

# MULLAGLASS PRIMARY SCHOOL



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Monday 1<sup>st</sup> February 2021

Dear Parent / Guardian

I hope everyone is keeping safe and well. Following the Northern Ireland Executive announcement that schools will remain closed until Monday 8<sup>th</sup> March at the earliest, below is some important information moving forward.

## Collection of Packs

Teachers will be in school next week to work on resource packs for pupils. Teachers will create packs that will have work up the Easter holidays in the event that schools remain closed.

Teachers will be working on this packs next Thursday 11<sup>th</sup> February – on this day, we will have our Whole School Challenge of making pancakes. If all parents could collect resource packs from school on **Friday 12<sup>th</sup> February between 2:00-3:30pm** (please adhere to social distancing rules). Packs are to be collected at the current entrance point of each classroom. Packs will include spellings, tables, reading books, mental maths, games, worksheets and general resources for example.

If any parent cannot collect the resource pack, please let the school know and we will do our best to get the resource pack to you.

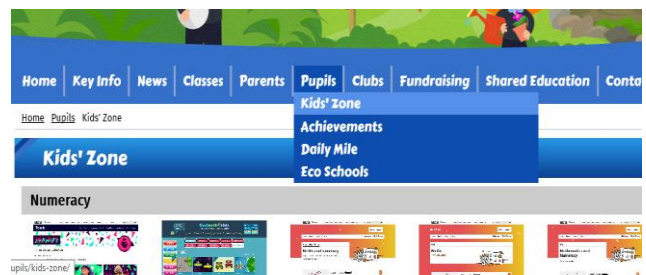
## Remote Learning

All remote learning will continue to take place remotely through Seesaw. Teachers will be making regular contact with their pupils through the Seesaw Class App. Teachers will be available between the hours of 9:00am – 3:30pm.

You can send work at any time throughout the day however please be mindful that the teacher may not have all work marked instantly.



Visit our school website [www.mullaglassps.com](http://www.mullaglassps.com) – Pupils – Kids' Zone. This will give pupils access to range of useful websites.



## **Microsoft Office**

In order to help pupils with remote learning, every child now has access to Microsoft Office free of charge. With Office 365, you will now have access to the latest version of Word, for writing; Excel, for spreadsheets; PowerPoint, for presentations; OneNote, for organisation and note taking; and much more.

- Install on up to 5 compatible PCs and Macs, plus 5 tablets (including iPad!)
- Gain valuable skills on the world's most popular productivity software
- Office subscription lasts for as long as the student remains in school and the programme continues

Follow these simple steps to get Office:

1. For PC and Mac:

a) Visit <http://portal.office.com>

b) Login with your C2k username and password (email Mr Greenaway for username and password if unsure).

• username must be in the format [username@c2ken.net](mailto:username@c2ken.net)

(please note the @c2ken format – the usual @c2kni.net format will not work)

You will be asked again for your credentials a second time

c) On the installation page select your language and click Install-Run

• You will be asked to sign in 1 more time ([username@c2ken.net](mailto:username@c2ken.net) and password)

2. For iOS and Android:

a) Download from your app store

• iPad: [Word, Excel, PowerPoint](#)

• [iPhone](#)

• [Android](#)

b) Sign in with your school credentials for full editing capability

## **Free School Meals**

Provision in lieu of free school meals will continue to be made to those children entitled to free school meals while normally in school.

## **Key Workers**

In line with the department guidance, school will remain open for vulnerable children and children of key workers. It should be stressed that the department have also said to keep the school community safe, school should only be used when absolutely necessary.

**Parent / parents must be defined as Key Workers and only when both parents are working AT THE SAME TIME should their children attend school.**

Wrap around services will not be available and school will **only** be open for normal school hours 9am – 2/3pm.

**Provision of any level of service will be dependent on staff availability and the school may have to be closed if this becomes a problem.**

I would ask that you contact the school, by email [pgreenaway945@c2kni.net](mailto:pgreenaway945@c2kni.net) **before 1pm each Friday** to inform us if your child will be attending to make essential preparation. Any applications after this may not be considered.

In the email, please include:

- Your eligibility under the key worker definitions
- Name/s of child / ren
- Day/s that you require support
- Hours that you require support

\*Please note

- If your child is attending, he/she must be wearing full school uniform.
- The teachers / classroom assistants on duty in school will **supervise** children. Children will work on with their home learning work.
- Normal school hours apply (9am-2pm/3pm).
- Pupil will need to bring a break and a packed lunch to school.
- Must bring learning pack to school

As we move forward to half-term break, I would like to congratulate all the pupils with how they have engaged in their remote learning. During our half-term break, it will be important for pupils to switch off from their Seesaw account and give themselves a truly well-deserved break.

Thank you again to all parents for your continued support and great work with remote learning – I know how difficult it can be.

As mentioned before, please do what you can throughout the day and if you don't get something complete – don't worry! You can try and complete it the next day or later in the week.

Yours faithfully

Mr P Greenaway

Principal