



Beaufort College

Coláiste Beaufort
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September 2020

Dear Parents/Guardians,

I would like to take this opportunity to introduce myself to you as Year Head to second year students. The former Year Head, Ms. Murphy retired during the summer having dedicated almost 40 years to the care and education of past and present students at Beaufort College. As a year group, we wish her well on her many future adventures.

Contact details for the Second Year Pastoral Care Team

Year Head:	Karen Tobin (049/9028915 Ext: 5635)	Ktobin.bft@lmetb.ie
Tutor Class Lynch:	Ms. Claire Dillon	cdillon.bft@lmetb.ie
Tutor Class Smyth:	Mr. Edward Mc Garry	emcgarry.bft@lmetb.ie
Tutor Class McFerran:	Ms. Aileen Moran	amoran.bft@lmetb.ie
Tutor Class Mc Ilroy:	Mr. Sean Power	spower.bft@lmetb.ie
Tutor Class Fenton:	Mr. Eoin Cleary	ecleary.bft@lmetb.ie
Tutor Class Healy:	Ms. Leah Telford	ltelford.bft@lmetb.ie
Tutor Class Mc Cabe:	Ms. Gillian Carroll	Gcarroll.bft@lmetb.ie

Please do not hesitate to contact the class tutor or myself if you have questions in relation to life in Beaufort College. We will endeavour to get back to you within 48 hours.

Home-School Links

Email is the preferred means of communication between parents/guardians and school staff. All communications including student absence notes, information regarding uniform & class materials, permission to leave school for an appointment, etc should be emailed to me at the above address and copied to the school office, "Office of Beaufort College" beaufortcollege@lmetb.ie

It is most important that we have up to date contact information for the parents/guardians of all our students. I will email a contact details form to your child's school email address which I ask that you fill in and return electronically.

Procedure for leaving school for an appointment (and returning, if applicable) – SIGNING OUT/IN

- A Sign-Out slip must be collected from Mr Flynn (Deputy Principal) on the morning of the appointment.
- This slip must be completed by the student and handed into reception.
- The admin. staff will phone to ensure parents/guardians are in the visitor's car park.
- On their return, the student must sign in at reception.

There is no access to the school building without an appointment until further notice.

Contacts for Second Year Students within the school

Please reassure students that there is always someone available for them to speak to should they feel anxious or unwell, or if they are experiencing any behaviour that upsets them. Their class tutor should be the first point of contact and are always happy to help. I am on hand throughout the day and can also be contacted through the post box which is on the wall outside my office (second floor of the extension - Ms Murphy's former office). All class teachers, the Guidance Team and the SMT are available, and want to help and support students.

Uniforms

Students are expected to be in full uniform every day. Please ensure your son/daughter is in full uniform every day. Occasional non-availability of uniform items should be communicated to me on the morning of the event. Legging are not part of the Beaufort College uniform and are not an acceptable item of clothing to wear to school.

Keeping ourselves and others safe

All staff and students are required to wear a face covering where a physical distance of 2 metres cannot be maintained; and to observe good hand hygiene and respiratory etiquette. This requirement is to protect all members of our school community and their family and friends. Please discuss this with your child regularly and encourage them to watch the short video which may be accessed by clicking on this link:

<https://youtu.be/69fzlMXrMM>

Subject levels for English, Irish and Maths

To ensure a safe and sustainable re-opening of our school it is necessary to minimise the movement of our student cohort throughout the day. At the moment all junior cycle students are studying their core subjects at a common level with their tutor group, in a base classroom; however, it is envisaged that students will be split into higher, ordinary and foundation level classes for English, Irish and Maths in the coming weeks.

Organising class materials without lockers

MS Teams is now an integral part of school life. All students should have the MS Teams app downloaded on their personal devices. The log-in and password is the same as their Beaufort College email credentials.

Students are not expected to carry large amounts of class materials into and home from school. Second year subject teachers will discuss with students the optimal way of organising their materials for that subject. It is proposed that students leave their textbook either at home or in school; and use their devices in conjunction with MS Teams to support their learning when they do not have access to textbooks. A refill pad and display folder with pockets labelled for each individual subject will suffice for most subjects.

School Day

Please note school starts at 8.50am every day. School closes at 1.10pm on Wednesday. Lunchtime is 1.10pm – 1.40pm.

School closes at 3.40pm on Monday, Tuesday, Thursday, and Friday until further notice.

Many thanks for your support and cooperation in re-opening Beaufort College. Both the tutor team and I look forward to meeting you soon; in the meantime, please be assured that we are working hard to ensure that the 2020-21 academic year is a successful one for all.

Kind regards,

Karen Tobin