



# EASI

A guide for parents  
& carers

# What is EASI?

A unique central place for you and your child to check important day-to-day things relevant to their student life at Rye Hills Academy.

EASI allows you to:

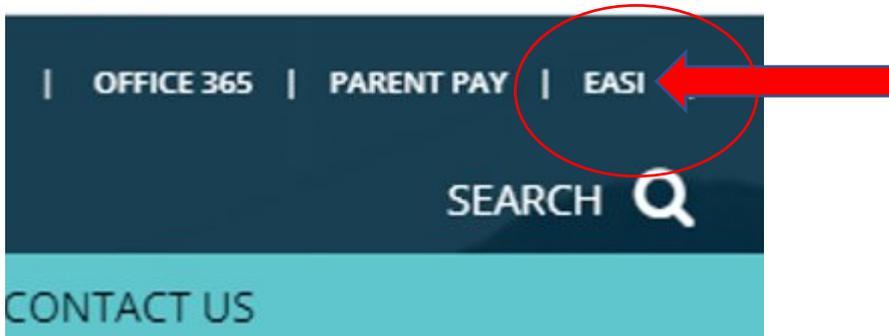
- check what homework your child has, when it's due and a link to all instructions in Microsoft Teams
- see your child's attendance percentage
- see how many behaviour points they have earned
- see any detentions your child may have
- open emails
- access revision materials on Student Pod & external learning websites (such as Quizlet/Seneca Learning)
- open all Office 365 programs, such as PowerPoint, Word, Teams and OneDrive
- access the Rewards Points Shop and see what your child has bought with their reward points! Please find more information about this at the end of the booklet.
- plus many more features, please read in the pages that follow

