

## Blended Learning

### Guidelines for Students and Parents / Guardians



Teaching and learning may consist of students of a class or year group being taught in school as normal or taught remotely where either an individual student, group of students or staff member have classes delivered remotely. The combination of classes in school and remote learning is termed 'Blended Learning.'

Staff will use the following two digital platforms only to share work with students:

- Showbie
- Microsoft Teams

Students are expected to be familiar with and monitor the media by which each teacher delivers material. Students should check these two Apps for updates daily.

In cases of remote learning, staff will use the school timetable to deliver work to pupils as scheduled on a daily basis – pupils should follow their timetable on those days when they are learning remotely (e.g. if French is scheduled for 10.40 am and the pupil is at home then French activities should be completed at this time.) Following the timetable will give the structure required to allow this to happen. It is the responsibility of each pupil to ensure they follow all instructions and tasks as delivered by staff.

**The expectation is that pupils will fully engage with their learning both in school and at home.** In the event of non-engagement, the subject teacher will follow the following steps in order until the matter is resolved:

- Communicate with the individual pupil directly (either in school or digitally)
- Phone parents
- Refer to Head of Department
- Refer to Year Head

For live lessons (i.e. lessons delivered live and online) the following protocols will apply:

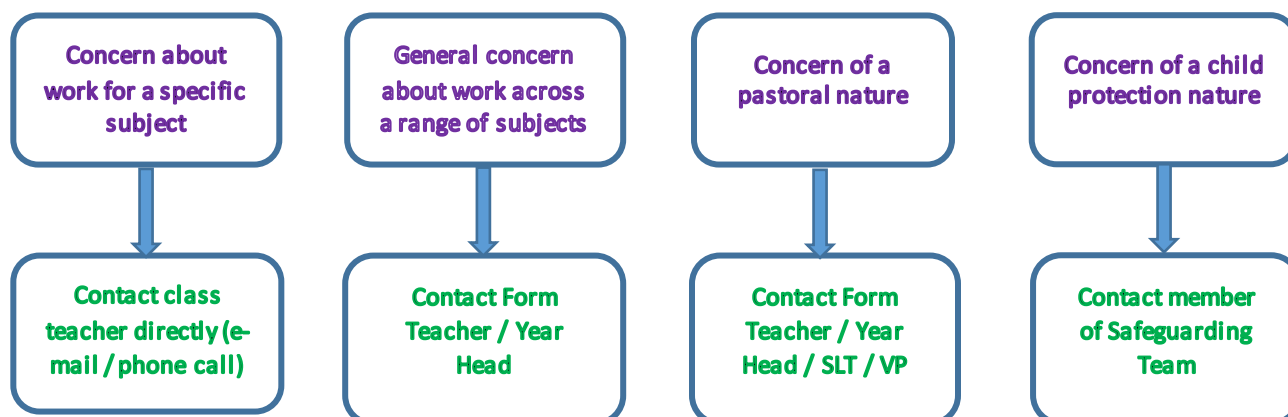
- Staff will currently only use MS Teams platform for delivery of 'live lessons'.
- Students must 'log into' the live lesson at the time arranged by the teacher
- For reasons of child protection, staff will not use video conferencing, but rather audio conferencing (i.e. video imagery of neither students / staff will be used to deliver lessons, but rather 'audio' only).
- Staff will have full control over the session (i.e. switch student microphones on / off where applicable)
- Students must behave and communicate with staff / peers as they would in a normal classroom setting
- If any student causes undue disruption to a lesson they will be asked to leave and / or the lesson will be terminated

For technical issues please contact one of the following as soon as a problem arises:

- Mr R McMahon – [rmcmahon809@c2ken.net](mailto:rmcmahon809@c2ken.net)
- Mr K Franklin – [kfranklin940@c2ken.net](mailto:kfranklin940@c2ken.net)
- Mr L McMahon – [lmcmchon990@c2ken.net](mailto:lmcmchon990@c2ken.net)

## Home / School Communication Channels

What a guardian should do in case of:



Parents / Guardians should keep communications confined to working hours (9.00am – 3.30pm Mon-Fri). Every effort will be made to return e-mails / phone calls as soon as possible / practical. A response from the school should be received by the next working day. Please see key contact details below:

