



# Lucan Community College

## Draft Remote Learning Plan

### Version 2

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## Introduction

This plan outlines the procedures in place for a period of remote learning if section of the school community or the whole school community cannot attend the school building due to public health advice. This plan has been developed as a result of ongoing consultation with staff, students and parents and will be reviewed as needed. **A digital copy of this document is available to all stakeholders via our school Website on the Remote Learning page.**

## Rationale

During the global pandemic, partial or full school closure may be essential based on public health advice. This plan draws on the advice and documents provided by the Department of Education, Dublin and Dun Laoghaire Education and Training Board and other stakeholders during the Covid-19 pandemic.

Our learning from the initial period of school closure in March 2020 has informed us that:

- A focus on the **safety and** wellbeing of the school community is important;
- Students and staff can feel overwhelmed if we try to follow the full timetable in a remote 'live' setting;
- It is important to have a clear structure in place for students and staff to follow;
- A variety of methodologies can improve student engagement e.g. live classes on Teams, recorded content for students to listen to and watch, assigned work for students to complete, time for self-directed work by students, etc.;
- Connection – students need to be connected with their classmates and teachers with their teaching colleagues;
- **Students need clear advice about how to seek support during periods of absence from school.**

## Contact Us

The school office is operating remotely. Please do not visit the school **unless you have made a prior appointment.**

Our preference for communication is **Email:** [admin@lucancc.ie](mailto:admin@lucancc.ie)

Please try to keep phone calls for urgent matters only **Phone:** 016282077

**Post:** Lucan Community College, Esker Drive, Lucan, Co Dublin, K78 TF67

Please see Appendix 3 for frequently asked questions for **school office business.**

## Expectations for Teaching and Learning

The school will follow the usual school timetable during **the January 2021** period of remote learning. Teachers will communicate with students regarding the style of class that will take place including live classes (**using** Teams), pre-recorded lessons or assigned work. Students will have access to teachers and usual school supports during class time and during school hours.

**A useful video overview of the security and safety issues when using the Teams platform can be accessed here:**  
<https://tinyurl.com/ddletb-teams-security>.

**Students** are responsible for their learning. Students should participate in classes and complete schoolwork to the best of their ability. Students should ensure that they have contact details for a number of 'buddies' in each class. Simple queries such as a page number, length of an essay, etc. can be asked to a fellow student rather than to a teacher. Opportunities will be given during live classes for students to ask for help (this may be verbally on a Teams class or using the Chat function on the Team group). Teachers will explain to students what other ways they can seek help and support if needed.

**It is important to highlight that any user who knowingly shares their Microsoft 365 credentials with someone else, including links to online classes in Teams or resources or supports that have been shared with them, is in breach of**

school/college/centre/DDLETB policy. Such actions put the safety of members of the school community at risk and will result in a serious sanction.

**Teachers** are responsible for delivering online lessons that use a variety of methodologies. Teachers have been asked to teach approximately 50% of lessons in a live format to ensure that neither students nor teachers become overwhelmed during this emergency response to a pandemic. This decision will be reviewed regularly. Teachers will plan, deliver lessons, provide additional self-directed work and provide feedback on work completed.

**Parents/Guardians** are responsible for encouraging and supporting students to continue their learning online. Ensure that students have a place in the home to connect with the classes and to complete assigned work. Contact the tutor if you have concerns about your child's wellbeing and engagement. Contact the year head if a more serious issue arises. Our special education support team, special needs assistance and guidance counsellors will all be operating remotely and will reach out to offer support where needed. Initial contact with any staff member can be made through the front office.

## Detailed Plan for Classes

Students and teachers will follow the usual school timetable. Transition Year students will move onto module 2 as shown on your VSware timetable. Classes start at 8.55 each day. Students should ensure they are on time for online classes. Teachers will call a VSware roll during live classes.

Students should take their small break as usual and should follow the instructions of their tutor to check in during the tutorial time a few times a week. Students should take their lunch break as usual.

