



Coláiste Cholmcille
College Street
Ballyshannon
Co. Donegal

Telephone: 071 9858288

Fax: 071 9851369

School Roll No: 91506V

info@ccbs.ie

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Recommendations for students during School Closure using Microsoft 365

Dear Students:

- Approach each day of school closure through the lens of your regular class timetable. Devote at least 40 minutes of time to each of the subject areas.
- In accordance with the above, teachers are compiling work which will be delivered to you via Office 365 in some guise.
- You are being encouraged to link in to your account early in the day and check it throughout the day giving special attention to the various “groups” in Outlook or OneNote Notebooks as in most cases notifications of work uploaded will not be signalled.
- Use the school journal to record your daily work. This will help you with time management and foster a sense of progress.
- Students should do their best to do the work assigned as this will be factored in moving forward upon return to normal face to face classes.
- It is envisaged that some teachers will be setting work for a number of days in a single correspondence while other teachers will be setting work on a near daily basis.
- We are mindful that not all of our students have access to a laptop, computer or even WiFi at home. Please collaborate remotely with your friends for guidance, otherwise continue on with text and exam questions in each subject area.
- Any difficulties in using Office 365, please contact info@ccbs.ie.

We take strength from the fact that you are all wonderful young people, trying your best to make the most of what is a difficult situation. This will be a test of resilience for us all. We are very proud of your efforts. Continue to be as positive as you can.

We will see you all again very soon, I’m sure.

Ms Cora Fagan

Principal.

Principal
Cora Fagan

Deputy Principal
Darren McGuinness