BLENDED LEARNING

GUIDANCE FOR

PUPILS AND PARENTS/GUARDIANS
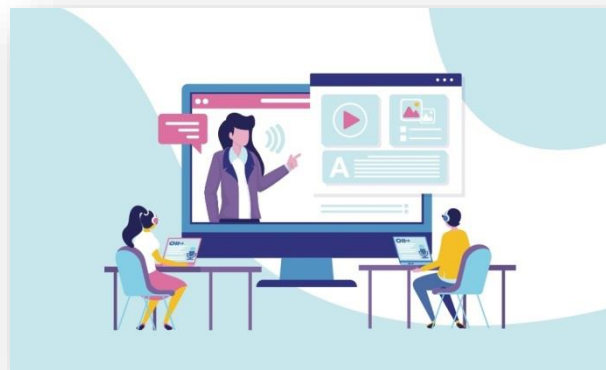
ST. PIUS X COLLEGE

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MAGHERAFELT

September 2025

Contents

What is blended learning?

To ensure the **highest standard of learning and teaching**, all pupils are strongly encouraged to **actively participate** in **blended learning**. **Blended learning** will involve engaging in **online courses** (Google Classroom) and **live teaching** (Google Meet). Pupils must maintain **regular contact** with their teachers using these tools.

Pupil engagement in blended learning

When you are completing blended learning, pupils are expected to conduct yourself in the same **high standard** as the St. Pius X College classroom. Make sure you are **online** and **contactable** during school hours, via **email** and our online platform, **Google Classroom**. It is recommended you download the **Google Classroom and Meet apps** to your device and enable notifications. Remember you must not use personal accounts to access these services.
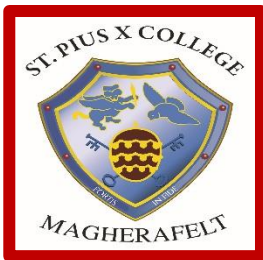
Engaging in online platforms is an essential requirement of your learning – follow your **timetable** to build routine. **Deadlines** set by your teacher online are to be met; similar to deadlines in school. Work submitted must be of the **highest standard**, as it would be in school. **Remember that engagement and work submitted may be used for assessment purposes. Attendance in 'live' teaching sessions will be recorded and submission of work assessed.**

If your **teacher** is concerned that you are **not fully engaging online**, they will **first contact you** using **Google Classroom** and/or **email** and check that you understand the work set. If your **teacher** remains **concerned** with your **engagement** and participation with online learning, they will **contact your parent/guardian**. **College staff will support you in your blended learning journey, however you must fully engage.**

Importance of Communication and Netiquette

Parent/guardian assistance in in **monitoring blended learning** this will be essential. Follow our **school social media** and **website** for updates. Please refrain from posting queries on social media platforms. These are the **supported media and communication platforms**:

www.stpiusxcollege.org

https://www.facebook.com/people/St-Pius-X-College-Magherafelt/100085617741224

www.twitter.com/spxcollege

If you are emailing staff, you must do so using your C2k email address. Teachers are contactable during school hours only. If you need any additional support, contact your form teacher.

