschool.org.uk/wp-content/uploads/2024/09/Homework-Step-by-Step.pdf

How does my child submit their homework?
Homework is completed on Sparx and Seneca. Once completed, scores and answers are sent directly to the class teacher.
If homework is set on paper, pupils can hand a copy to their teacher.

My child has completed their homework but on Arbor it is showing as 'waiting to be submitted' or 'overdue'. What does this mean?
All work is submitted on either Sparx, Seneca or via a paper copy handed to teachers.
Unfortunately, Sparx and Seneca platforms are not linked to Arbor therefore teachers are aware it will continue to state 'waiting to be submitted' on Arbor despite the homework being completed on the other platforms.
We are currently working on ways to resolve this issue.
Parents will be notified if homework has not been completed as a C2 sanction will be issued for 'No Homework' and you will be notified.

My child does not have a device to complete their homework on. What do we do?
In the recent letter, more detailed information was sent out to parents with regards to support in school.
Pupils have access to the school library that has a suite of computers. This is open after school.
There is a Sparx Maths Club during break 1 every day in G210.

My child has reset their password, and they are still having difficulty logging on.
Please contact lauren.hudson@ellisguilfordschool.org.uk

Regards,

Mrs Hudson
Assistant Principal