

Dear Parent/Guardian,

Happy New Year to you and your family. Hope you are all safe and well.

We are back to online teaching and learning from Monday next January 11<sup>th</sup>.

Teachers from Monday will be connecting with students online following the students' normal school timetable. Student timetables can be accessed on EPortal.

Our school email systems – Office 365 will be used for all communication with students. The TEAMS Application within Office 365 will be used for online classes. Students will need access to a device to join online classes and access their email accounts.

Any device that can be connected to the internet can be used to connect to Office 365 email and TEAMS.

Students who have their own iPad should use that device. If students do not have an iPad then a laptop or computer can be used. A mobile phone can also be used. It will be important that students download the TEAMS App on whatever device they are using.

You can also use Xbox or PlayStation to access email and TEAMS – see steps below for each device.



1. Plug in a keyboard and mouse (if you have them) into the USB port
2. Go to My Games and Apps
3. Find and open Microsoft Edge
4. Type in [www.office.com](http://www.office.com) as you would to access Office 365
5. Login and you can access Teams, Office 365, Outlook and OneDrive



1. Press the PS4 Logo on the controller
2. Go to the library and find the internet browser (www)
3. Open the browser
4. Type in [www.office.com](http://www.office.com) as you would to access Office 365
5. Login and you can access Teams, Office 365, Outlook and OneDrive

Over the past term Borrisokane Community College has updated the Internet Acceptable Use Policy with the addition of a section on Supporting Teaching & Learning online. This policy is now available on the school website at this link – [Click Here](#).

Please check out this policy and ensure that your son/daughter follows school policy.

We will be following the normal school timetable for all year groups while working online with school break and lunch time at the normal time pre Covid-19 i.e. no staggered breaks.

The class periods are as follows:

	10:00	11:00	12:00	13:00	14:00	15:00
Mon	9:00 58 09:58	9:58 58 10:56	11:16 58 12:14	12:14 58 13:12	13:44 58 14:42	14:42 58 15:40
Tue	9:00 58 09:58	9:58 58 10:56	11:16 58 12:14	12:14 58 13:12	13:44 58 14:42	14:42 58 15:40
Wed	9:00 58 09:58	9:58 58 10:56	11:16 58 12:14	12:14 58 13:12	13:44 58 14:42	14:42 58 15:40
Thu	9:00 58 09:58	9:58 58 10:56	11:16 58 12:14	12:14 58 13:12	13:44 58 14:42	14:42 58 15:40
Fri	8:45 58 09:43	9:43 58 10:41	10:41 58 11:39	12:09 58 13:07	13:07 58 14:05	

If you have any queries you can contact relevant teachers or year heads using email. A list of all staff emails are available on the school website at the following link – [Click Here](#).

Year Heads are as follows:

First Year – Mr. Tomas Maher

Second Year – Mr. Noel Cronin

Third Year – Ms Marianne Bergin

Transition Year – Ms Eimear Lyons

5<sup>th</sup> year – Ms Louise Ryan

6<sup>th</sup> year – Mr. Mark McGinn

Queries on Career Guidance and preparation for CAO can be sent to Ms Trudy Carroll [trudy.carroll@borrisokanecce.ie](mailto:trudy.carroll@borrisokanecce.ie) or Ms Annette Tierney – [annette.tierney@borrisokanecce.ie](mailto:annette.tierney@borrisokanecce.ie)

If your son/daughter is unable to take part in the online learning please let the relevant year head know.

**School Meals Programme:** If your child was availing of the School Meals Programme before Christmas and you wish to receive a food pack while the school is closed please send me an email

with your child's name by Tuesday January 12th. I will let you know when the food packs will be available for collection.

**Collecting Items from the school:** Over the coming days the school will be open, to allow students collect books and equipment. If calling to the school, please observe Covid-19 safety procedures - Social Distancing and all visitors must wear Face Masks.

If you have any queries on the above or if any matter arises during the coming weeks feel free to contact me – [matthew.carr@borrisokanecce.ie](mailto:matthew.carr@borrisokanecce.ie) or phone the school 067 27268. If you do not get an answer, please leave a message and we will get back to you.

Regards,  
Matthew Carr  
Principal  
Borrisokane Community College.