Your teacher will aim to respond within a reasonable and manageable timeframe. **Email communication** and **all messages** should be **formal**. You should not use emojis, text language or slang. Follow the correct **netiquette** - this is correct online behaviour, communication and work ethic expectations. Alternatively contact can be made to the college directly using: info@stpiusx.magherafelt.ni.sch.uk
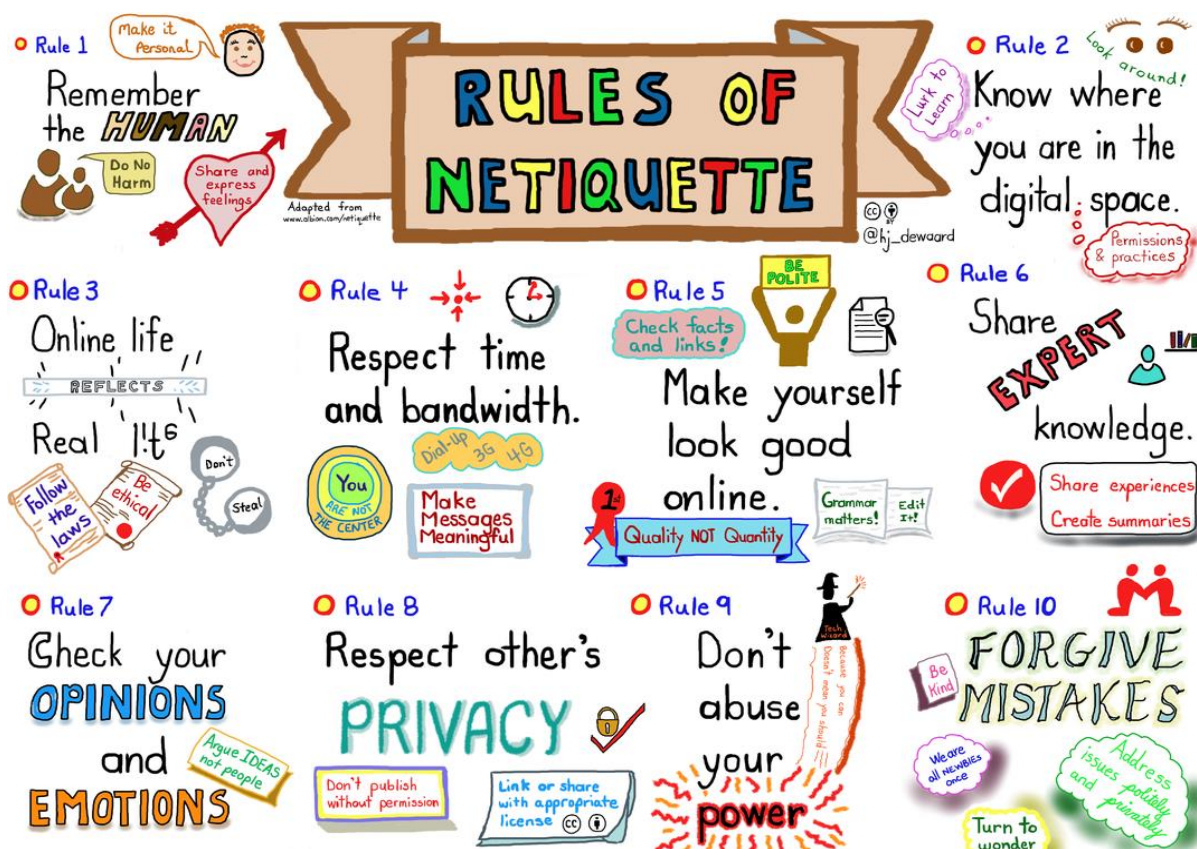
Responsible and Resilient Learning

It is important that you become a **resilient learner** and develop your **skills** of **perseverance** and **coping**. If you are still experiencing difficulty, you should then reach out for support from your teacher by messaging them on the online platform or via email. Alert teachers in a timely manner if you are not able to complete work to allow **support** to be provided.

Never just 'leave' the work; **you are responsible for managing your work** and it must be completed fully. If you are having issues uploading your work on a platform, you should seek support prior to submission date.

Stop and think
Sometimes if we pause and think quietly the solution will come to us.

Let's go back
Have a look at the learning intentions and teacher instructions - they are there to help you understand what is trying to be achieved.

Have a go
Dont let a lack of confidendence hold you back, you might surprise yourself.

Remember to use the resources
Are there any Google Classroom course resources online or paper resources that could help?

Ask a friend to help?
Can a friend explain the work to you clearly?

Ask the teacher
If you have explored all other options and are still stuck then it's time to ask your teacher for further support and guidance.

- Create the **best possible learning environment** you can. Find a quiet space, with no distractions and leave your mobile phone in a different room on silent.

- Focus on doing your **personal best** and **stay connected to the college**. Maintain links with your friends and teachers. There is help and support available.

- **Look after yourself and your family** – remember the progress you have made to date and build upon this.

Essential Links

Our College website can be accessed via www.stpiusxcollege.org
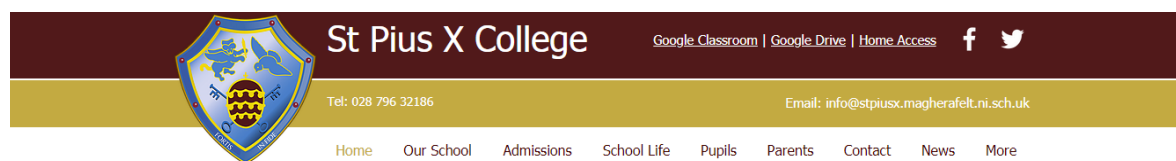
Links have been provided to:

Google Classroom

- •**Online classroom**
- •www.classroom.google.com

Google Drive

- •**File storage area**
- •www.drive.google.com

Home Access

- •**MySchool and email access (screenshot below)**
- •www.c2kschools.net

It is recommended you **favourite/bookmark** the above links to your **web browser, Google Chrome.**

Pupils should use their **C2K** username and password.