## 1. Logging in – step-by-step

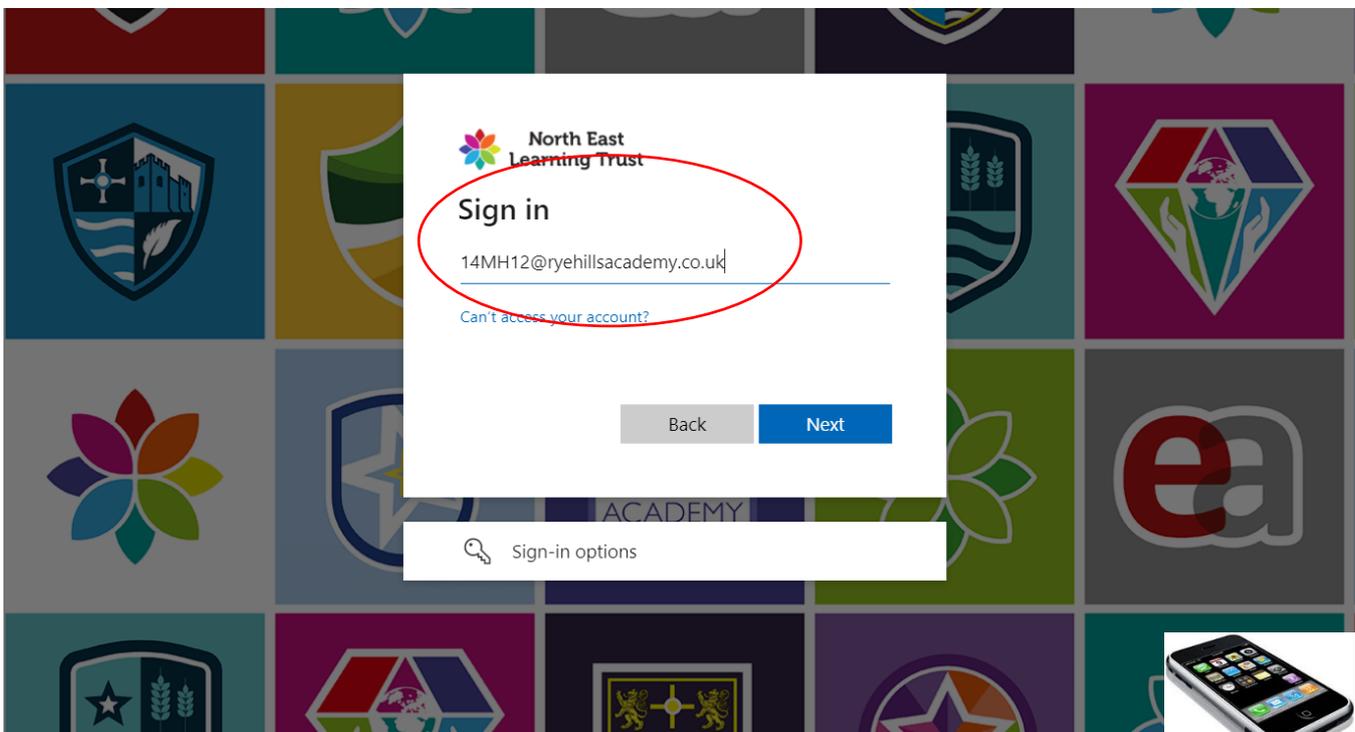


On a computer (in school or at home), or on a phone:

- 1) Open a webpage by using Chrome or any web browser. In the address bar at the top, type: <https://ryehills-systems.nelt.co.uk/>
- 2) Alternatively, you can go to the Rye Hills website and click on the EASI tab in the top right-hand corner:



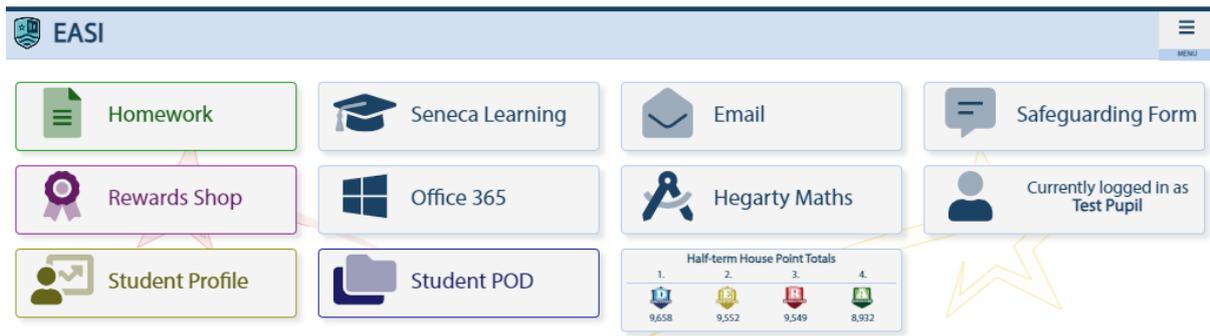
- 3) When you open the webpage, you will be asked to log in. Please use your child's unique username (their school email address) and password which they have already set up themselves. Usernames all follow the same format (see the example below) – if your child has forgotten their username or password, please contact the school at [enquiries@ryehillsacademy.co.uk](mailto:enquiries@ryehillsacademy.co.uk)



- In Safari or Google, go to <https://ryehills-systems.nelt.co.uk/>
- Tap the 'share' icon at the bottom of your phone.
- Tap 'add to home screen' (this will create an app-style shortcut)
- Type a name for the app (EASI) and then tap the 'add' button.
- It will now be an app on your phone that you can access easily.



## 2. The EASI homepage



This is what you will see once logged in – clicking each button takes you to the relevant section where you will find more detail. Here is a brief summary:

- **Homework:** See what homework your child has due, missed, and completed.
- **Seneca Learning:** A free revision site. Teachers sometimes also set homework on here, but full instructions will always be given in the 'Homework' section.
- **Email:** You can see what emails have been sent and received here.
- **Safeguarding form:** This form can be completed by students if they have any worries about their own safety or the safety of others. The form will be read and actioned by the safeguarding team.
- **Rewards Shop:** Trade in reward points for a range of prizes.
- **Office 365:** This will take you to a suite of free programs, such as OneDrive (for saving work), Teams (for homework instructions and submitting some homework) and PowerPoint/Word (for completing some work).
- **Hegarty Maths:** A link to personalised maths homework, set by maths teachers.
- **Student Profile:** This allows you to see your child's classes, behaviour points, consequences, and other details.
- **Student POD:** This is where we house extra resources for every subject your child has. You can find details of what they are currently studying this term, along with useful documents such as knowledge organisers. Click on the button and see what's there.
- **Half-term House Points Totals:** See which house is in the lead, who is going to win the end of term prize?

NOTE: We will constantly look to evaluate the homepage so that students and parents can use it effectively. These buttons may change as EASI evolves.

## 3. Homework



Students will mainly want to focus on the 'Due' tab as this is the homework that has been set but hasn't been completed yet.

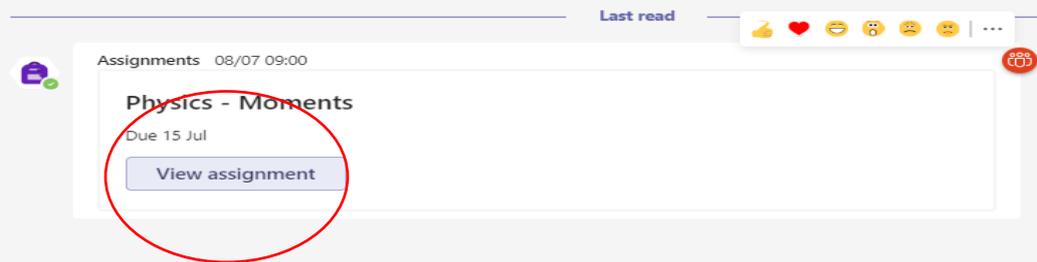
We can see that this student has some Science homework.

Here you will find instructions for the homework. Teachers may accept homework via Teams, EASI or on paper, so be sure to check the instructions. There is a link to click to access the homework.

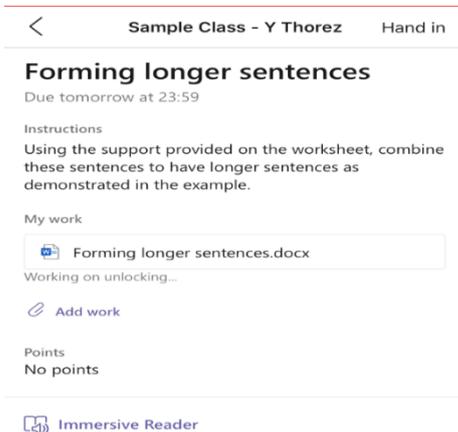
This is the date homework needs to be handed in by.

- 2) In the Homework section you will find all homework that has been set this year for your child. They are arranged chronologically, so the homework due next appears at the top of the page.
- 3) Clicking the link takes you to the homework assignment, some teachers store homework in Microsoft Teams also – here you will find any resources and instructions for each homework by clicking 'View assignment':

