



Remote/Distance Learning

Guidelines for Students and Parents/Guardians

Introduction

Subject teachers will work together to ensure continuity of education for students throughout the period of disruption brought about as a result of students having to self-isolate. These guidelines outline the expectations of temporary remote learning for students.

Use of Digital Platforms to Support Learning

Staff will use Google Classroom as the main digital platform to share work with students. However, some subject teachers may wish to communicate with students using other digital means, eg C2k email.

Students should ensure that they have access to Google Classroom on the digital devices they intend to use at home (using their C2k login details, e.g. student123@c2ken.net). Students requiring technical advice should contact Mr Keith Elgin (School Network Manager) via the school email (info@loretocollege.org.uk) as soon as the issue arises.

Any student who does not have access to devices or the internet at home should let their Form Teacher know so that appropriate support arrangements can be made, including the loan of IT equipment (where available) and provision of paper based resources.

Engagement with Learning

The expectation is that students will fully engage with their learning (health permitting).

- Students should keep their routine as close as possible to a normal school day by following their normal timetable on the days they are working remotely – this will ensure that they spend the right amount of time on each subject studied, while at the same time managing their time and workload.
- Students should regularly monitor, e.g. on a daily basis, the digital platforms by which each subject teacher delivers material to check for information and any feedback provided.
- It is the student's responsibility to follow all instructions given by their subject teachers and to attempt to complete all assigned tasks. Subject teachers, Form Teachers and/or Year Heads may contact students and/or their parents/guardians in the event of students not engaging with their learning.
- Subject teachers will inform students if they are to submit work, and how they should do this.
- Subject teachers may use a variety of methods to give students feedback on their work.

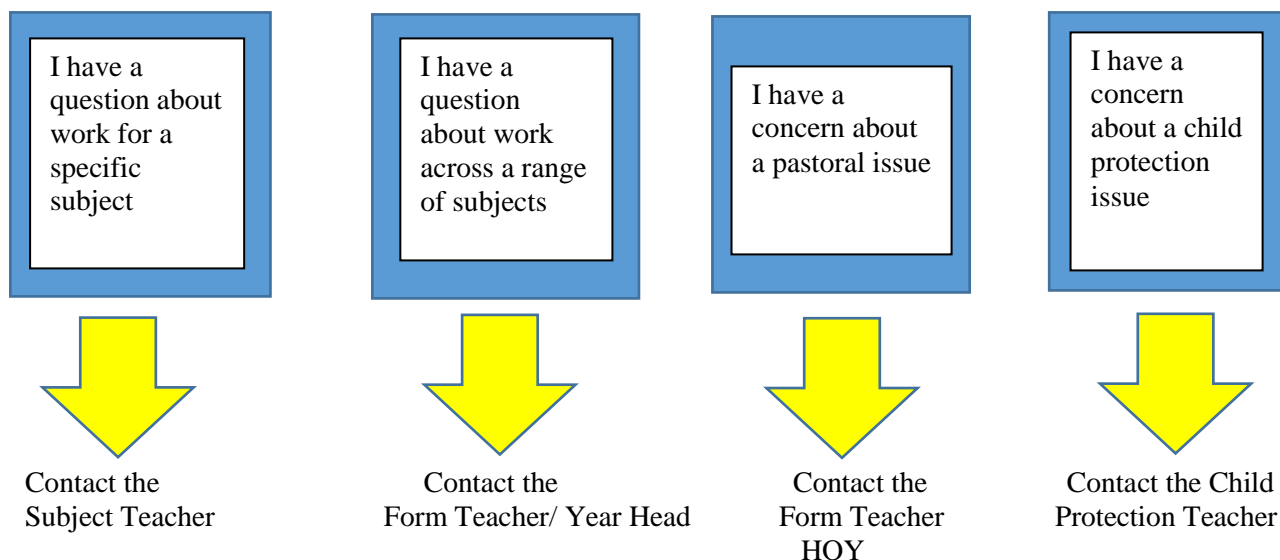
Student Guidance for Effective Remote Studying