Continue through the wizard, disregard any security notifications.

(Replace auser111 with your school account logon)

Presenting work

Coursework/classwork can be sent by pupils to subject teachers using one of two methods:

- Sending work in **digital format** (ie MS Office applications, Word, Excel, PowerPoint).

- **Digitising work** - pupils photograph (scan) their completed work as **PDF** (e.g. past papers which have been completed by pen). Work should not be sent as photographs. There are a number of free PDF creation apps available including **Microsoft Lens**.
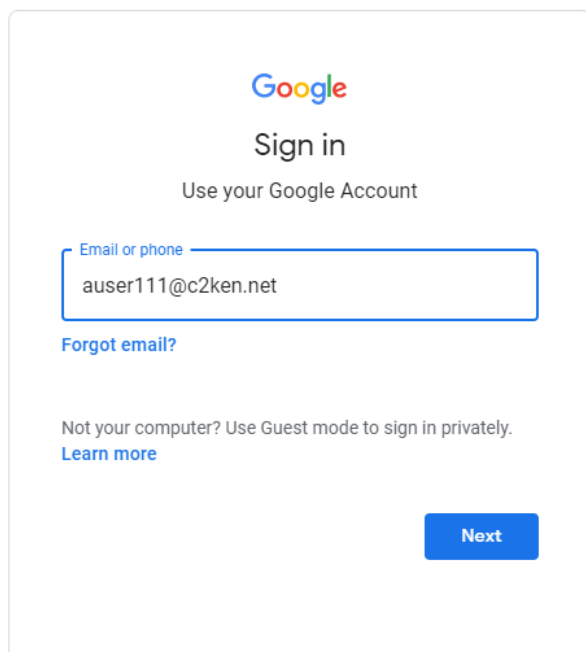
Google Classroom – Signing in

All pupils will have been enrolled in **'Google Classroom'.** 'Google Classroom' may be accessed using a **PC, laptop or any other device including a games console.**

This platform works best when using the **web browser, Google Chrome** for full functionality.

Alternatively, other web browsers may be used, with limited functionality. To access the platform, use the following website by clicking on the **hyperlink** below:

www.classroom.google.com

Google

Sign in

Use your Google Account

Email or phone
auser111@c2ken.net

Forgot email?

Not your computer? Use Guest mode to sign in privately.
Learn more

Next

Pupils should use their **@c2ken.net** email extension and password.

Continue through the wizard accepting any **verification** requests.

(Replace auser111 with your school account logon)

