

**Tuesday 24<sup>th</sup> March 2020**

Dear Parent/Carer,

I would like to provide you with some further guidance that will assist you to support your son/daughter while they are at home during this time of school closure, as well as a few general points for your own information.

### **Communication**

- Our main means of communication with parents is the SIMS Parent App and we will continue to keep you updated regularly with various messages.
- In addition, please follow the College's Twitter account @LumenChristi\_NI and information will also be available on our website [www.lumenchristicollege.co.uk](http://www.lumenchristicollege.co.uk)
- Subject Teachers and Form Teachers are in touch regularly with our students via Google classrooms.
- As we have a duty of care to both students and staff to ensure everyone maintains a healthy school-life balance, I would ask that school hours be respected in online communication.

### **Exams**

- We appreciate that our senior students may be anxious with regard to the grading of GCSE, AS and A2 examinations. We are still awaiting definitive guidance from the Department of Education and Examination boards and we will update you as soon as further information becomes available. Students in exam classes have covered a considerable amount of work to date and should use remote learning activities to consolidate their learning.

### **Remote Learning**

- Remote learning has been utilised to help us support continued learning during the Covid-19 crisis, primarily via Google Classroom. You have already received guidelines via our SIMS Parent App relating to this (*for convenience I have attached this guidance again 'Accessing your curriculum from home'*). Your son/daughter has also received a presentation regarding this.

#### **Google Classroom**

- Your child has joined a number of online classes (set up by both their subject teachers and pastoral team) which reflect the curriculum they study. We encourage you to look at your child's Google Classroom account to view the classes they have joined. Also, please review the **Remote Learning Agreement (attached)** that we have asked your child to subscribe to. This outlines the behaviour that we expect when using remote learning technologies.
- C2K email addresses only should be used for accessing Google Classrooms (*refer to 'Accessing your curriculum from home'*).

#### **Completing tasks remotely**

- Each subject teacher will set work for your child to complete. The subject teacher will explain what the work entails and when the work should be completed. Tasks will vary and may be posted to cover different durations e.g. weekly. So, do not expect to see new tasks posted every day, in all cases. Also, tasks will not always involve the use of a computer, for example, students may be directed to a text book to write answers into a homework book, art pieces, practical activities and so on.

## Health and Safety when using computers

- It is anticipated that your child will complete the tasks set **during school hours**. You need to ensure that your child has a well-balanced day, which includes school work. As you appreciate, from a Health and Safety point of view, your child should not spend all of the school day in front of a computer. Breaks are essential and remember, **not all tasks are computer-based**.

### Netiquette

- We have already issued you and your child with key points relating to Netiquette (online behaviour) whilst using Google Classroom. In addition, we want to remind our students that formal classroom attitudes and behaviour is expected of each student. Please reinforce this as you discuss our remote learning arrangements with your child.

### Online Safety

- It is essential that we all keep our young people safe online. To ensure your child is behaving safely online is a very important part of your responsibility during this time so we want to emphasise the importance of monitoring and engaging with your child as they use remote learning technologies.

## Keeping Everyone Safe

- It is crucial that our students to continue to play their part in protecting our community by adhering strictly at all times to the guidelines on staying at home, social distancing, coughing etiquette and hand sanitisation to stop the spread of Covid-19.

We recognise these are very challenging times for everyone and while we must work within the current constraints that face us, rest assured we are committed to working together to continue to meet the educational and pastoral needs of your son/daughter, as best we can. Furthermore, we acknowledge that the safety, health and well-being of our entire school community is of paramount importance.

You all remain in our thoughts and prayers.

Kind regards,

Mrs S McCauley

Principal