Your subject teacher will communicate with you on Teams to explain which classes in the week will be 'live online' classes and which classes will involve more self-directed learning. Approximately 50% of class contact time for each subject will be held online with teachers prioritising examination years. Students should print their timetable from VSware and highlight their live sessions so that they do not forget to attend a class.

Please check the calendar tab on Teams to see which live classes have been set up for you to take part in each day and also log on to your Teams class in each subject where teachers may upload a document with a link to your live classes instead of putting it onto the calendar.

Teachers will use the class Teams group (including the Files, Assignments and other tabs) to upload resources, worksheets, recorded lessons, video clips, homework, etc.

## Parent/Guardian Permission to engage in Remote Learning

The student journal contains the following statement which we will now assume you agree with unless you contact the school at admin@lucancc.ie to advise us otherwise.

In the event of a school closure, teaching staff, the SEN team, Guidance Counsellors may need to engage with your son/daughter on an individual basis using a variety of technologies.

I give/do not give permission to my son/daughter to engage on an individual basis with the above staff members.

All platforms used by the school during periods of remote teaching and learning are covered by this policy (e.g. MS365, including Teams, Onenote, Outlook, etc.)

## Remote Learning Classroom Etiquette

A summary of what is expected of students in online classes is provided in Appendix 1. Please see student journal page 14 (senior) page 16 (junior) for a graphic showing this information (which unfortunately was omitted from the Transition Year journal) and read the updates below:

1. **Work space:** choose a workspace that is suitable for the online classroom. Be aware of what others will see in the back ground. You can select a background on Teams (Three dots, apply background effects, select a background and apply)

2. **Waiting in the lobby:** A new feature on Teams sets up a lobby feature. If you see a message saying that you will be admitted to the meeting, wait for a few minutes and the teacher will admit you to the classroom.
3. **Cameras on:** Teachers will ask students to ensure that their cameras are on at the start of every lesson so that they can identify that the student is a member of the class. It is also good for our wellbeing to see each other's faces while we are apart. In a normal classroom teachers read facial expressions to judge whether students are understanding the lesson. Teachers may also ask you to show a piece of work on your camera or to give a thumbs up, across or down sign to show if you are understanding the lesson.
4. **Shhhh!** Mute your mic when you are not talking or typing. Only turn it on if you are asked to speak.
5. **Be on time:** Turn up – the class is to help you and your learning. Be on time for your online classes.
6. **No photos:** Do not take screenshots or photos of others online.
7. **School rules:** School rules apply in the online classroom. Think before you type. Keep focused on the task assigned.
8. **Presentation:** Dress appropriately.
9. **Speak up and ask for help:** Contact teachers during school hours or make an agreement about contact times.
10. **Respect:** Respect everyone's view online.
11. **Enjoy it!** Enjoy this new way of learning. It is new to a lot of people and it may take time to adapt.

Page 15 (senior) page 17 (junior) of the student journal also contains useful tips for learning from home including:

- **Make a plan:** The school and your teacher will prepare your lesson but it will be good if you plan how you will be studying at home.
- **Be proud of your achievements:** Studying at home isn't easy. Reward yourself for each small success.
- **Take notes:** Notes will help you remember lessons as you watch them. It will also be useful for reviewing later.
- **Do one thing at a time:** Finish one lesson before moving to the next. Do one assignment before another. Lessen multi-tasking.
- **Take a break:** Do your work in blocks to lessen the strain. After finishing one lesson, take a five minute break before moving on.
- **Keep your routine:** Treat your day as if you are going to school. Get up, take a shower, have breakfast.