Google Classroom Interface
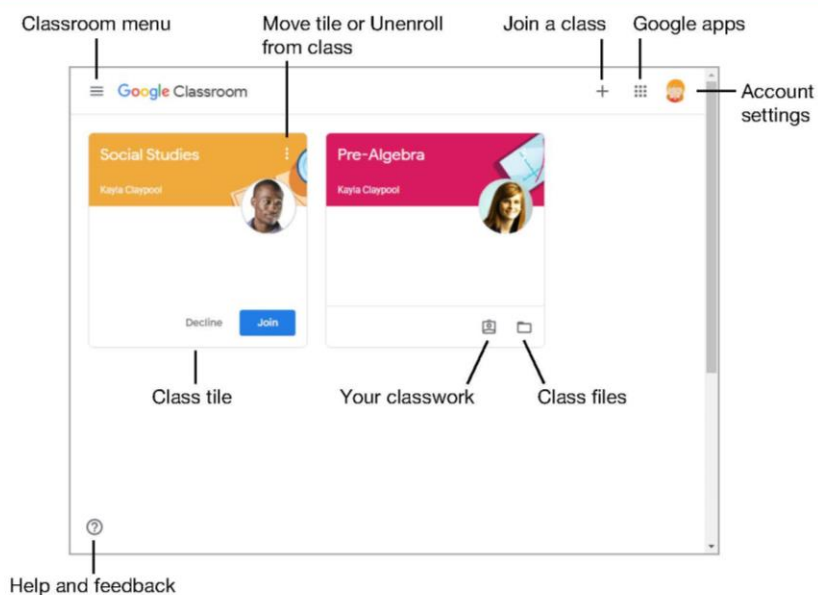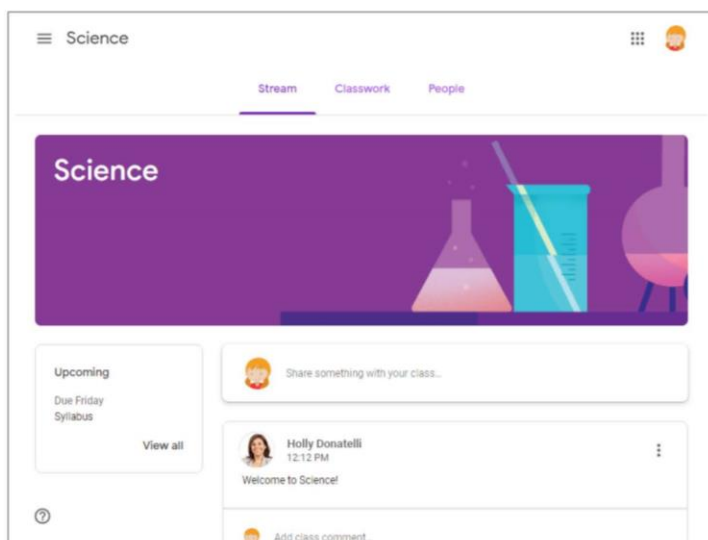
The Google Classroom Screen

Classroom menu
Move tile or Unenroll from class
Join a class
Google apps
Account settings
Class tile
Your classwork
Class files
Help and feedback

The Class Screen

The Stream page: Shows all the class activity, including upcoming assignments that are due and any recent posts from the teacher or other students.

The Classwork page: Where you go to view and complete any assignments for the class.

The People page: Shows your teacher and a list of all your classmates.

Sign-in to Classroom

Navigate to **classroom.google.com** in a browser window. Click the **Go to Classroom** button, then enter your Google account email address and click **Next**. Enter your Google account password and click **Next**. You are brought to the Google Classroom home page and will see your profile picture at the upper-right corner, if you have one.

Join a Class

If invited by a teacher, click **Join** on the class tile that appears on the Google Classroom page.
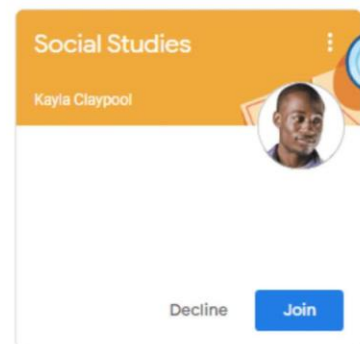
If entering a class code from a teacher, click the **Join a class** button, enter the class code, and click **Join**.
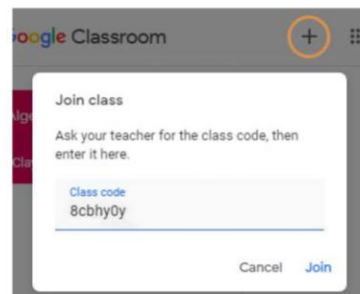
Google Drive

Your Google Drive is connected to your Google Classroom account. A Classroom folder is automatically created for you in your drive at **drive.google.com**.

Commenting

Class comments are visible to everyone in the class. Private comments posted are only visible to the teacher.

The Assignment Screen

Due date — **Due Nov 1**

#001 Chapter 1 questions — 20 points

Kayla Claypool 3:20 PM

Assignment Instructions — Read chapter 1 and answer the questions.
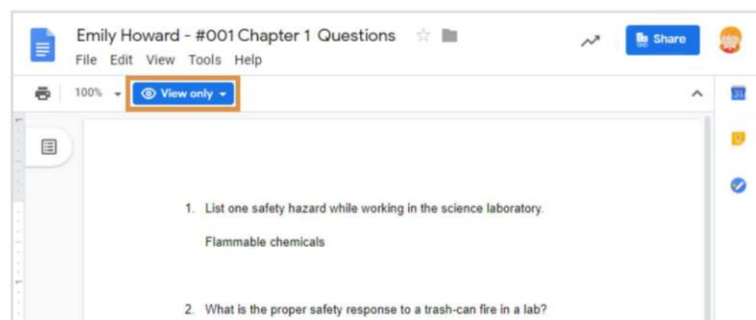
Comments visible to the class — Class comments

Add class comment...