- 1) Continue your daily routines as if you are going to school, from your breakfast to shower and dressing routines, including a 9:00am start – this will help you engage more fully in the learning experiences.
- 2) Where possible, try to create an appropriate space for studying, one that is quiet and free from distractions (including the use of your mobile phone!).
- 3) Do your best to be independent and proactive in your learning. Make sure you understand the tasks assigned to you by your subject teachers and any deadlines set by them. Do your best to organize your studies and to meet timelines, commitments, and hand-in dates. Communicate proactively with your teachers if you cannot meet deadlines or require additional support.
- 4) Be aware that school rules and policies on behaviour etc. extend to remote learning, including expectations for online etiquette.
- 5) Guidance is available from the following link : <https://bit.ly/LCC-GC-Help>

HOME-SCHOOL COMMUNICATION

Parents/guardians are respectfully asked to keep communication with school confined to working hours: Monday-Friday: 9.00 am – 3.15 pm. Staff will return emails/phone calls as soon as practicable by the next working day.

WHO TO CONTACT



KEY CONTACT DETAILS

Key Stage 3	Key Stage 4 (GCSE)	Key Stage 5 (AS/A2)
<p style="color: green;">Head of Year 8</p> <p>Mrs Brolly kbrolly649@c2kni.net</p> <p style="color: green;">Head of Year 9</p> <p>Ms Morren hmorren196@c2kni.net</p> <p style="color: green;">Head of Year 10</p> <p>Mr Shaw lshaw302@c2kni.net</p>	<p style="color: green;">Head of Year 11</p> <p>Mrs McAleese mmcaleese691@c2kni.net</p> <p style="color: green;">Head of Year 12</p> <p>Mr Harkin eharkin834@c2kni.net</p>	<p style="color: green;">Head of Year 13</p> <p>Ms Marren cmarren334@c2kni.net</p> <p style="color: green;">Head of Year 14</p> <p>Mrs McEwan omcewan810@c2kni.net</p>

<p>Child Protection Team</p>	
<p>Mrs McCarry- Designated Teacher smccarry015@c2kni.net</p>	<p>Mrs Pepin- Deputy Designated Teacher Fpepin759@c2kni.net</p>

Email Addresses of Subject Teachers

You can also contact Subject/Form Teachers via Google Classroom

SUBJECT	@c2kni.net
ART	mmcgrill406 acrawford741
BIOLOGY	smcbroom594 smullan684 emcerlain902
BUSINESS	fmccloskey000
CHEMISTRY	kbarras197
DRAMA/THEATRE	omcewan810 jwilson590 acrawford741
ECONOMICS/LLW	smellon759 aoharte071
ENGLISH	clittle646 fpopin759 lmccool908 cboyle685 cmarron334 tloughrey120
FRENCH	bmcguinness677 fsimpson087 jfoster362
GEOGRAPHY	mmcgreevy858 lshaw302 hmorren196
HEALTH AND SOCIAL CARE	mmcilvenny193 noneill427
HISTORY	bmurphy366 eharkin834 smcgoldrick111
HOME ECONOMICS	mmcaleese691 smcnicholl833 icunning605 mkelly344
ICT /DIGITAL TECHNOLOGY	cdeighan865 lmcbride828
IRISH	cbeanuimhaolain530 ddunne047
MATHEMATICS	Fcollins343 gdiamond016 cmullan554 jmcauley791 jroantree997 nlynch526 kbrolly649
MUSIC	bmccann858 sgallagher250
PHYSICS	mcclose467 kbrolly649
PHYSICAL EDUCATION	mmccullough109 jwilson590 pbyrne384 emccloskey698
POLITICS	eharkin834
RELIGION	bsweeney855 jgalbraith059 smccarry015 gcarey798
SPANISH	ploughran722
TECHNOLOGY	smurtagh696 smcgilligan975 pbradley948 tclose412

PASTORAL SUPPORT

Pastoral Support: Your Form Teacher and Head of Year will be available to you if you feel isolated and need some-one to talk to. They will be able to give you support and guidance. It is important that you look after yourself both physically and mentally during this difficult time.

