



Carrickfergus Grammar School

Guidance Handbook for online learning

1. Introduction

A rapid switch from an in-person learning environment to an online learning environment is necessary in these exceptional circumstances.

All members of the CGS community will do their utmost to provide the best service they can at this time.

2. How will I keep in touch with what is happening at school?

Information and updates regarding individual subjects will be posted in the respective Google Classrooms.

Parents can contact the school as usual via the school phone line on 028 93 363615 during the day or the additional number of 07395930976. As a school we will remain in regular contact with staff, parents and students. The general school e-mail account is info@carrickfergusgrammar.carrickfergus.ni.sch.uk.

Any general Google Classroom issues can be addressed by forwarding the query to kcrooks461@c2kni.net.

Safeguarding issues will be dealt with as a matter of urgency. These, and any other pastoral issues, may be addressed by contacting lkane502@c2kni.net.

The school community is also asked to check the school website on a regular basis for further updates.

In Summary:

Tel: 028 93 363615 // 07395930976

Email:

General: info@carrickfergusgrammar.carrickfergus.ni.sch.uk

Google Classroom / IT: kcrooks461@c2kni.net

Pastoral / Safeguarding: lkane502@c2kni.net

Website: www.carrickfergusgrammar.com

3. How will I know when a teacher has set me some work?

Teaching staff will aim to deliver their subject specific lesson content / activities to students in line with their regular Monday – Friday timetabled days. Teachers and students will use Google Classroom.

While working online, we recommend using a Google Chrome browser.

It is vital that students use their **school** Google Account to access Google Classroom and associated resources. This will be their school username with **@c2ken.net** at the end. EG: jbloggs716@c2ken.net .

4. How can I keep in contact with my teachers?

The main method of communication between teachers and students will be through posts on the main landing page of each class in Google Classroom.

It is also recommended that students check their school e-mail on a very regular basis.

5. What if I don't log in to Google Classroom?

Students are **all required** to engage with their learning regularly in this way and should respond to requests from staff to provide evidence of their understanding / progress.

Where a student is not engaging regularly, this will trigger a series of actions from school which will involve a phone call to parents as a starting point.

6. What sort of education will I have when I am at home?

Teachers will plan activities that relate as closely as possible to current class content. The activities will reinforce existing understanding or introduce new content as planned in regular schemes of work.

Students will be able to carry out the tasks assigned by teachers independently, including accessing the material.

Teachers will be able to assess students as required by specifying where and when students will be expected to submit or share work. The submission of work will vary according to the nature of the subject and according to the task set, however, submission details will be clearly set out by the teacher in Google Classroom.

7. Why are we using Google Classroom?

We have chosen to use this as all staff and students are now familiar with the platform. It is also easier for everyone to have one designated online learning platform. Parents will find many useful videos and guides on YouTube and Google.

8. Where should I do my school work?

Students should work where there is internet access and in a location known and approved by their parent or guardian.

9. How should I structure my day?

Learning activities will be posted ahead of and during timetabled lessons as required by students. Lesson delivery may be through PowerPoint slides, video-based explanations or typed instructions on Google Classroom. They may involve assignments and quizzes / tests using Google Forms and other means. Creating a healthy routine is important to maintain structure, focus and positive mental health.

A possible daily timetable may look like this:

08.00	Breakfast / wash / dress
09.00	Log into Google Classroom for Lesson 1 and begin activities
10:05	Transfer to Lesson 2 in Google Classroom
11:10	Break and wellbeing activity
11.25	Resume activities on Google Classroom
12.30	Lunch and wellbeing activities
13:10	Afternoon lessons on Google Classroom

10. What if I forget a password or can't access Google Classroom?

Please ask your son or daughter to show you that they can access Google Classroom. If they need assistance accessing this, then please ask them to contact school.

11. Will school still help me if I need pastoral support?

Loss of face to face contact for an extended period of time may well be an issue for some students and, indeed, parents. Parents can contact school with pastoral concerns at the following email address for that purpose lkane502@c2kni.net .

The school counsellor may still be available for distance consultations, and we are awaiting clarification from the Education Authority on this matter.

Contact numbers for organisations who can help both students and parents are listed on the next page.

Who can Help?	What Do They Do?	What Topics Can They Help With?	How Can They be Contacted?
Lifeline	Crisis response line for people in distress or despair	Depression Mental health Suicidal thoughts Textphone users (for deaf and hard of hearing):	08088008000 18001 0808808800
Childline	Childline provides support and guidance on multiple topics including:	Bullying You and your body Home and Family Relationships Sex School	0800 1111 www.childline.org.uk 1-2-1 counsellor chat
The MIX	Crisis messenger text service	Alcohol Homelessness Suicidal thoughts General advice Mental health Sex/ relationships	08088084994
NSPCC	Advice on safeguarding and child protection issues and somewhere to report concerns Web support for teenagers	Safeguarding Child abuse Child protection	08088005000 www.there4me.com
Aware	Aware is a mental health charity working exclusively for those with depression and mental health concerns	Depression Bipolar disorder	08451202961
Frank	Confidential advice on drugs	Alcohol Drugs	03001236600
SIMON Community	Support for individuals and families who are at risk of becoming homeless	Homelessness Housing	08001712222

Family Planning Association	Advice on sexual health	Sexual health Pregnancy Contraception STDs	03451228687
Domestic and Sexual Violence Helpline	Advice for anyone affected by domestic and sexual violence	Domestic violence Sexual violence	0808021414
The Migrant Centre NI	Financial Health and Well being		07769903471
Cara-Friend/ LGBT Switchboard NI	Support and counselling for the Gay, Lesbian and Transgender communities	LGBTQ+ advice Sex and relationship advice	08088000390
Women's Aid	Specialist services for women, children and young people who have experienced domestic and sexual violence.	Domestic Violence Sexual violence Relationships	08088021414
Family Support NI	Website to access support in your area – for a wide range of issues – giving local contact details		www.familysupportni.gov.uk

Review of Guidance Handbook

The Guidance Handbook is monitored by the Senior Leadership Team and will be reviewed on an ongoing basis, given the evolving nature of the situation. This handbook will be posted on the school's website.

Staff, parents and students will be notified if the handbook is updated.

Guidance Handbook Details

Version date – 23rd March 2020

Next review - ongoing

Responsible - SLT