Your work — Assigned — Assignment status

Emily Howard - #... Google Docs × — Files attached by the teacher

+ Add or create — Attach additional files

Turn in — Turn in the assignment

Private comments

Add private comment... — Comments only visible to the teacher

Document Sharing

Once an assignment is turned in, it becomes a view-only file. Ownership of the document switches to the teacher to prevent changes. You will still be able to see your responses, but you lose editing abilities.

Emily Howard - #001 Chapter 1 Questions ☆ ▪ ↗ **Share**

File Edit View Tools Help

🖶 100% ▾ **◉ View only ▾** ∧ ▦

1. List one safety hazard while working in the science laboratory.

   Flammable chemicals

2. What is the proper safety response to a trash-can fire in a lab?

Unsubmit Assignments

Due Nov 1

#001 Chapter 1 questions — 20 points

Kayla Claypool 3:20 PM

Read chapter 1 and answer the questions.

Class comments

Add class comment...

Your work — Turned in

Emily Howard - #001 C... Google Docs

Unsubmit

Private comments

Add private comment...

If the teacher has allowed it, an Unsubmit button appears after work is turned in. Unsubmit the assignment to gain back editing rights and make changes before the due date.

View Your Assignments

If the teacher displays grades in Google Classroom, you can check grades on the View your work page. Click the **Classwork** tab, then click **View your work**. This page displays all your assigned classwork with dues dates, as well as the status or grade received.

Stream   Classwork   People

All topics ▾

📇 View your work   📅 Google Calendar   📁 Class Drive folder
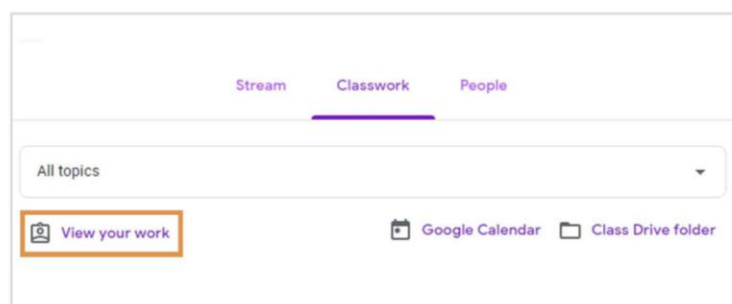
Google Classroom – Important 'To do' Pupil and Parent/Guardian Feature

≡ **Google** Classroom

☑ To do   📅 Calendar

The most important **monitoring feature** in Google Classroom is the 'To do' feature which appears on the home page. This feature will ensure you have **live information** regarding your son/daughter's progress.

≡ To do   Assigned   Missing   Done

                    All classes   ▾

Pupil work tasks are divided into three areas:
- **Assigned**   (future work)
- **Missing**   (work which has not been submitted and is overdue)
- **Done**   (completed work)

Live Lessons

If your teacher is coordinating a live lesson you must adhere to the following guidelines:

- Pupils must be **suitably dressed** and in an **appropriate location** (you should not wear sleepwear during any video-conferencing session and you should participate from a communal area, not your bedroom).
- Camera and **microphone** should be **switched off.**
- **Recording is not permitted by pupils** – staff may record the lesson for on Google Classroom.
- **No parents** or family members to ask questions or be involved in the live lesson.
- **Only turn on your microphone** or camera to communicate with your teacher **when instructed** to do so.

Get ready early	**Join the Class**	**During the Class**
✔ Choose a quiet place	✔ Click on the Meet link in your Google Classroom	✔ Pay attention & wait for your teacher to ask you to unmute
✔ Check wifi connection	✔ Sign in with your C2k account	✔ Answer your teacher's questions in the Chat
✔ Switch off other devices	✔ Mute your mic	✔ Unmute & look at your camera when speaking
✔ Gather any materials you may need e.g. pen, paper or books	✔ Blur/change your background	

Pupil Password Reset

The following link may be used to reset expired passwords:
https://services.c2kni.net/ums

For any other IT/password related issues contact your **form teacher.**

Downloading Office 365

Copies of **Office 365,** are available free to **pupils (maximum use on 5 devices).** If this software is required, visit www.office.com and sign in using your @c2ken.net details.

