

Lumen Christi College



Accessing your Curriculum from Home

Advice to students and parents

Parents/Carers

In the event of a school closure we will endeavour to teach remotely. Please follow these guidelines to help us with this.

1. Remind pupils that it is essential they take **all** their textbooks, exercise books and files home with them **daily**.
2. Please ensure that your child has carried out the steps on the next few pages.
3. Pupils will be expected to follow their **normal timetable from 9:00am to 3:30pm**. Pupils should dedicate the time allocated to the various subjects as per their timetable as teachers will continue to set work. We would urge parents/carers to monitor this and ensure it happens.
4. Ensure you have downloaded our **SIMS Parent App** as this will be the main method of communication in the event of a closure.
5. Follow our school social media and website for updates – www.lumenchristicollege.co.uk (school website) and **Twitter**. Please refrain from posting queries on the social media platforms.

	
@LumenChristi_NI	www.lumenchristicollege.co.uk

You should visit the school website and Twitter daily to check updates.

6. Should you need to contact the College in the event of closure, with emergency information, you can email the school info account. The email address is: info@lumenchristi.derry.ni.sch.uk.
7. Ensure that pupils are adopting safe practice online. Check with your child that this is the case and ensure they protect their privacy and personal data at all times. There is some good advice here: <https://www.nspcc.org.uk/keeping-children-safe/online-safety/>

Student Usernames and Passwords

1. **Students ensure you know your password for your C2K user account. You will need this to logon to My-School when you are at home.**
2. **You can change your password** whilst in school. A password will last for 120 days but if it expires whilst you are at home it may be difficult to reset it.

In the event that your password expires at home and you need it to be reset, you can send an email from your parent/carer's account to the following address:

lcchelp2020@gmail.com

emails should contain the following details:

- ✓ Student name (e.g. John Bloggs)
- ✓ Student username (e.g. jbloggs123)
- ✓ Registration group (e.g 9f)
- ✓ Parent/Carer's contact details

This email address will be monitored regularly.

Accessing Learning Materials

1. Some teachers may use Google classroom to set work, distribute handouts or collect work.

If your subject teacher is using Google Classroom, make sure you have the code for that Class in Google Classroom. Ask the teacher for the code and take a careful note of it. Keep it somewhere safe. Enrol yourself in the Class ideally using your C2K login not your gmail account.



Your C2k email address is your username followed by e.g. jbloggs123 followed by @c2ken.net. That would be: *jbloggs123@c2ken.net*.

Many teachers already use Google Classroom as a means of setting and collecting work. It can be accessed on your smartphone (download the App to your device) as well as laptops or tablets.

2. Some teachers may use an alternative method such as paper-based handouts or documents in shared resources on the C2K school network. Log in to My School to access documents on the C2K Network.

Ensure you can access **My School** from home.

Go to <https://www.c2kschools.net> .

MY-SCHOOL - Login

<https://www.c2kschools.net>

MY-SCHOOL. Username: Password: Accessibility Guidelines · Forgotten Password. © 2019
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You will be asked for your **normal log in** details i.e. your username and password.

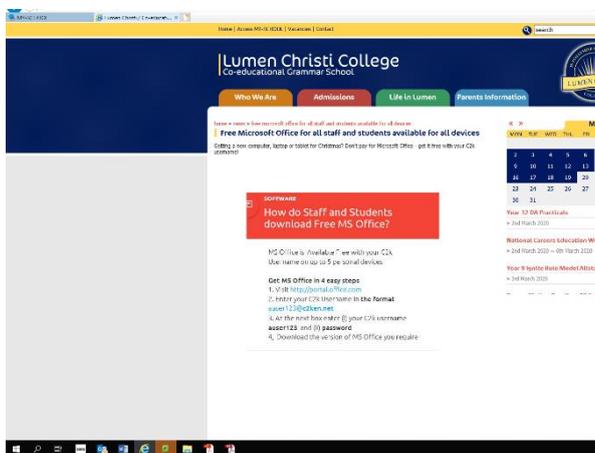
The screen will then take you to the normal **My School** page that you would get in school.

If this does not work for you contact lcchelp2020@gmail.com, stating your name, username, class and parent/carer's contact details.

Microsoft Office

If you need a copy of Microsoft Office please visit the school website www.lumenchristcollege.co.uk. The link and instructions for downloading MSOffice appears under 'Lumen Life' at the bottom of the home page.

Or click on the link below:



<http://www.lumenchristcollege.co.uk/news/free-microsoft-office-for-all-staff-and-students-available-for-all-devices>

Exam Preparation (Year 11-14)

It is most important during any potential closure that our Year 11-14 students continue their preparation for formal exams. A CCEA letter dated 11th March 2020 states:

Our position (CCEA) remains that students should prepare for examinations as usual.

We have a range of contingencies to mitigate against examination disruption and we continue to work with government, other awarding bodies and regulators on our responses to the COVID-19 situation.

It is expected that all Year 11-14 pupils will work earnestly to complete all work set and to participate fully in this community effort together with their teachers.