**Try using the 'Ask 3, then me! rule':** *if you don't understand something or are unsure about what you have to do - ask 3:*

*1. refer back to the original post/instructions and read it again to ensure you understood it*

*2. ask yourself 'am I missing something?' and double check your steps again*

*3. ask a friend/buddy*

*If you are still unsure after asking 3, then ask the teacher.*

## Sanctions

All content that students include in the Teams Chat or upload onto the college online platforms must be appropriate and respectful in a school context. Putting something inappropriate or disrespectful in a school context onto the Teams chat or uploading inappropriate content is a serious breach of the school rules. Student access to Teams and to the full 365 suite may be withdrawn for a period of time. **Students must not share their Microsoft 365 credentials with someone else, including links to online classes in Teams or resources or supports. Breaches of this rule will result** in a serious sanction up to and including being brought to the Board of Management seeking expulsion. Deleting an inappropriate chat comment or image can often only be accomplished by deleting the full Team and all related resources. This is very disruptive for classes.

## Access to the school

If there are essential resources stored in school that students need to access, please contact the teacher who has stored the resources and they will make arrangements for collection through the Senior Leadership and Management Team. Students and parents should not enter the school without a previously arranged appointment.

## Communication

When we cannot meet face to face, communication is even more important than ever. Most teachers are happy to receive communications during school hours and up to 6pm in the evening. Teachers will also try to restrict communications to these times and will set assignments using the built-in timer so that it appears next morning rather than late at night. Be respectful in all communications and be patient as it may not be possible to respond immediately. **Teachers will try to ensure that assignments set after 4pm will not be expected to be completed for the next day.**

Buddy	Timing	Send later	Expectations	Engagement
Make sure that you have contact details for some students in your class groups. If you have a basic question (What page of the book? When is the homework due?) ask a classmate/buddy before you disturb a teacher.	Keep most of the communication with teachers to during the school day up to 6pm at the latest. It is important that everyone switches off from work. <b>Teachers will try to do the same.</b>	Use the SEND LATER option on the email send button <b>(on a laptop/tablet)</b> . You can set the time when your email will send. Try to send emails between 8.30am and 6pm on school days only.	Ask your teachers about when you can expect an assignment to be assessed and returned. Remember that teachers may have a large number of assignments to correct.	Communication is vitally important. Let teachers know if you are going to miss a class, miss an assignment, etc. Ask for help if you need any help with technology. <b>Seek support from relevant staff member when needed.</b>

## Guidance Team

The guidance team will continue to work remotely. Appointments will be set up on Teams for students who need one to one support. 6<sup>th</sup> year guidance classes will continue as outlined by your teachers and useful resources will be included on our website.

Tutors and year heads can refer students for support to the guidance counsellor. Parents/guardians can seek a guidance counselling meeting for their son/daughter by emailing [admin@lucancc.ie](mailto:admin@lucancc.ie).

A list of external support agencies will also be displayed on our website.

## Additional Educational Needs Team

The additional educational needs team will continue to work remotely. Students will still have access to team teaching and SNA support in remote classes. One to one support meetings will be scheduled as needed. Please contact a member of the **Additional/Special** Needs team if you feel your son/daughter needs additional learning support. Teachers will try to differentiate the **work in** remote classes to suit students with different needs.

## Year Management Team Support

**Tutors will check in a few times a week with their tutor class. This may be through the SPHE class, a tutor class Team site, using Chats or by phone call. Year Heads will also be available to support students and answer queries. Parents/guardians should contact the tutor or Year Head if there are concerns for a student's remote engagement, progress or wellbeing. Initial contact can be made through the school office email [admin@lucancc.ie](mailto:admin@lucancc.ie).**

## Technology Support

### Student device borrowing scheme

A lending scheme for a school device has been rolled out based on the needs of students outlined by parents completing an online survey. Ms Malone is coordinating this scheme and devices will be lent on a priority basis. An IT lending policy must be completed and signed before a device can be collected. **If you missed the survey and a school device would be of assistance, please contact [admin@lucancc.ie](mailto:admin@lucancc.ie).**

### Self help **Trouble Shooting** IT guide

Please see table below for possible technology issues and possible solutions. *This table will be updated as we identify more issues and resolutions.*

