**Parent & Student information regarding Teaching & Learning**

Dear Parent / Carer

Please read carefully the information below so that you know what your son / daughter must do regarding their learning in the event of the school being closed.

The intention is to continue to provide all of our students with **learning opportunities** despite the school closure and **to ensure that their education continues** as normally as possible under these unprecedented circumstances.

1. **Year 11 / Year 12 and Year 13**

**Students will be required to log on to Office 365 Teams** - if your son / daughter is an exam class (Year 11 / Year 12 and Year 13) they will have access to uploaded learning resources within Office 365 classroom, which they will need to complete. Students should expect feedback at least weekly. Some of their teachers will be conducting lessons with them online. This would be delivered using Microsoft Teams. These teachers who are able to do so will already have informed your son / daughter of the online lessons prior to the school closure – please note the specific class teacher will be online **only** during the period they are supposed to be teaching your son / daughter.

1. **Year 7, 8, 9 and 10**

Students should have at least two weeks’ of work provided in the pack they have been given. Students with IT facility will also be able to log on to **Office 365** and access learning resources for each of their subjects. Their teachers will have shown them where the work is located. Once completed, it should be re-sent to their teacher.

1. Any student who does not have access to internet at home has been given a pack of work – they will have a pack for each subject they study.
2. **We would ask you to remind your son / daughter that the ICT Acceptable Policy** **still applies** even if they are working from home and any misuse of the systems or inappropriate comments etc will be sanctioned as per the school’s Behaviour for Learning Policy.

As you will be aware, these are exceptional circumstances and the school will endeavour to provide structured learning to all students as best as it can using Office 365 or by providing printed packs. Please do ensure your son / daughter completes the work set for each day.

I thank you in advance for your understanding and support,

Roisin Walsh