

## Email Template to reach out to students

Hi \_\_\_\_\_,

Just checking in to see how you are doing. I've noticed you haven't been online or submitted work and wanted to check in to see if there is any extra help you need to get online or get work submitted.

It's really important to try and keep on top of work, even if you can only get a small amount of the work done.

Please do let me know how I can assist you or make things easier for you if you are struggling with the workload. If you don't let me know I can't help.

Attached is a template that may help you get organized.

Look forward to hearing from you!

Miss Breen



Muinteoir  
Cole

Week: \_\_\_\_\_

Time:	Mon	Tues	Wed	Thurs	Fri
9am					
10am					
11am					
12pm					
1pm					
2pm					
3pm					
4pm					
Things to get done today:					



# Organising Myself:

Things to get done today:

Things to get done tomorrow:

Questions I have for teachers:

