

Email Addresses of Teachers by Form Class / Year Group

Key Stage Co-Ordinator	Year Head	Class	Form Teacher	e-mail address
Mr M Doran mdoran503@c2kschools.net	Mr C Gilmore Cgilmore925@c2kschools.net	J1A	Mr O Neill	oonell916@c2ken.net
		J1B	Mrs P Crowl	pcrowl216@c2ken.net
		J1C	Mr Owen Henry	ohenry546@c2kschools.net
		J1D	Mrs S O'Hare	sohare625@c2ken.net
		J1E	Mrs K Cummins	kcummins788@c2ken.net
	Mr M McLaughlin Mmclaughlin352@c2kschools.net	J2A	Mr D McGreevy	dmcgreevy931@c2ken.net
		J2B	Mr C Bagnall	cbagnall264@c2ken.net
		J2C	Mrs S Savage	ssavage731@c2ken.net
		J2D	Miss P Chambers	pchambers105@c2ken.net
		J2E	Mr S Lynch	slynch554@c2ken.net
		J2F	Mr N Hanna	nhanna147@c2ken.net
	Mr JP O'Hare Johare279@c2kschools.net	J3A	Mr K Boyle	Kboyle364@c2kschools.net
		J3B	Mrs E Freeburn	efreeburn431@c2ken.net
		J3C	Mr M Fegan	mfegan213@c2ken.net
		J3D	Mr T Lewis	Tlewis380@c2kschools.net
		J3E	Ms H Cleverly	hcleverley163@c2ken.net
		J3F	Mrs P McGrane	pmcgrane103@c2ken.net
	Dr P. Collins pcollins050@c2kschools.net	Mr B Stevenson Bstevenson073@c2kschools.net	S1A	Mr A Rodgers
S1B			Mr P McLoughlin	pmcloughlin144@c2ken.net
S1C			Mr R McMahan	rmcmahan809@c2ken.net
S1D			Mr S Keenan	skeenan701@c2ken.net
S1E			Mrs F McAstocker	fmcastocker885@c2ken.net
Mr G Boyle Gboyle354@c2kschools.net		S2A	Mrs AM Miller	amillar309@c2ken.net
		S2B	Miss C Hardy	chardy466@c2ken.net
		S2C	Mr P Quinn	pquinn413@c2ken.net
		S2D	Mrs B Farmer	bfarmer008@c2ken.net
		S2E	Ms F Murphy	fmurphy773@c2ken.net
Mr C O'Hare cohare611@c2kschools.net	Mrs L Grant Lgrant594@c2kschools.net	S31	Mrs R Boyle	rboyle726@c2ken.net
		S32	Mr E McEvoy	emcevoy709@c2ken.net
		S33	Mrs P Farmer (+YH Fri)	pfarmer867@c2ken.net
		S34	Mr C Murray	cmurray525@c2ken.net
		S35	Miss C McSorley	cmcsorley207@c2ken.net
	Mrs R Jordan Rjordan617@c2kschools.net	S41	Mr P Sloane	psloane578@c2ken.net
		S42	Mr M Fearon	Mfearon570@c2kschools.net
		S43	Mr G McKenna	gmckenna677@c2ken.net
		S44	Mr N McShane	nmcshane758@c2ken.net
		S45	Dr M Magowan/ R Mackin/ YH (Fri)	mmcgowan828@c2ken.net rmackin640@c2ken.net






Home / School Communication Channels

What a parent / guardian should do in case of:

	Concern about work for a specific subject	General concern about work across a range of subjects	Concern of a Pastoral nature	Concerns of a child protection nature
1st Point of Contact	Contact the class teacher directly (e-mail or phone)	Contact Form Teacher or Year Head	Contact Form Teacher or Year Head	Contact any member of the Safeguarding team
2nd Point of Contact	Contact the Head of Department (e-mail or phone)	Contact the Key Stage Co-Ordinator	Contact the Key Stage Co-Ordinator or VP Pastoral	

Parents / Guardians should keep general 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.

The table below outlines the different channels of communication used by the school:

SIMS Parent App 	Parent facility for accessing student data as recorded on the school SIMS platform, including: <ul style="list-style-type: none"> • Assessment progress • Attendance • Behaviour • Achievement Access by invite direct to parent / guardian email.
College App (Secondary 365 Code = 7676) 	All relevant information pertaining to the school available on mobile phone. App downloaded from App Store or Google Play <ul style="list-style-type: none"> • Notifications sent direct to parents/guardians, pupils, staff • Notifications can be received on all smart devices Self-registration required
Groupcall 	Text service – messages sent direct to parent / guardian's phone. <ul style="list-style-type: none"> • Numbers as stored on pupil profile on school system. • Accessible for everyone with a phone • Smartphone not needed for this • Important announcements and reminders • Attendance information communicated to / from parents
Twitter  @st_colmans	Twitter feed for all news and events within the school. <ul style="list-style-type: none"> • Photos and reports of recent events • Details of upcoming events • Important announcements
www.stcolmans.org.uk 	Primary reference point for all relevant information pertaining to St Colman's College.

The school phone number is 028 302 62451.

Safeguarding Team

Please see key contact details below

Safeguarding Team	
Designated Teacher Mr K Franklin: kfranklin940@c2kschools.net	Deputy Designated Teachers : Mr M Doran: mdoran503@c2kschools.net Dr P Collins: pcollins050@c2kschools.net Mr C O'Hare: cohare611@c2kschools.net Mrs H Doherty: hdoherly561@c2kschools.net Mrs C Hardy: chardy466@c2kschools.net Principal Mr C McKinney: cmckinney692@c2kschools.net

Counselling Services

If you need to talk:

- If you have something to talk to staff about
- If you are worried about something that is happening to you, or to someone you know
- If you need help, or if you need to know how to get help
- If you are being bullied or know someone who is
- If you are made to feel uncomfortable online
- If you are under threat of any kind
- If any aspect of ICT use or social media is causing you distress
- If you are worried about telling things in confidence

All staff are here to listen and to help; they will try to do what they can or put you in contact with someone who will deal with the matter. If they are concerned about your safety, they may need to share this with others, but they will always tell you first.

Our School Counsellor from Family Works, Mrs. Nuala Woods, is available by e-mailing wellbeing@stcolmans.org.uk (enter the word 'Counselling' in the subject bar) or by contacting Mr. Kevin Franklin, (Vice-Principal), Form teacher, Year Head or any member of the Senior Leadership team.

Special Educational Needs

SEN Information for Parents

- If there is a new diagnosis or change to a student's current needs which teachers should be aware of, please inform the SENCo / LSC, Ms Hardy via email, chardy466@c2kni.net with relevant documentation.
- Annual Reviews will be conducted online for students with a Statement of SEN. Parents will receive a TEAMS invite.
- If your son has particular technological requirements in order to meet his SEN needs, please contact the SENCo / LSC.

SEN Information for Teachers

- IEP targets will be submitted via the Showbie SEN group and will target aspects of online learning.
- IEPs will be completed via One Drive
- Pupil Profiles and Access Arrangements can be accessed on the Staff, SEN Area
- Should a SEN student be struggling with engagement in online learning, please go through normal channels initially and then contact the LSC / SENCo for further assistance / advice.

- Allow Assistants access to your Showbie classes and online resources.

SEN information for Pupils

- A member of staff will contact you once a fortnight to check in. If you have any concerns, no matter how small, they will help you solve these or put you in touch with someone who can help you.
- Students with an Assistant can contact them anytime for advice/help.
- The Touch-Typing Co-ordinator will email you fortnightly for an update on progression through the programme. Parents will be informed of progress.