

DOMINICAN COLLEGE

38 FORTWILLIAM PARK, BELFAST BT15 4AQ

Tel: 028-90370298 Fax: 028-90773661

12th March 2020

Dear Parents/ Guardians

Further to my e-mail last week, we continue to be in contact with the Public Health Agency, Department of Education and Education Authority, and are following their guidance and direction with regard to the management of the Coronavirus situation. I write to inform you of contingency plans that are currently in place to support all our pupils but particularly those pupils who will be sitting public examinations this year.

Year 11-14

All pupils from Year 11 – 14 have had presentations on the use of ‘Microsoft Teams’ which is the on-line platform that the school uses for e-learning.

A ‘Team’ has been set up for every class in every subject in Year 11 – 14, where pupils will find learning resources under ‘files’ and will be able to communicate with their teacher through ‘posts’. Pupils should ensure that they have joined the ‘Team’ for their classes. (Some classes have an established practice of using ‘Showbie’ and that will continue as an alternative to ‘Teams’ in those classes.)

In order to keep a good structure in place, I would ask that in the event of closure, pupils follow their normal timetable and enter the ‘Team’ at the time they would normally have their class. If this is not possible, for any reason, pupils can still go into the ‘Team’ any time and leave a question for the teacher. They can access resources any time. I have attached a help-sheet which outlines how to access My School, Office 365, e-mail and Teams from home. Please check with your daughter, as a matter of urgency, that she can get logged on from home to access these resources.

Year 8-10

With regards to Year 8 – 10, teachers will be assigning work for their classes to do at home during any period of school closure. This will be communicated to junior pupils as soon as possible. If we are closed with short notice, I will continue to communicate with you using parentmail and/or our website and social media platforms as outlined below.

Website:          [www.dominicancollege.org.uk](http://www.dominicancollege.org.uk)

Instagram:       dominicancollegefortwillam

Facebook:        Dominican College Fortwilliam

Twitter:           @DCF\_Belfast

We continue to advise everyone in the school community to follow Public Health Agency guidance on preventing the spread of infection through the use of hand sanitisers and frequent, thorough hand washing with soap and water. We would also ask that you check their website for updates, particularly with regard to self-isolation as appropriate. ([www.publichealth.hscni.net](http://www.publichealth.hscni.net))

I thank you for you continued support and cooperation in this difficult and unpredictable situation.

Yours sincerely

Lynda Catney (Principal)