

19 March, 2020

Dear Families,

These are very difficult and challenging times for everyone. My reason for writing to you today is two-fold; firstly I wish to provide you with information which is important and necessary for the continued academic progress of your child, but I also wish to assure you of the ongoing support and advice of the school in any way possible during this time.

At present I wish to inform you of the following:

- Moate Community School is currently closed until Monday, March 30th, 2020.
- During this time parents and students may contact the school on 090 6481350 or info@moatecs.com
- It is very important that all students continue their school work at home. Students were advised to take all their school books home. Any student who needs to collect books or other resources from the school should phone the school and we will organise this.
- Oral and practical exams, due to begin on March 23rd - April 3rd, 2020 have now been cancelled. The deadline for students to complete project work and coursework in a number of subjects due between March 20th and April 24th will now have an extended deadline of May 15th, 2020. Please go to www.education.ie for full details.
- During this time of closure, students will be receiving work and assessments from their teachers on an ongoing basis. This communication will take place with students through the on-line cloud based system of *Microsoft Office 365*. Each student has received an individual licence for Office 365 with a school email address. For example, a student who is named *Mary O'Brien* will have an email address as follows, maryobrien@moatecs.com and the password is their school network password. If the student has forgotten their password, they should contact the school. This licence also enables them to download all the Office 365 Apps to their own device.
- Work/correspondence from teachers will flow through this school email account and through the Office 365 Apps, so it is important that students login to their account on a daily basis. Teachers will endeavour to follow the normal school timetable in as far as is possible. For example, if your child has English on Wednesday, at 10am, it is planned that they will be in contact with their class teacher at this time or will have work assigned to them in that subject area for that hour. This should not cause unnecessary stress for students but should give them the opportunity to revise and review work. Teachers will endeavour to engage with students as much as possible.

- There is no need to be concerned about Classroom Based Assessments (CBAs) or Assessment Tasks in 2nd or 3rd Year, as these will be completed as required when the school reopens.
- With regard to Transition Year applications for the next academic year, outstanding forms should be submitted immediately. Please do not be concerned about the deposit of €200 at the moment.
- All students should have by now received 5th Year Subject Option Forms. These should be returned by March 30th either by post, email or placing it in the box provided inside the front door of the school.
- I understand that this is a time of considerable stress for all. While the school cannot continue to provide a counselling service, we do wish to offer support to students and parents. With this in mind, our Guidance Counsellor/Chaplain will be available to offer advice and support during term time from 11am to 1pm, Monday to Friday, on 090 6481350.
- I am in contact with the Department of Education & Skills on a regular basis and will keep you updated with any further information and notices.

I hope the above information helps in some way to guide our families through this very difficult and uncertain time. Please do not hesitate to contact the school with any query or difficulty at any stage. I wish you all continued good health in the weeks to come.

Kindest regards

Tom Lowry
Principal