Alternatively download is also available when signing into MySchool and selecting Office 365:
- Click on the Office 365 logo.
- Click on Install Office and Office 365 apps.
- When prompted use your school username and password.
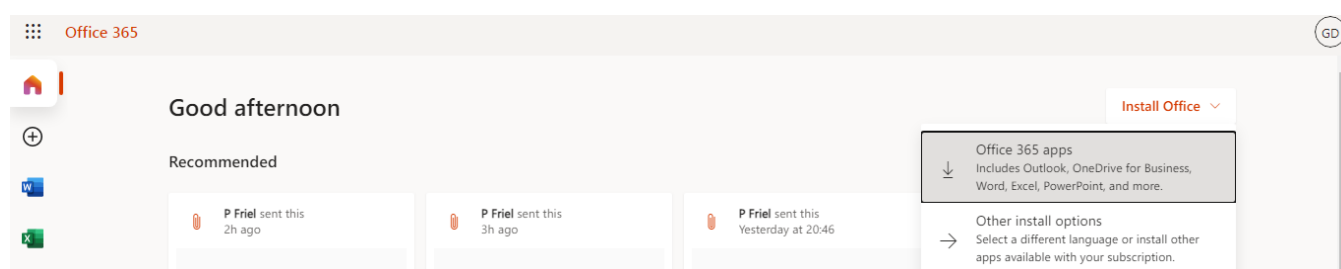
Pupil Email Access

Pupils should check their email (Office 365) on a daily basis using the following website:
www.c2kschools.net

To access your school email click on **Office 365.**

To view your message just click on the email and the text will appear.

Devices

Pupils can participate in online learning using **Smart TVs, Xbox** and **PlayStations consoles**. These devices have built in web browsers. To access the browser there is a search function on the home screen. On Xbox the browser is Microsoft Edge and on smart TVs and Playstation devices it is the www browser.

Once the browser has been opened access Google Classroom via www.classroom.google.com and logon.

Pupils will be able to navigate Google Classroom using controllers, simply click on the classroom tiles. If you have a USB keyboard you can connect this to your console and it will allow you to type as you would on a normal PC.

Internet Connectivity

BT Home Essentials

BT Home Essentials is a low cost calls and fibre broadband package, which is means tested through provision of your NI number to the company. Other providers will also provide a social tariff option.

Fibre broadband from
£15 per month
Plus £9.99 P&P. Or get a call-only plan for £10 a month.

Average speeds up to
67Mb
Enter your postcode below to see what speeds you could get.

12 month contract
No early exit fees, so you're not tied in if your circumstances change.

Instant online check
With our eligibility check, you'll find out immediately if you qualify.

Who can get BT Home Essentials?

New or existing BT customers can apply. You'll also need to be receiving one of these benefits to qualify:

- Universal Credit (all claimants)
- Pension Credit (Guarantee Credit)

- Employment and Support Allowance ([Eligibility rules apply](#))
- Jobseeker's Allowance ([Eligibility rules apply](#))
- Income Support

Don't forget you'll need your National Insurance number when you order, so we can check you're eligible.

Home Essentials broadband includes:

Guaranteed speeds

Get the speeds we promise or £20 back with our Stay Fast Guarantee.

Strong, reliable wi-fi

Get a great connection with our powerful Which? Best Buy Smart Hub.

Unlimited broadband

With no data caps or download limits, you can do as much as you like online.

Security as standard

Our 3,000 security experts work 24/7 to help protect you and our network from cyber attacks.

The National Databank

The National Databank provides free data to members of the Digital Inclusion Network, so they can provide **free access to the internet** to those who are unable to get online.

All interested parent/guardians are invited to apply.

The Sim card options are:

- Vodafone
- Three
- O2

The college has successfully applied for mobile data Sim cards to use with any mobile device, tablet or laptop.   If you wish to receive a Sim card for your child/ren to use at home can you please email with your preferred SIM card option (Vodafone, 3 or O2), to nmclaughlin357@c2ken.net and ask your child/ren to visit Mr McLaughlin or any member of ICT department for distribution.

Many thanks for your support
Mr G Duffy
(Head of ICT)