

Coláiste Phobal Baile Lotrail

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Luttrellstown Community College

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Príomhoide: Fionnuala Ní Chaisil M.Ed. (S.L.) B.A. H. Dip. in Ed. – Príomhoidí Tánaisteacha: Daithí Ó'Murchú, Rachel McGrath

08/01/2021

Dear Parents, guardians and students,

Beir bua. We wish you all a Happy New Year, hopefully things will get a lot better in the near future. As you are aware the Government has now decided to close schools under LEVEL 5 Covid 19 safety measures. Please read the plan for January as outlined below. As we will issue updates via our APP as necessary **please ensure that you have downloaded our APP**. Following this letter, we will issue general information primarily through our School Website and APP - see message below in this regard. The office will communicate by email mainly. Please do not visit the school in person. The phone will be manned from 9am to 12.00 on weekdays. We thank you in advance for your co-operation.

Luttrellstown Community College's general procedures for January 2021:

A. Current Information as follows:

- ✓ Monday 11th On Monday students will work at home and follow teacher guidance from Google Classroom (or Seesaw). All students have their lccgmail and this will be used to contact them and guide their educational journey for remote learning.
- ✓ Tutorials will begin from Tuesday. Daily attendance is expected and if absent an explanation will be required for school records.
- ✓ Students who need to collect work from school must email in advance and then small groups will be allowed access with the Caretaker to retrieve whatever is necessary.
- ✓ From next week all students will attend remote learning as per their new timetable (TT) for each school day. They will receive their new TT by post early next week. Any queries on their new TT should be sent to info.luttrellstowncc@ddletb.ie.
- ✓ Delivery of **Remote Teaching and Learning** will vary based on a teacher's timetable and workload for that day. For example, each student will follow their daily TT; Teacher A could give a Video presentation, Teacher B could give a Live presentation, Teacher C could give a powerpoint and related tasks and onwards.
- ✓ Teachers will attend additional training on remote teaching options -Monday 11th from 11am to 1pm -approved by LCC, therefore students will be set work for this time (check Google Classroom/LCC GMAIL)
- ✓ It will take a few days to get everything up and running so we would ask that you just work with us and help us keep students on task. If there are gaps while everyone gets used to new TT and staff attend training or a meeting Monday/Tuesday please ask students to focus on the following subjects: English, Maths, MFL or Gaeilge as per teacher guidance on Google Classroom.
- ✓ If you wish to communicate with a staff member email the office at info.luttrellstowncc@ddletb.ie and this email will be issued to the relevant staff member.

B. Luttrellstown CC has created management teams to support each area:

Rachel McGrath DP and Oide Ruth AP will lead on:

Laochra, our ASD unit in Luttrellstown CC, will provide remote tuition with a dedicated group of teachers and the SNA Team.

SEN students will also be supported by the SNA team and Resource Teachers. A member of the SNA team will contact SEN students weekly.

LCC mainstream. Students in 1st to 5th Year

Caomhnóirí will lead: Oide Nugent 1st Year; Oide McKenna 2nd Year, Oide Nic Thomáis 3rd Year, Oide Laffoy/Oide Markovic TY; Oide Kinsella 5th Year

- ✓ Remote Learning will be provided as per timetable; teachers will provide lessons for students at the time of that lesson on the new timetable.
- ✓ Teachers will be working their full timetable; it would be difficult to fulfil all live classes given the workload they carry. Hence as stated above there will be a mix of methodologies used.
- ✓ ON Tuesday 12th students will attend a Tutorial at 8.30am to be guided on remote learning procedures and best practice.
- ✓ Students should receive their new TT by post by Tuesday. If a teacher is unable to set work this may be due to Certified Sick Leave, please bear with us and encourage your child to read and follow Google Classroom. A substitute will be put in place as soon as we can.
- ✓ Luttrellstown CC will provide the best remote and onsite teaching and learning possible. We will ensure that all student progress and wellbeing is monitored and Caomhnóirí and Careteams will liaise with parents as best they can during this month.
- ✓ 5th Year LC+ will run from Wednesday. We will meet with LC+ students at 9am on Wednesday am.

A special note for Junior Cycle students,

Dear students, Oide Nic Thomáis will hold her virtual assembly as soon as she can. LCC will continue the JC courses and assessment. Keep up your standards as we will be certifying all at the end of the year. Mock exams will take place when a contingency plan is agreed with all parties.

Leaving Certificate Students: Oide Brennan AP, Oide McGrath DP, Príomhoide to lead

- ✓ Remote Learning will be provided as per timetable; teachers will provide lessons for students at the time of that lesson on the new timetable.
- ✓ Teachers will be working their full timetable; it would be difficult to fulfil all live classes given the workload they carry. Hence as stated above there will be a mix of methodologies used.
- ✓ ON Tuesday 12th students will attend a Tutorial at 8.30am to be guided on remote learning procedures and best practice.
- ✓ Students should receive their new TT by post by Tuesday. If a teacher is unable to set work this may be due to Certified Sick Leave, please use past SEC papers and follow Google classroom. A substitute will be put in place as soon as we can.
- ✓ Luttrellstown CC will provide the best remote and onsite teaching and learning possible. We will also ensure that student progress and wellbeing is monitored by Caomhnóirí and Careteams.
- ✓ LCC plans to have our Guidance team phone each 6th year during this remote learning period. If the number on the system is not the best number to contact your child, please let us know. Some calls may be done by GOOGLE MEET or Microsoft Teams.

- ✓ Mock Orals will take place; we aim to start these on January 25th for MFL French/Spanish/German. We will continue with Gaeilge the following week, onsite or off as advised. All Orals will be done online.
- ✓ Written Mocks will take place when safe to do so. A contingency plan will be agreed to support students evaluate their progress.
- ✓ LCVP interviews will also take place online and a date for this will be agreed and issued to students in the near future.

C. Essential information on LCC REMOTE LEARNING & SCHOOL APP:

Please note that **GOOGLE CLASSROOM** is the main online learning platform used by teachers and students across junior and senior cycle subjects at Luttrellstown CC and Coláiste na Tulchann.

Working within the G-SUITE domain also allows for student-teacher communication through **LCC GMAIL** and for online engagement through **GOOGLE MEET**. Relevant user policies and further information on these platforms will be shared with all parents via our school APP and are available on our school website.

To assist with the planning of our **REMOTE LEARNING PROGRAMME** we have issued a **survey to LCC parents/guardians**. Thank you to those of you who have already submitted a response. You can still access the survey via the PDF sent by text message or through our school APP. A similar survey is being issued to students and staff via their LCC GMAIL accounts.

From Monday, January 11th, students should check in with their tutor and subject teachers as per their school timetable via **GOOGLE CLASSROOM / GOOGLE MEET**. See student LCC GMAIL account for further details.

Please be sure to **[DOWNLOAD OUR SCHOOL APP](#)** which is an essential means of school communication with parents during this period and moving forward.

- Go to APP STORE on phone and search for ' **iclasscms** '
- Install the APP.
- Select the school.
- The code for Luttrellstown Community College is **69772**.

For support with any technical issues - including LCC GMAIL password reset requests - please email **TECHSUPPORT@LCCGMAIL.COM**.

For all other queries email the school office at **info.luttrellstowncc@ddletb.ie**.

We hope you all stay safe and well.

Is sinne le meas,

Fionnuala

Daithí

Rachel

Fionnuala Ní Chaisil

Daithí Ó'Murchú

Rachel McGrath

Príomhoide

Príomhoidí Tánaisteacha