Key Stage 3	GCSE	A-Level
Mr Conor Gilmore Head of Year 8 <a href="mailto:cgilmore925@c2ken.net">cgilmore925@c2ken.net</a>	Miss C McSorley Head of Year 11 <a href="mailto:cmcsorley207@c2kni.net">cmcsorley207@c2kni.net</a>	Mrs L Grant Head of Year 13 <a href="mailto:lgrant594@c2kni.net">lgrant594@c2kni.net</a>
Mr M McLaughlin Head of Year 9 <a href="mailto:mmclaughlin352@c2kni.net">mmclaughlin352@c2kni.net</a>	Mr G Boyle Head of Year 12 <a href="mailto:gboyle354@c2kni.net">gboyle354@c2kni.net</a>	Mr R Finn Head of Year 14 <a href="mailto:rfinn490@c2kni.net">rfinn490@c2kni.net</a>
Mr JP O'Hare Head of Year 10 <a href="mailto:johare279@c2kni.net">johare279@c2kni.net</a>		
Mr M Doran SLT <b>Head of Key Stage 3</b> <a href="mailto:mdoran503@c2kni.net">mdoran503@c2kni.net</a>	Dr P. Collins SLT <b>Head of Key Stage 4</b> <a href="mailto:pcollins050@c2kni.net">pcollins050@c2kni.net</a>	Mr C O'Hare SLT <b>Head of Key Stage 5</b> <a href="mailto:cohare611@c2kni.net">cohare611@c2kni.net</a>
Safeguarding Team		
<b>Designated Teacher</b> Mr M Doyle: <a href="mailto:mdoyle680@c2kschools.net">mdoyle680@c2kschools.net</a>  <b>Principal</b> Mr C McKinney: <a href="mailto:cmckinney692@c2kschools.net">cmckinney692@c2kschools.net</a>		<b>Deputy Designated Teachers :</b>  Mr M Doran: <a href="mailto:mdoran503@c2kschools.net">mdoran503@c2kschools.net</a> Dr P Collins: <a href="mailto:pcollins050@c2kschools.net">pcollins050@c2kschools.net</a> Mr C O'Hare: <a href="mailto:cohare611@c2kschools.net">cohare611@c2kschools.net</a> Mrs H Doherty: <a href="mailto:hdoherthy561@c2kschools.net">hdoherthy561@c2kschools.net</a> Mr K Franklin: <a href="mailto:kfranklin940@c2kschools.net">kfranklin940@c2kschools.net</a>

## Email Addresses of Teachers by Department

Subject	Email Addresses of Teachers by Department
Art and Design	<a href="mailto:efreeburn431@c2ken.net">efreeburn431@c2ken.net</a>
Biology	<a href="mailto:mmcgowan828@c2ken.net">mmcgowan828@c2ken.net</a> / <a href="mailto:pchambers105@c2ken.net">pchambers105@c2ken.net</a> / <a href="mailto:fmcastocker885@c2ken.net">fmcastocker885@c2ken.net</a>
Business Studies	<a href="mailto:bfarmer008@c2ken.net">bfarmer008@c2ken.net</a> / <a href="mailto:cgilmore925@c2kschools.net">cgilmore925@c2kschools.net</a>
Business Studies/Accounts	<a href="mailto:lgrant594@c2ken.net">lgrant594@c2ken.net</a>
Careers	<a href="mailto:cohare611@c2ken.net">cohare611@c2ken.net</a>
Chemistry	<a href="mailto:kcummins788@c2ken.net">kcummins788@c2ken.net</a> / <a href="mailto:mmcpolin743@c2ken.net">mmcpolin743@c2ken.net</a> / <a href="mailto:pcrowl216@c2ken.net">pcrowl216@c2ken.net</a>
Design Technology	<a href="mailto:pbarton586@c2ken.net">pbarton586@c2ken.net</a> / <a href="mailto:jgallagher820@c2ken.net">jgallagher820@c2ken.net</a> / <a href="mailto:kfranklin940@c2ken.net">kfranklin940@c2ken.net</a>
Design Technology/Maths	<a href="mailto:mmclaughlin352@c2ken.net">mmclaughlin352@c2ken.net</a>
Drama	<a href="mailto:amillar309@c2ken.net">amillar309@c2ken.net</a>
English	<a href="mailto:rboyle726@c2ken.net">rboyle726@c2ken.net</a> / <a href="mailto:gboyle354@c2ken.net">gboyle354@c2ken.net</a>
English / Drama	<a href="mailto:psloane578@c2ken.net">psloane578@c2ken.net</a>
French	<a href="mailto:nmcshane758@c2ken.net">nmcshane758@c2ken.net</a> / <a href="mailto:rmackin640@c2ken.net">rmackin640@c2ken.net</a>
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History	<a href="mailto:varcher024@c2ken.net">varcher024@c2ken.net</a>
History / Gov & Politics	<a href="mailto:emcevoy709@c2ken.net">emcevoy709@c2ken.net</a> / <a href="mailto:rfinn490@c2ken.net">rfinn490@c2ken.net</a> / <a href="mailto:lquinn452@c2ken.net">lquinn452@c2ken.net</a>
Home Economics	<a href="mailto:fmurphy773@c2ken.net">fmurphy773@c2ken.net</a>
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Mathematics	<a href="mailto:pquinn413@c2ken.net">pquinn413@c2ken.net</a> / <a href="mailto:hdoherly561@c2ken.net">hdoherly561@c2ken.net</a>
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PE	<a href="mailto:cmurray525@c2ken.net">cmurray525@c2ken.net</a> / <a href="mailto:ohenry546@c2kschools.net">ohenry546@c2kschools.net</a>
PE / Irish	<a href="mailto:rmcmahon809@c2ken.net">rmcmahon809@c2ken.net</a>
Physics	<a href="mailto:dmcgreevy931@c2ken.net">dmcgreevy931@c2ken.net</a> / <a href="mailto:gmckenna677@c2ken.net">gmckenna677@c2ken.net</a>
Religious Studies	<a href="mailto:pmcgrane103@c2ken.net">pmcgrane103@c2ken.net</a> / <a href="mailto:pfarmer867@c2ken.net">pfarmer867@c2ken.net</a> / <a href="mailto:sbardon269@c2kschools.net">sbardon269@c2kschools.net</a>
Sociology	<a href="mailto:ssavage731@c2ken.net">ssavage731@c2ken.net</a>