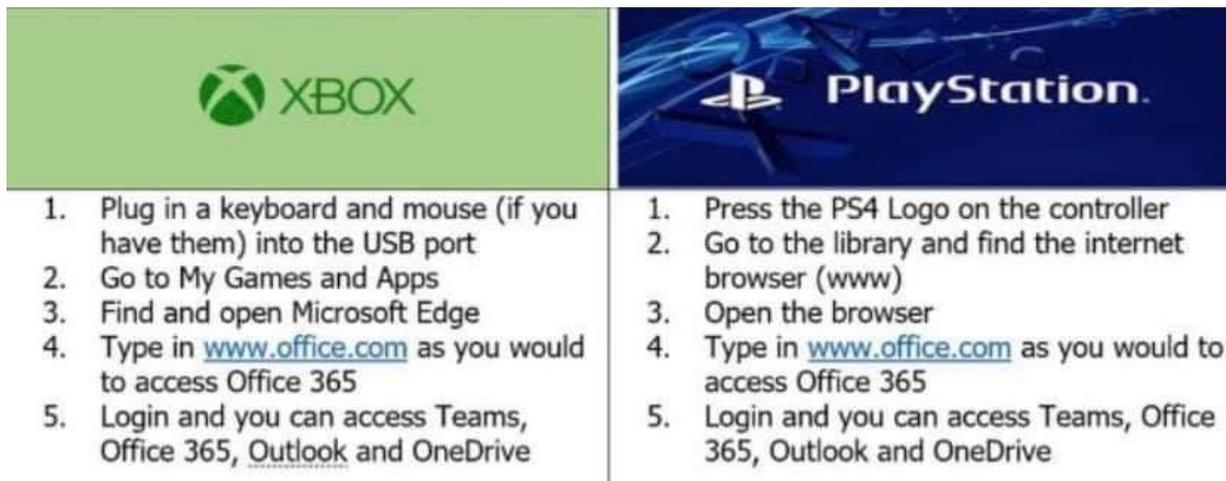
Issue/problem	Self-fix	If there is still an issue contact:
When I click on a link in a text message from the school I get a 'resource limit is reached message'.	If there is a large number of people trying to access the website at the same time, this can happen. Trying waiting a few minutes and try clicking the link again. It should work eventually. We will often send the same information directly to students by email so check with your <b>son/daughter</b> also.	<a href="mailto:admin@lucancc.ie">admin@lucancc.ie</a>
The website is not working for me to sign in to 365 through the website	Try entering <a href="http://365.ddletb.ie">365.ddletb.ie</a> into your web browser and login there	<a href="mailto:admin@lucancc.ie">admin@lucancc.ie</a>
I have forgotten my 365 and VSware password	<b>IMPORTANT: Do not keep entering a possibly incorrect password as it locks the account, the school can't unlock it and IT support must unlock it which takes much longer.</b> Try once, check the sticker in your journal and try again carefully. After 2 attempts STOP and email <a href="mailto:admin@lucancc.ie">admin@lucancc.ie</a>	<a href="mailto:admin@lucancc.ie">admin@lucancc.ie</a>
I am not getting messages from a subject teacher's Team	Send an email to the teacher and copy that email to <a href="mailto:admin@lucancc.ie">admin@lucancc.ie</a> asking to be added to the Team	Relevant teacher <a href="mailto:firstname.lastname@lucancc.ie">firstname.lastname@lucancc.ie</a> <b>Still not resolved contact <a href="mailto:admin@lucancc.ie">admin@lucancc.ie</a></b>
I have a problem with internet or wifi	Restart your router, check connection password is correct then contact your own provider and ask for assistance	N/A
		...to be continued

Mr McGowan is our IT coordinator. Please be aware that he will have a lot of queries during this time and it may take him some time to respond to a query.

