



Dear Parent(s)/Guardian(s),

As you are no doubt aware, the Minister for Education directed that schools should not re-open as normal on January 11<sup>th</sup> for any year group due to current concerns related to the COVID-19 pandemic. In line with the Minister's directives on the matter, the following arrangements to provide for the continuity of learning will be in place until further notice.

### **Online Learning**

All year groups will continue with online learning until further notice. Modified timetables will apply and are attached below. Please bring these timetables to the attention of your son/daughter. They are different from those timetables that had been in operation so far this year and are designed specifically for an online learning environment. The expectation is that students will be logged on and ready for school work from Monday 11<sup>th</sup> January at 0900.

All students are connected to O365 and have been provided with training and practice on accessing Teams and other Microsoft Office programmes during term one. Parents are asked to please note the following important points:

1. Parents are asked to confirm with their son(s)/daughter(s) that they know their username and passwords, and, that they can log in to Teams. Usernames are a student's full school email address e.g. YourName.CCS20@colaistecoissiuire.ie
2. Students are asked to log in to Teams and double-check that they are enrolled in all the correct classes
3. Should parents require technical support for Teams, please email the school on [info@colaistecoissiuire.ie](mailto:info@colaistecoissiuire.ie)

Parents are also reminded that information regarding attendance, assessment, behaviour, etc. can be accessed by logging on to <https://colaistecoissiuire.vsware.ie>

The experience of teachers, students and parents from March to May 2020 was that those students who best maintained their online engagement performed better in end of term assessments. These high-engaging students were also noted to have exhibited far less stress and anxiety transitioning back into the classroom environment with less gaps in their knowledge when school resumed in September. The following tips are important to consider for online learning from home:

- Have a suitable quiet space in which learning will take place
- Ensure you log-on to the correct class at the correct time

- Ask questions and engage with your teachers during your timetabled lessons: your teachers are always available even if not live streaming and learning is a two-way process
- Manage distractions during the school day: switch off notifications on other apps/social media when 'in class'
- Ensure that you note when assignments are due and upload in good time
- Ensure that you take breaks between classes and observe the periods of wellbeing

### **Retrieving Books/Materials**

For any students who have yet to retrieve books/materials from the school building this can still be done between 0800-1400 from Monday 11<sup>th</sup> January. Please use the intercom bell at the front door of the school to gain access.

### **Assessment and Reporting**

Results from Christmas Assessments carried out in December will be published on VSWare in January and can be accessed by logging on to <https://colaistecoissiuire.vsware.ie> . The school will issue hardcopies as soon as possible in the normal way.

### **Communication with the School**

The school can be called by phone on 051-895112 between the hours of 0800-1400 from Monday to Friday. The school can be emailed on [info@colaistecoissiuire.ie](mailto:info@colaistecoissiuire.ie) and your message will be diverted as is required. Please do not use the Teams platform to contact teachers directly. Please note that teachers are available during timetable classes and school hours only on Teams: students should not message teachers outside of school hours.

Further regular updates will be provided over the coming weeks as we learn more about school closures.

Finally, it is the intention of all school staff and management to support students as best as possible over the coming weeks. This will be done academically but support is also available in terms of student wellbeing and welfare during what may be a worrying time for some. Please do not hesitate to contact the school if you feel your son or daughter is exhibiting signs of anxiety or worry. All contact will be dealt with in confidence.

I wish you and yours a happy, healthy, safe and peaceful New Year.

Sincerely



Conor Power  
Principal