



Portadown College

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

3 July 2020

Dear Year 11 Parent/Carer

As we commence the holidays at the close of what have been truly unprecedented Spring and Summer Terms for Portadown College, I write to acknowledge my heartfelt gratitude to you, our young people and staff for the positivity and goodwill demonstrated throughout these challenging months. In particular, I wish to place on record my pride in our young people who have exemplified resilience, dedication and industry since the onset of school closure.

To supplement the Parental Information Booklet (enclosed), I write to advise you in respect of arrangements for the start of the 2020-21 academic year.

College Re-Start

In accordance with Department of Education Guidance, it is anticipated that the College will commence a phased re-opening to groups in **Year 12 and Year 14** from **Monday 24 August 2020**. Specific information in this respect will be issued to students at the Year 12 Information Session on **Tuesday 18 August 2020** (please see below).

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.

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 12 Information Session

A Year 12 Information Session in College is planned for **Tuesday 18 August 2020**. Your son/daughter will be scheduled to attend one session on this date, further details of which are outlined below according to time and registration group:

Time	Assembly Hall (Year 12)
9:00 - 9:45am	12A, B and C
10:00 – 10:45am	12D, E and F
11:15am – 12:00pm	12 G, H and I

In order to safeguard students and staff on Tuesday 18 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.

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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 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).

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 weeks ahead.

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

