

8th of January 2021

Dear student / parent / guardian,

Following the Government's announcement in relation to school buildings closing with learning & teaching moving online, Carrigaline Community School will be operating on a contingency timetable from Monday 11th January. This timetable was devised as a result of feedback from students, parents/guardians and teachers following the previous session of online learning. It makes it clear for parents/guardians when your son/daughter should be attending online lessons.

The timetables for each year group may be viewed on the school website, www.carrigcs.ie. Students will need a device and internet access to take part. We understand that this is challenging in many households. As a minimum, students can access their lessons on their mobile phone. On the website we also have details of how to access our online learning platform on gaming devices such as playstation and xbox, as this may be useful for some households.

Google classroom and Google Meet are our primary learning platforms. Teachers have been working throughout the first term in ensuring students are familiar with these platforms and class groups have been using Google classrooms during the term. All students have a school email and all students should be connected with their teachers on google classroom. If for some reason your son/daughter does not have the log in details for his/her email please email us to request same (info@carrigcs.ie). The email is the portal through which students can access their various google classroom groups. We would encourage parents to monitor your son/daughters school email account frequently, to ensure they are keeping up with work being set.

The contingency timetable is structured to ensure daily contact time with online and interactive classes running in the mornings and afternoons for task completion, project work and where appropriate, pastoral support sessions with our pastoral and guidance teams. Our school counsellors and school chaplain are available to support our students during this time. They will be in contact via the various year group google classrooms.

This contingency timetable seeks to make learning & teaching as practical as possible for all involved. Classes have been timetabled to run for one hour as opposed to our regular 40min periods. Non-exam subjects are not included in this timetable as exam subjects have been prioritised.

High standards of behaviour are expected from all students when participating in online classes and when using google classroom. It is important that students are aware of our Acceptable Use Policy (available on the school website).

We recommend the following to students during online classes:

- Use headphones, if possible, as these will eliminate other noise and will allow students to participate more meaningfully in the lesson.
- If the teacher asks for cameras to be switched on please do so, if at all possible.
- Dress appropriately for class

Student access to books/materials stored in school

If students have books/materials stored in the school and these are required while working from home, the materials can be collected on Monday 11th or Tuesday 12th. In the case where a teacher has the materials stored for safekeeping, the teacher will notify students via Google classroom as to where the materials can be collected from in the school. Materials can be collected up until 15.00 on Monday 11th and Tuesday 12th.

We realise these are trying times for all and we would ask for your understanding and cooperation as we attempt to make the very best we can of this situation.

Paul Burke

Principal

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