Don't forget to use the 'Ask 3, then me!' rule

## Accessing Teams through Games Console

If you do not have enough devices to support everyone in the household and you do not receive a school device here are some suggestions for accessing Teams through various games consoles. **Instructions are shown below in a graphic or as steps to follow:**



### X box

1. Plug in the keyboard to the Xbox USB slot
2. Go to My games and apps
3. Find Microsoft Edge and select
4. Search for Lucan Community College website ([www.lucancc.ie](http://www.lucancc.ie))
5. Select the link for 365
6. Enter your username and password as if you were accessing your email usually
7. You will now have access to your own emails, Teams classes, Onenote, Excel, Word, Powerpoint and all of the other apps needed in order to complete your school work.

### Playstation

1. Identify the Play Station internet browser icon (it is the icon with "www" and dots around it)
2. Press the PS4 logo on the controller
3. Go to the library and find the options for games and applications
4. Go to applications and you will find the internet browser
5. Search for Lucan Community College website ([www.lucancc.ie](http://www.lucancc.ie))
6. Select the link for 365
7. Enter your username and password as if you were accessing your email usually
8. You will now have access to your own emails, Teams classes, Onenote, Excel, Word, Powerpoint and all of the other apps needed in order to complete your school work.

### Chromecast

Students can also use a Chromecast device if they are using a phone as their main device for remote learning. The chromecast will allow students to 'cast' the phone screen to a television which will make the viewing of material much easier for students.

## Unlimited data

Unlimited Data is available for learners and teachers from the following providers:

BT Ireland, eir, Pure Telecom, Sky Ireland, Tesco Mobile Ireland, Three Ireland, Virgin Media Ireland and Vodafone  
Follow the instructions in the graphic below to get unlimited data on your phone or device.

## How to access unlimited mobile data for your smartphone

Given the recent nationwide level 5 restrictions announced, mobile providers have confirmed they will continue to provide learners with affordable unlimited mobile data packages during this time.

What if I am on a contract? You are allowed to move to another plan without penalty.

How can I choose this offer? All you need to do is contact your mobile provider and say you want to move to an unlimited data plan. This guide explains more.

Does this offer apply to all plans?

No. Please note some prepay plans may not be included in this offer.

### Step 1: How do I get unlimited mobile data?

- 1 **Contact your mobile provider**  
You should contact your mobile provider first by web chat as phone lines are busy.



### Step 2: If your provider does not offer you a new plan with unlimited data, contact ComReg

- 2 **Contact the Commission for Communications Regulation (ComReg)**

You can reach them by:

- Phone 01 804 9668
- Email [consumerline@comreg.ie](mailto:consumerline@comreg.ie)
- **Webchat** (This may be the the easiest way)
- Go to their **Got a Question** webpage for more information



Before speaking to ComReg, have the following information ready:

- Your full name
- Your mobile provider's name
- The date you contacted your provider
- The reason your provider told you they could not offer you unlimited data

### Step 3: If you need further support, ring AONTAS

- 3 **Ring AONTAS**

You can reach us at 1 800 303 669

We can help walk you through this process.



## Other school policies

All relevant school policies will apply during remote learning including the Ethos, Mission Statement, Code of Behaviour, Acceptable Use Policy, Child Protection Policy, Anti-bullying policy, Attendance and punctuality policy, Suspension/expulsion policy, homework and study policy, etc.

## Attendance and punctuality

Teachers will continue to keep attendance records on VSware. Parents/guardians should communicate through [admin@lucancc.ie](mailto:admin@lucancc.ie) if a student will be absent from remote classes. The attendance record is accessible by logging on to your son/daughter's account on the VSware app and live classes that a student has missed will be marked as ABS (absent). Please monitor your son/daughter's attendance and contact the school should you have concerns. The school will arrange to send text messages to parents to highlight concerns re lack of engagement by students during this period of remote learning.

Students should arrive on time for remote classes. Late arrival interrupts the flow of the online lesson and means that a teacher may need to stop teaching and change the attendance record.

