



17 April 2020

Dear Parents and Caregivers

I realise there has been extensive communication with families over the last four days. I hope the communication has provided clarity around the next five weeks of Learning@Home. I realise for parents the prospect of checking the work of students may seem like a daunting task. You have the support of our dedicated staff who will continue to work with you to ensure your son's continuity of learning. Learning@Home is new for all of us including our staff. We will support each other to ensure your son's education continues.

### Daily 'Check-Ins'

Middle and Senior School students will receive an email from their Pastoral Care teacher by 8.45am each school day. Parents/caregivers will be cc'd into this email. Students will be required to reply to this email, informing their Pastoral Care teacher they are present for school. Junior School students will be required to check in via their class OneNote where teachers will have a Pastoral tab set up for students to communicate that they are present. This reply email, or communication by Junior School students, must be sent by no later than 11.00am each school day. If the College does not receive an email reply from a student, and parents/caregivers have not notified the College of an absence, parents/caregivers will be contacted by Student Services staff on that same day.

### Students Attending School

Students attending school are asked to sign in at the respective Student Services Office – Junior, Middle or Senior School - before 8.30am each morning. Students will be directed to a classroom and assigned a desk based on social distancing requirements. Wherever possible, the desk and classroom assigned to the student will remain constant for the next five weeks.

Students will be supervised from 8.00am until 3.00pm. During the school day students will follow the same timetable as students Learning@Home.

Upon arriving at the College, the following assembly areas will be used to ensure social distancing:

- Junior School - Junior School Assembly area
- Middle School - under Cascia Building
- Senior School – undercroft seating area

At the end of each school day at 3.00pm students are required to sign out at the relevant Student Services Office.

### School Transport

I have been reliably informed that school transport is considered an essential service and, as such, will be operating from Monday 20 April. It may be prudent for parents/caregivers to check with TransLink to ensure normal transport services are running and available for school transport.



## Uniform Requirements for Students Attending School

Students attending school are asked to wear their full school uniform including the school tie. For Senior School students, the winter uniform includes blazer and long trousers. The school jumper may also be worn. Senior jerseys and sports jackets are not to be worn with the formal school uniform. Junior School students are permitted to wear their sports uniform as per normal each Friday.

The start of Term Two 2020 will be very different from previous years, however I am confident that together we will find our way forward and meet the challenges with a sense of purpose and optimism.

Yours sincerely

Mr Mark Stower  
**Principal**