General > Post by Assignments 8 Jul 2021

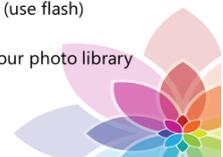


2. After clicking 'view assignment', students will see the following screen:

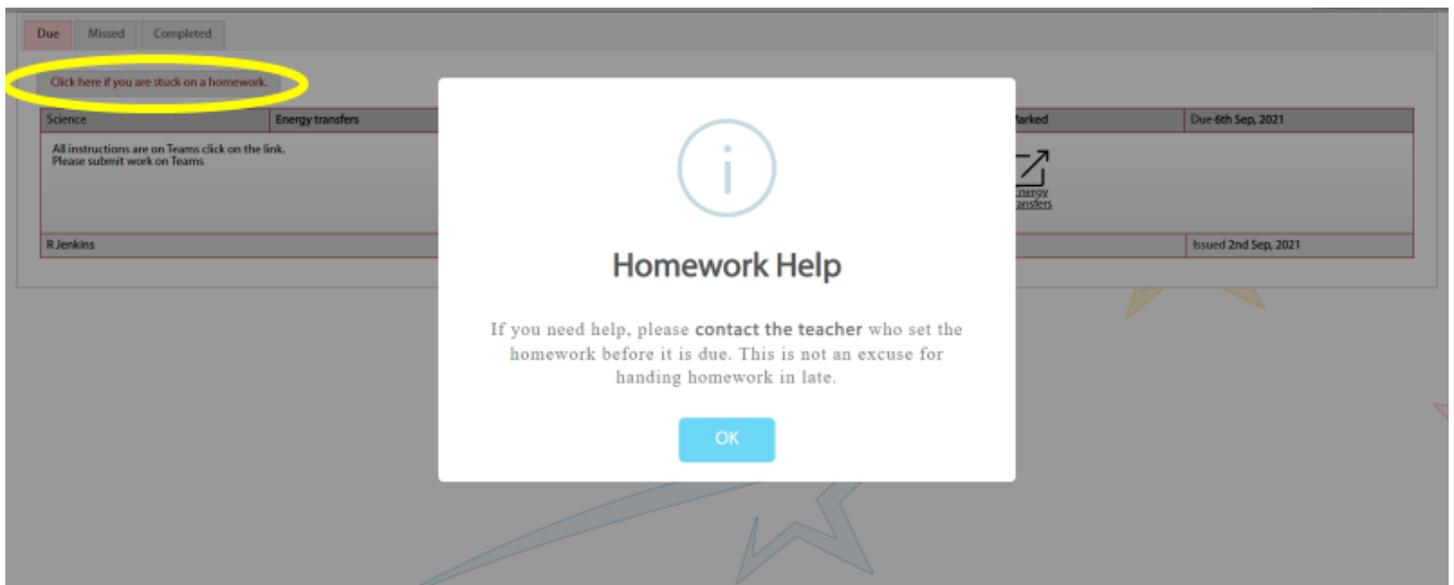


### If you need to hand in on Teams:

- In EASI, click the link to the homework
- Click 'View Assignment'
- Open any word documents or powerpoints by clicking on them under 'My Work'
- If you have completed your work on Word or PowerPoint, make sure you save your work and then attach by using the 'Add work' function
- If you do your homework on paper, take a picture of it (use flash)
- Click 'Add work'
- Click 'Upload from this device' and find the photo in your photo library
- Wait for it to upload (the blue bar)
- **Click 'Hand in' in the top right corner**



or a 'stuck' button on EASI – this will remind your child to speak to their teacher BEFORE the homework is due in to clarify what is needed:



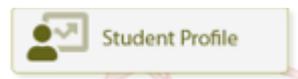
### Things to note:

- Teachers will discuss homework in lesson so that pupils understand what to do.
- A student will never receive homework due in for the next day – they will always get a reasonable amount of time to complete it.
- If homework is only partially completed, it will be marked as not completed. The teacher will have made it clear what is required and all elements should be attempted to the best of a student's ability.
- Students should set aside some time and a suitable place to complete homework – establishing a good routine is key to completing homework regularly.
- Every homework set has a one-day extension permitted. If homework is handed in by the extension date a H2 will not be logged.
- Homework club is available during and after school – pupils can speak to Progress Leaders or Miss Ammor for more details.
- We have a homework policy and sanction system for homework not being completed or not enough effort put in. See the table below for more information:

Extension	Student does not submit homework. Extension given on EASI.
H2	Student does not submit homework by the extension date. H2 issued and logged on EASI.
H5 detention	Student fails to hand in three pieces of homework by the extension date. 3 x H2's issued and logged on EASI.

	Results in a H5 detention after school with Progress Leaders. These will be Tuesdays and Thursdays. Contact made with home.
SLT detention	Failure to attend two H5 after school detentions will result in a SLT detention Friday after school. Progress leaders to monitor.
Progress Leaders	Progress Leaders analyse data and follow the homework steps system to identify and support students to complete homework regularly.

