

**Coláiste Pobail na Mainistreach**  
Bóthar na Mainistreach An Port Mór Portláirge X91 PC91  
Príomhoide: Michelle Ní Sheafraidh  
Leas-Príomhoide: Colm de Rís  
Leas-Príomhoide: Helen Ní Chonchubhair  
Leas-Príomhoide: Laura Ní Ghiolla Phádraig

**Abbey Community College**  
Abbey Road Ferrybank Waterford X91 PC91  
Principal: Michelle Jefford  
Deputy Principal: Colm Rice  
Deputy Principal: Helen O'Connor  
Deputy Principal: Laura Fitzpatrick



18<sup>th</sup> March 2020

Dear Parent/Guardian,

I hope you and your family are keeping safe. As you know, these are unprecedented times and we are committed to working to maintain and support all in our school community in the current climate. This may be a long haul - beyond 29<sup>th</sup> March 2020.

Abbey Community College's catchment area is large. Within this, there are variances of IT accessibility across students, teachers and their families. We need to move forward with care and with equity.

**Our starting common position is contact through Microsoft 365 (including Class Notebook, Teams).  
Every student has access to their teachers for every subject via Teams.**

Other strategies may evolve throughout this closure phase, as we all settle in and work together with remote Teaching and Learning. However, at this time, we are completely satisfied that Microsoft 365 provides us with what is required to continue Teaching and Learning. The engagement to date by staff and students alike has been excellent.

We, as your child(ren)'s teachers, are not in competition with any other school or commercial entity, your teachers are best placed to advice and provide the resources and content for your child's continued learning.

It is recognised that students and parents/guardians are under equal pressure to ourselves, and we need to ensure we engage with each other in a manner that is clear and allows us all to maintain calm. We are committed to moving forward together: that means not overreaching ourselves today on day one!

Students and their families are reminded of the **Remote Teaching and Learning Protocols for Students:**

- Microsoft 365 Teams will be the platform used by teachers to upload work and assignments
- Communications may only take place during normal school hours
- The normal school calendar will apply
- The school Code of Behaviour applies to remote teaching and learning, including
  - Anti- Bullying Policy
  - Digital Citizenship and ICT Acceptable Usage Policy

This will, in particular, apply to student-to-student communications

Please be aware that all Teams are monitored by teachers, senior management and KCETB - Only discussions related to schoolwork are permitted

- Teaching and Learning best practice will continue to apply with students expected to present work to the best of their ability where this evolving, and unprecedented situation allows you to do so

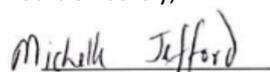
You are asked, where possible, to respect these times. It may be the case that students or teachers need to work flexibly owing to personal circumstances, so please be patient and understanding of each other. There is no expectation that 'class' takes place at the normal timetabled time each day. What we are seeking to do is to ensure work and learning materials are being issued out to all year groups and completed, corrected work is returned and/or feedback given.

Parents/Guardians are asked to encourage students to engage with their teachers by Microsoft 365 Teams in the first instances before parents/guardians contact the school. At present, the school email is being managed from 9.00am to 4.30pm each working day during the closure period ([info@abbeycommunitycollege.com](mailto:info@abbeycommunitycollege.com)). This may be subject to change. If you have any queries, please do not hesitate to contact us on this email.

**To date, we have not received written communication from the State Examinations Commission regarding future planning for the Leaving Certificate and Junior Certificate Examinations. We will contact you as soon as we have any new information.**

Thank you for your continued support.

Yours sincerely,

  
Michelle Jefford