



Lwetb

Bord Oideachais agus Oiliúna
an Longfoirt agus na hIarmhí
Longford and Westmeath
Education and Training Board



Ballymahon Vocational School

Ballymahon

Co Longford

Tel: (090) 6432211

12/03/2020

Dear Parent/Student,

In the event that the school is closed at any point in the future and to ensure minimum disruption for delivery of lessons, please take note of the following:

1. Teachers have been requested to put plans in place for students. As each subject is very different, please discuss each subject plan with your son/daughter.
2. Please note for off-site learning students will need access to the internet and a device they can use.
3. It is best that a student has one designated study place where they can leave their books – the kitchen table is not ideal.
4. Please ensure your son/daughter have relevant books and in particular, exam papers that they will need.
5. Every student has a school Email - do they know it and can they access it. It has been communicated to students that it is their responsibility to ensure that they have access to their Microsoft Office 365 accounts to receive contact and data in the event of a school closure. This should be sought immediately if they cannot access their account.
6. In an ideal situation, students should follow their school timetables – this would help them to stay focused.
7. Please note, if the school is closed at short notice, students will **NOT** be allowed in to collect books or other belongings.

For now, all schools will carry on as normal and await direction from the HSE and the Department of Education. Should any new directives be ordered, we will communicate with you, if necessary, via text. Please check that your correct details are on VSware. We will be following up with you regarding up to date contact details.

Thank you for your co-operation.

Brian Higgins
Principal