Teachers are continuing to teach the courses in each subject with each year group and students who are not engaging with remote teaching and learning will find that they have missed a significant portion of the curriculum. We ask parents/guardians to make contact sooner rather than later if they are concerned about their son/daughter's engagement and/or wellbeing.

## Homework and Study

Students should make their best effort to complete the classwork and homework assignments set by the teacher. Teachers will guide students as to how to return their work using Teams Assignments or otherwise. Teachers will provide feedback to students in various forms.

## Wellbeing

The wellbeing of our students and staff is vitally important. We encourage our students to build healthy habits into every day. Our wellbeing coordinator has produced a Student Self Care Challenge which can be seen in Appendix 2 and includes lots of tips and suggestions for ensuring we keep our mental and physical health in good condition.

## Calendar

We will endeavour to continue to run calendar events that can be adapted to remote learning. Students will be informed through Teams or Email.

- Christmas reports will be issued through the VShare platform during January.
- Mocks Exams for 3rd and 6th year students **have been postponed. This will be kept under review.**
- Activities for TY work experience will be reviewed.
- Parent Teacher Meetings will not run and will be replaced by more detailed reports and teacher follow up as needed.
- 1st year admissions process for Sept 2021 will continue and be conducted online.
- Entrance assessment for 1st year 2021 due to occur at the start of February **have been** postponed – details later.
- Parent Association will continue to update the 6<sup>th</sup> year class of 2020 about the next planned date for Debs 2020.
- Plans for the Debs 2021 will continue for now.
- Board of Management meetings will take place online. **As per DES guidelines a Child Protection Oversight Report requiring the presentation of documents to the Board will be postponed until a face-to-face meeting is possible.**
- State examinations are still planned for June. We will communicate any changes to courses, practicals, orals, CBAs and exam paper structure as we receive them. In the meantime, 3<sup>rd</sup> and 6<sup>th</sup> year students should continue to work as directed by their teachers.

## Returning to school

When the Department of Education decides to reopen schools, we will communicate with you about the protocols that will be in place to facilitate this. Our caretaking and cleaning team are working to ensure that the school will be ready for the return of our staff and students whenever that is possible.

## Finally

We are operating in emergency times as a result of a pandemic. While the Lucan Community College team will do everything possible to help our students to keep the learning going, working remotely will never be the same as working together in our school classrooms. The remote learning **plan** we have put in place will work most effectively with staff and students doing their best to engage positively using our school online platforms and with parents/guardians supporting students in the home and encouraging them to seek help and support when needed.

Our motto Aontas means Unity and as we work together in these challenging times, we need to keep a sense of kindness, patience and caring at the heart of all we do. We wish every student the very best as they endeavour to keep the learning going and we look forward to seeing you all again in person very soon.

## Appendix 1: Expectations for Online classes

1. Please log in on time to your live online classes with pen, paper, books, resources or whatever is necessary for the class. Your teacher shall set up online live classes in Teams and you will receive a notification to JOIN the lesson. We may make some mistakes as we try out new technology so please be patient with each other.
2. Please read pages 14 – 15 in your Student Journal with regard to how to behave in these online classes. Please note that any inappropriate behaviour will be followed up according to our Code of Behaviour in these live classes.
3. The teacher shall call the roll on VShare at the beginning of the lesson and will note if you arrive late or leave early. Please try to be on time. Each teacher will try to finish the class a few minutes early so that you can take a short break before the next class.
4. Please turn your cameras ON at the beginning of the lesson – you can change your background on Teams if you wish. It is always nice to see student's faces during a class especially as we have missed seeing them while we all wear masks. It is good for our wellbeing to see each other's faces while we are apart. In a normal classroom teachers read facial expressions to judge whether students are understanding the lesson. Teachers may also ask you to show a piece of work on your camera or to give a thumbs up, across or down sign to show if you are understanding. (The teacher will advise you what to do if you have difficulties having your camera on for any reason.)
5. You should press the MUTE button after the roll has been called when requested but can UNMUTE if requested to contribute with opinions/ insights/suggestions/questions. Wearing a set of head phones during classes will mean that you will not be disturbing others in the household and that background noises will not interrupt the class while you are unmuted.
6. You do NOT have permission to record or take photos of these online classes and any recordings will be deemed a very serious offence and followed up through our Code of Behaviour.
7. Please ensure that you use all of the apps and technology appropriately. Anything you type in Chat is visible to the teacher. Inappropriate images and comments may result in you losing your access to the technology and will attract serious sanctions.
8. Teachers will use your Teams File to store useful notes and resources to help you with your learning.
9. As usual we hope that you as learners will be active participants in your learning. Please enter each classroom with positive attitudes such as curiosity, observation, questioning, encouraging, helpfulness and above all a willingness to do your best. Your teachers will do their best to provide interesting and meaningful learning material for you to engage with.

