

12<sup>th</sup> January 2021

Dear Parents & Guardians,

We hope you and yours are safe and well as we begin our second session of remote learning. We appreciate how challenging life is for everyone in the midst of a pandemic and we will do all we can to support our school community as the situation evolves.

Firstly, the plan is that students will generally follow their regular school timetable with an emphasis on their exam subjects. Each teacher will explain to the students via their subject class team exactly how they will manage the timetable. For the most part there will be a mix of live and recorded classes with some time for independent work and feedback. Exactly how each teacher structures this will depend on the subject. It is not possible for us to be more prescriptive than that as there are so many teachers and so many subjects.

At this stage students should be set up on the class team for all their subjects. The vast majority of our students have experience of our Learning Management System – Microsoft 365 from our first session of remote learning last year. Many teachers have given students the opportunity to upskill since September. Our 1<sup>st</sup> Years were tutored on the system in their 2 periods of IT per week. FYI student email addresses take the form - year of entry to St Anne's, eg if it was 2020 the email would be [20.firstname.surname@learner.lcetb.ie](mailto:20.firstname.surname@learner.lcetb.ie), variations may occur if there is more than one student in LCETB schools with the same name. The password is an LCETB generated password which was given to all students in school. If there are any issues or queries please email [stanneskillaloe@lcetb.ie](mailto:stanneskillaloe@lcetb.ie) and we will do all we can to help you. Note that when we last engaged in remote learning a number of mobile operators helped students with connectivity and data issues. You should contact your mobile network for more information.

Also, please go to the parent tab on our website, [www.killaloecc.ie](http://www.killaloecc.ie), for assistance with online education. You will find a Microsoft Teams presentation for parents and students which was delivered to all students on return to school in September, guidance for parents & guardians on Distance Learning with Microsoft 365, information on handing in assignments and useful links to help with using Office 365. You will also find instructions on how to use games consoles such as Xbox and Playstation 4/5 to access Teams for remote learning. We will update and review the resources as needed.

Our Year Head system, Pastoral Care & other support systems remain in place. Teachers will refer on concerns or issues and you can contact our Year Heads, Chaplain, Guidance Counsellors and Special Educational Needs & TY Coordinators by emailing directly or using the school email or by phoning the office (061 376257) and the relevant person will revert to you.

1<sup>st</sup> Year - Ms Halley, [angela.halley@lcetb.ie](mailto:angela.halley@lcetb.ie)

2<sup>nd</sup> Year – Ms Murphy, [marie.murphy@lcetb.ie](mailto:marie.murphy@lcetb.ie)

3<sup>rd</sup> Year – Ms Egan, [kathleen.egan@lcetb.ie](mailto:kathleen.egan@lcetb.ie)

TY & 5<sup>th</sup> Year – Mr O’ Brien, [brendan.obrien@lcetb.ie](mailto:brendan.obrien@lcetb.ie)

6<sup>th</sup> Year – Ms Daly, [fiona.daly@lcetb.ie](mailto:fiona.daly@lcetb.ie)

TY Coordinator – Ms Hartigan, [beverley.hartigan@lcetb.ie](mailto:beverley.hartigan@lcetb.ie)

Special Educational Needs Coordinator - Ms Denning, [deirdre.denning@lcetb.ie](mailto:deirdre.denning@lcetb.ie)

Chaplain – Ms Torpey, [karol.torpey@lcetb.ie](mailto:karol.torpey@lcetb.ie)

Guidance Counsellor – Ms Starr, [karen.starr@lcetb.ie](mailto:karen.starr@lcetb.ie)

Guidance Counsellor – Ms McCormack, [claire.mccormack@lcetb.ie](mailto:claire.mccormack@lcetb.ie)

We fully appreciate that remote learning is easier for some than others due to a myriad of individual circumstances. We have asked teachers to monitor online engagement and to let Year Heads know of any concerns around student engagement. Staff will follow up with parents and students on this and we will support the student as best we can to resolve the situation.

It is so important that we all try to take care of our own Wellbeing at this time, we are all working and teaching and learning in many different situations, so above all be kind to yourselves. You will find a number of helpful links on our webpage to help you and your child to take care of yourselves. As always our Pastoral Care team are on hand to help in whatever way they can, and if they can’t help, they will definitely find someone who can for whatever situation should arise for you and your family. The most important thing is that you ask for help if and when required, and we will be more than happy to assist.

Many questions remain unanswered especially for Leaving Cert and Junior Cert students, questions about the State Exams, projects, practicals, orals, mock exams and more. We do not have the answers. Decisions will be made by Government and we will take it one step at a time.

Our most important message is for you to stay safe and well. Please ensure that you continue to follow HSE and Government advice so that this period of school closure will be as short as possible.

Yours faithfully,

Aideen Walsh & Fiona Daly

Principal & Deputy Principal (Acting)