

# Glenlola Collegiate School

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Headmaster: W E Thompson BSc MSc MEd PGCE PQH(NI)



6 January 2021

Dear Parent and Pupil

We hope you have had a restful Christmas. Unfortunately, the start to this term is not one we would have wished for but we are well prepared to continue teaching and learning online.

This period of remote learning will require the completion of work set online by teachers and therefore, pupils should ensure that their Google Classroom notifications are switched on so that updated information is received. Students should also check subject classrooms regularly so that any work set is not missed. Assignments should be completed, as far as possible, during normal timetabled lessons, although parents should be aware that, as pupils work at different rates, this could take more or less than the normal class time. Pupils should attend online classes if pre-arranged by their teacher.

In addition, from Thursday 7<sup>th</sup> January 2021, all pupils will be required to sign into their Form Class Google Classroom by 9.10am each morning to ensure they are marked present. This should be done by responding to a daily assignment (pupils should complete this assignment by ticking "mark as done") which will record their attendance or by commenting "Present" on the class stream if no assignment has been set. Pupils who register between 9.10am and 9.30am will be marked "Late". Any pupil who has not signed in by 9.30am will be marked "Absent". Any pupil who is unwell should inform the School Office so that attendance records can be updated. Pupils who do not have their Form Class classroom code should check their school email as this information will have been re-issued by their Form Teacher.

Pupils attending a collaboration subject at South Eastern Regional College should ensure they have access to online work set by their tutors and inform School immediately if this presents any problems.

Please note, the following updates have been made to the Parent e-Booklet.

Update 1

Remote Learning Guidance 2021

<https://sites.google.com/c2ken.net/glenlolaparentebooklet/learning-teaching/remote-learning-guidance-2021>

Update 2

Wellbeing

Pastoral care contact details and Vulnerable Children & Young People information

<https://sites.google.com/c2ken.net/glenlolaparentebooklet/wellbeing>

We hope this remote learning period will be relatively brief and very much look forward to seeing pupils back in School again.

Yours sincerely

A handwritten signature in black ink, appearing to read 'CA Larmour'.

Dr C Larmour  
Vice Principal