Best of luck in your online learning journey!

## Appendix 2: Student Self-Care Challenge

<b>Physical</b>	<i>Avoid Sugar, eat healthy &amp; drink at least 2L water daily</i>	<i>Get moving do some physical exercise daily-Run-Walk-cycle</i>	<i>Create the conditions for a proper night's rest</i>
<b>Emotional</b>	<i>Allow yourself a digital detox every evening, Unplug from internet, your phone, TV.</i>	<i>Watch a comedy, or your favourite stand-up. Laugh!</i>	<i>Get Creative! Maybe draw/paint/doodle/sing/play an instrument</i>
<b>Mental</b>	<i>Write down one or a few short-term goals. Look at academic and personal.</i>	<i>Define what stresses you-make a list-look at solutions and ideas that would help</i>	<i>Collect words &amp; images into one place that inspires and motivates you</i>
<b>Intellectual</b>	<i>Watch a documentary -The last dance</i>	<i>Listen to an inspiring podcast</i>	<i>Challenge yourself to do something for the first time</i>
<b>Spiritual</b>	<i>Follow a guided meditation <a href="http://www.anxietycanada.com/general/how-to-chill">www.anxietycanada.com/general/how-to-chill</a></i>	<i>Create or re-organise your personal workspace</i>	<i>Write down the dreams you had</i>
<b>Social</b>	<i>Prepare a healthy meal for your yourself/family or friend-lots of tips online</i>	<i>Give a classmate a compliment – send a message/email or phone them</i>	<i>Check in on a close friend or family during these tough times</i>
<b>Practical</b>	<i>De-clutter a closet/drawer that has been unorganised for too long</i>	<i>Donate clothes or shoes you don't wear anymore</i>	<i>Simplify and re-edit your to-do list</i>

## Appendix 3: School Office Frequently Asked Questions

- 1. How can I return an acceptance form for 1<sup>st</sup> year 2021?**
  - a. Acceptance forms should be posted to Admissions, Lucan Community College, Esker Drive, Lucan, K78TF67 by the closing date given on the form
- 2. I need to get the school to complete a children's allowance form. What should I do?**
  - a. There is a phone number to ring on the back of the children's allowance form. Ring that number and explain that you cannot get the form completed while the school is closed. Pass on the phone number for the school office 016282077 if they would like to confirm with the secretary that your child is a student in our school.
- 3. I need a letter stating that my son/daughter is a student in the school for applying for or renewing a Medical Card. What should I do?**
  - a. Similarly for a medical card application. You should be able to phone 1890 252 919 and seek advice from the HSE. If they would like to confirm with the secretary that your child is a student in our school, pass on the phone number for the school office 016282077.
- 4. My son/daughter needs to collect a book/project/copy from the school. Is this possible?**
  - a. This should be no problem. Just contact the teacher who knows exactly where your book/project/copy is stored and ask them to make arrangements through the front office for an appointment to be made to collect it. The school is officially closed and special arrangements needs to be made for all visitors to the school.