## 4. Student Profile



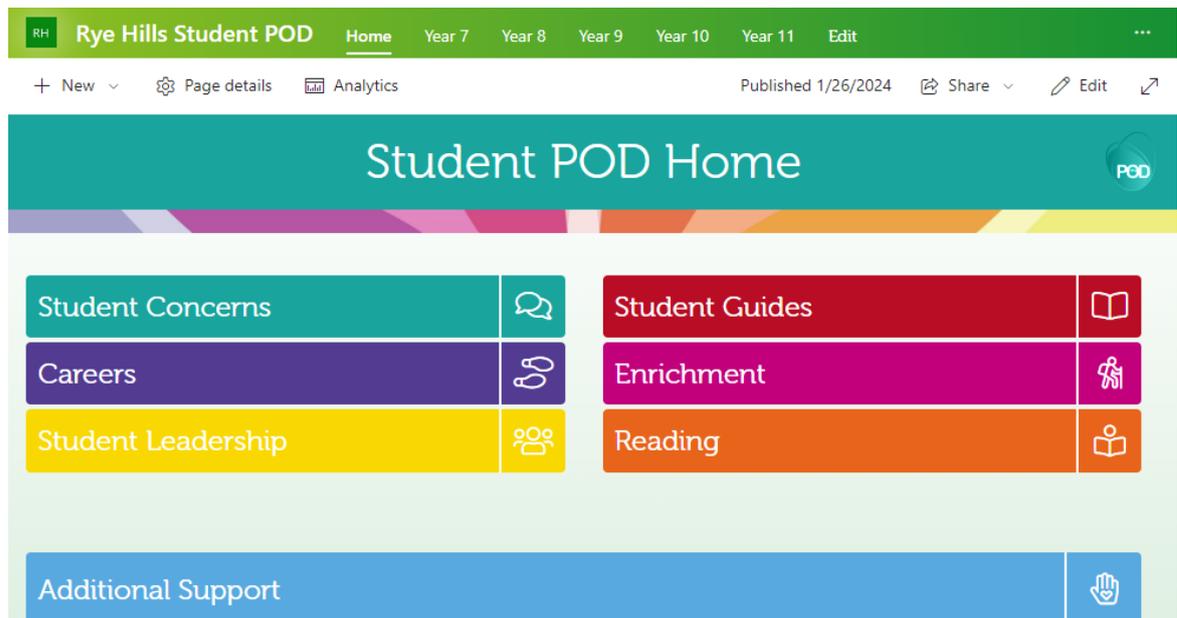
Clicking this area allows you to see a snapshot of your child's behaviour and rewards:

- Behaviour Points – These are positive rewards your child has achieved and can now spend on the online rewards shop.
- C1/2/3/4/5 – This is our behaviour consequence system used in every lesson, ensuring that students are given the opportunity to change their behaviour. Sanctions range from C1 (verbal warning) through to a C5 (removal from the lesson). Please note only C2-C5 are recorded on EAS!
- Flags – Staff will log issues that contravene school policy, such as punctuality, missing equipment and incorrect uniform.

## 5. Student POD



This is where we house extra resources for every subject your child has. You can find details of what they are currently studying this term, along with useful documents such as knowledge organisers. Click on the button and see what's there.



## 6. Support

We hope you find both this guide and EASI useful. You now have access to a wealth of information than ever before, which we hope enables you to gain further insight into your child's school life.

Should you need any further support with EASI, please don't hesitate to contact the school at [enquiries@ryehillsacademy.co.uk](mailto:enquiries@ryehillsacademy.co.uk)

**The Rye Hills Reward Shop is now live!**

**The purchasing of rewards must not be completed during lesson time, if students do so their points will be returned and they will not receive their rewards.**

**How to buy from the online shop:**

- Go onto EASI
- See how many points you have available
- Click on the Reward Shop
- Add items to your basket and purchase
- Maximum of one item per order
- Items will be delivered to your form class
- You can decide whether to spend or save your points
- More shop items will be added in due course
- You will be able to see how many points you have earned; how many you have spent; and your remaining balance. Your points don't disappear, they're just spent
- Points carry over from year to year so you can save up for bigger items



### **What can I buy with my points?**

- There are a range of items to buy from the shop depending on how many points you have, ranging from stationery items and book tokens to free snacks and even Amazon vouchers! Have a look on this demo and see what is available... Demo [RH: Rewards - Shop \(nelt.co.uk\)](#)