



# Venerable Bede Church of England Academy

## Dayspring Trust



Tunstall Bank, Sunderland, SR2 0SX

Telephone: 0191 523 9745 Fax: 0191 523 9775

Email: venerable.bede@venerablebede.co.uk Website: www.venerablebede.co.uk

Head of School: Mr D Airey (BSc Hons)

Executive Headteacher: Mrs G A Booth (BA Hons/M.Ed.)

ARC/MIB

February 2017

Dear Parent/Carer

### Remote Access to Files & Programs

All pupils now have the ability to access files and programs on the Venerable Bede ICT systems from outside of school on any Windows computer, Apple Mac, Ipad or android device.

To access this facility, there is a pupil login link in the quick links section on the school website homepage.

From this link they must enter their username and password. Once they have logged in they will be presented with a page showing various software packages that they are able to use and access files on the school's ICT system. The software packages will increase over time, so they will be able to access all software that is used within school from home.

There is also a link called 'My Files', this will take them to a list of folders on the school ICT system. From here they can navigate to their home folder or to the pupil resources area. Once in the 'My Files' section they are able to upload and download files to and from the school's ICT system.

If you have any questions, please do not hesitate to contact me at school.

Yours faithfully

**Mr A Common**  
Data, Exams & IT Manager

