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8th January 2021

Dear Parent/Guardian,

Firstly I want to wish you all a Happy New Year. I hope you are all keeping safe and well during this current set of restrictions.

Now that we have received further clarifications from the Department of Education we feel it is time to now roll out our remote teaching and learning plan. It is our intention that during this time we facilitate the best possible education for our students using a variety of methodologies including project work, pre-recorded lessons, videos and also live lessons through Microsoft Teams in every Examination Subject and some Learning Support classes.

We are going to continue to operate our full school timetable. Students will be required to attend Registration every morning on Microsoft Teams. A roll will be taken and recorded. Teachers will also schedule online live classes with students. Students will be sent a link for those classes. They are required to attend and attendance will be recorded. Junior students will have at least two live online classes per day. 5th year students will have at least three live classes per day. 6th years will also have at least 3 classes live online every day but may need more contact than this. Individual teachers will arrange this according to the needs of their classes.

Parents will be sent a report each week about their child's attendance and engagement. We understand it will be difficult for you to monitor your child's progress, especially if you are working but it is important that they do engage to the best of their ability. If there are any barriers to their learning e.g. access to a device, forgotten passwords etc. please contact the office immediately. The office will be open from 9am-12.30pm every day so you can contact by phone on 018471422 or by email at grangeccadmin@ddletb.ie

Students working with Special Needs Assistants will be contacted every day to offer assistance remotely via a phone call or through Microsoft Teams.

Where classes are not live online, teachers will set tasks, projects, homework, reading, research etc that must be completed during normal timetabled hours.

Books or resources can be collected from the school between 9am and 12.30pm every day by appointment only.

During this closure our Care Team will be fully operational. Our Guidance Councillor Mr. O'Brien and our Chaplains Ms. McCarthy and Ms. Rix will be available by appointment online. If your child is struggling in any way either educationally or socially/emotionally please do not hesitate to contact us.

If you are ever unsure as to who to contact a good place to start is with your child's Tutor who will be seeing your child in Registration every morning at 8.48.

We are very active on social media. We will be posting a constant stream of updates and advice on our Instagram and Facebook pages. The information also bounces to our school website <https://www.grangecc.com/second-level-news> Please keep a close eye on these to stay up to date with all that is happening.

We will also set up a page on our website over the coming day for Remote Learning with all the resources students will need to access including timetable etc.

We are also including in this letter advice around Etiquette and Procedures for Live Video Conferencing Lessons. Please take note of these and read through them with your child.

If things change again over the coming weeks we will contact you all again immediately. Stay safe and well.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Sean Smyth', written in a cursive style.

Sean Smyth

Principal