



# Portadown College

Principal: Gillian R Gibb, BA(Hons), PGCE, MSc, PQH(NI)

3 July 2020

Dear Year New 11 Parent/Carer

As the College prepares for its anticipated re-start in August 2020, I write to advise you in respect of arrangements for the beginning of the 2020-21 academic year. In addition to the Parental Information Booklet enclosed, I trust the detail below will assist you and your/son daughter in preparing for the new term.

## College Re-Start

In accordance with Department of Education Guidance, it is anticipated that the College will commence a phased re-opening to **Year 12 and Year 14** from **Monday 24 August 2020**.

It is currently planned that all year groups will return to College from **Tuesday 1 September 2020** under a blended learning model which will involve particular year groups and students attending school on selected days.

If your son/daughter does not have access to an electronic device to enable participation in online learning, please contact the College by Monday 3 August 2020 and we will seek to resolve this issue.

Given evolving circumstances, I trust you will appreciate that these plans may be subject to change over the forthcoming weeks. Further details will be issued in due course in accordance with the most up-to-date guidance from the Department of Education and Public Health Agency at that time.

## Year 11 Induction Morning (Thursday 27 August)

In light of ongoing uncertainty regarding public health, a system of staggered student arrival will operate in the College on Thursday 27 August 2020 to facilitate the Year 11 Induction morning. Please refer to the table below for information on timings and entrances to the College on that (morning categorised into student surname groupings):

Time	EARLY MORNING SESSION	Time	LATE MORNING SESSION
8:45am	<u>Assembly for Group A</u> 11A (AB-BEA) 11B (BYR-CLAR) 11C (DAV-EA) 11D (FREE-HAF) 11E (IR-KAN)	11:15am	<u>Assembly for Group A</u> 11A (BEL-BYE) 11B (CLAY-CZU) 11C (ED-FOS) 11D (HAL-HYN) 11E (KAS-LYNA)
9:00am	<u>Assembly for Group B</u> 11F (LYNN – McA) 11G (McK-MILL) 11H (QUI-RIC) 11I (SIMM-STER) 11J (TUR-WILL)	11:30am	<u>Assembly for Group B</u> 11F (McC-McI) 11G (MO-PRO) 11H (RIT-SIL) 11I (STEV-TUG) 11J (WILS-YO)
8:55am (GROUP A)  9:10am (GROUP B)	<ul style="list-style-type: none"> <li>• Time with Group Tutor</li> <li>• Student photographs will be taken for use on the electronic College records systems</li> <li>• Online safety and e-learning briefing</li> </ul>	11:25am (GROUP A)  11:40am (GROUP B)	<ul style="list-style-type: none"> <li>• Time with Group Tutor</li> <li>• Student photographs will be taken for use on the electronic College records systems</li> <li>• Online safety and e-learning briefing</li> </ul>
10:30 am (GROUP A) 10:45am (GROUP B)	End of Induction Day 2	1:00pm (GROUP A) 1:15pm (GROUP B)	End of Induction Day 2

*Please note that information on Extra-curricular activities is available for students to view in their Google Classroom.*

In order to safeguard students and staff on Thursday 27 August 2020, I would request that you encourage your son/daughter to adhere to the social distancing and Public Health Agency guidance in place at that time. Students are requested to follow the signage in College accordingly.

### Accessing Online Information

I am aware that some students may be encountering difficulties accessing information via C2k.

If users need to reset their password from outside school, and they know their previous password, this can be done via the following link: <https://services.c2kni.net/ums/>

Users will be asked to provide their account information and security verification as below:

The new password will have a lifecycle of 120 days.

If a student's password expires and they do not remember their password during the summer holidays, a parent or carer can email [resetmypassword@c2kni.org.uk](mailto:resetmypassword@c2kni.org.uk) and provide the following information:

- student first name and surname;
- student date of birth;
- student username;
- name of school;
- school address.

When EA staff make contact, the parent/carers will be asked to provide some other details to verify the student's identity. The member of C2k staff will check the details provided against the records held in the school and once verified, will reset the student's password.

### Additional Queries

Naturally, you and your son/daughter will no doubt have various questions in relation to the re-start. I trust you will appreciate that given the fluidity of the situation at present, further information will be shared with you in August regarding transport, canteen arrangements and health and safety measures in place here in the College for the commencement of the new term.

As regards school uniform, I wish to advise that the Department of Education has indicated that schools are not a high risk environment and while all children and young people should be encouraged to wear clean uniform each day, this is not essential. In circumstances where you encounter difficulties sourcing uniform items to your son/daughter's requirements, please contact the College Office.

Should you have any additional queries over the summer months, you are most welcome to contact me here in College via the info account ([info@pc.portadown.ni.sch.uk](mailto:info@pc.portadown.ni.sch.uk)).

In closing, I wish to assure you of our commitment to the physical and pastoral well-being of all our young people as we move towards what I hope is a more normalised educational experience in the coming weeks.

May I take this opportunity to wish you and your son/daughter a relaxing and enjoyable summer spent in the company of family and friends.

Yours sincerely



Gillian R Gibb  
Principal