



## Meeting for Parents of First Years 2020

Dear Parent(s)/Guardian(s),

We hope this message finds you and your family safe and well in these most challenging of times. We know that this has been a particularly difficult time for our new First Years who have been unable to celebrate the end of their Primary School years and must now begin planning for secondary school with so much uncertainty still with us. We also recognise that recent months have placed extraordinary demands on parents who have had to make major readjustments to their own lives as the “new normal” saw the kitchen table become a classroom and working from home means often means working longer hours.

In times past we would at this stage be planning to welcome your daughters and sons to the College for their mentor evening. They would have met their tutor, year head and most importantly their new classmates. What we are now planning to do is to host an online meeting for all parents & students of incoming first years on Monday 8<sup>th</sup> June at 5.00p.m. when we will provide you and your daughter/sons with all the information they would normally get at the Mentor evening.

We will also be able to introduce you to the Care Team for First Year 2020:

- Mr O’Gallchobhair Yearhead
- Ms McDermott Assistant Year Head
- Ms Crowley Guidance Counsellor
- Ms Barrett College Chaplain

We will provide you with information with regard to:

- Uniforms
- Booklists
- Extracurricular Plans
- Online teaching through Microsoft Teams

We will also facilitate a questions and answers session as I imagine you will have many questions.

## How do access the meeting?

1. We will host the meeting on our Microsoft Teams Platform.
2. Parents who already have a child in the school will be sent an invitation through their eldest child's 365 Email Account. **You must accept the invitation to access the meeting.**
3. Parents who are new to Castleknock Community College will need to confirm their email with Ms O'Halloran (Deputy Principal) by sending her the email that you wish to be contacted at for this meeting. Ms O'Halloran will send you an invitation to the meeting once she has received your email address. Ms O'Halloran's email address is [maireadohalloran@castleknockcc.ie](mailto:maireadohalloran@castleknockcc.ie)
4. This process is time consuming but it will allow us set up a Team for the Parents of First Years and it is very likely that we will need to make further contact with you in August in advance of your daughter/son commencing their time at Castleknock Community College.
5. We are hosting the meeting on the Microsoft Teams platform as this will be the platform that we will be using with your daughter/son in August.

I already have a child at Castleknock CC. Check your **eldest** child's 365 account for invitation to online Meeting scheduled for 5.00p.m. Monday 8<sup>th</sup> June

We are a first time family at CCC. Email [maireadohalloran@castleknockcc.ie](mailto:maireadohalloran@castleknockcc.ie) – Please send her your preferred email in order that she can send you an invitation to the meeting.

Please note that the meeting will commence at 5.00p.m. on Monday 8<sup>th</sup> January Please ensure that you have your microphone on mute and it is preferable that your camera is active.

**Tip: If you have never used Microsoft Teams it is best that you download the App when you are prompted to do so.**

John Cronin  
Principal