



Wednesday, 28 April 2020

Dear College Families,

I trust that you are continuing to enjoy this Easter holiday period. We have been fortunate to enjoy beautiful Autumn weather recently. I hope that each family is making the most of their time before we return "Into the Online". Thank you to those families who participated in "Light up the Dawn" on Anzac day and shared their photos on Facebook. Using these opportunities to connect is important for the wellbeing of our community.

The intention of this letter is to provide you with more specific details regarding planning for Term 2. Since I last wrote to you I have received comprehensive advice from a range of governing and legislative bodies and met with the College Executive team to distil this advice and formulate a plan that best meets the needs of the College community.

As always, our planning takes into account the following considerations:

- current health advice and government requirements;
- the educational and emotional needs of College students;
- our duty of care obligations to students;
- our responsibilities to staff under workplace health and safety legislation;
- our desire to increase face-to-face learning opportunities; and,
- our desire to partner effectively with parents.

Our plan for Term 2 is as follows. (An infographic capturing this information is provided as an Appendix to this letter):

The College will be open for all children of essential workers. Please read the paragraph entitled Attendance Guidelines to understand how the College will be defining an essential worker.

Week 1 - The College will continue to deliver online learning as per the last two weeks of Term 1.

Weeks 2 & 3 (commencing May 11):

- Kindergarten students will be at the College at least two days a week
 - Monday - Bradman & Chisholm
 - Tuesdays - will only be open for children of essential workers and Secondary students preparing for the Secondary musical
 - Wednesday - Bradman & Chisholm
 - Thursday - Gould & Johnson
 - Friday - Gould & Johnson
- Years 1 - 10 students will be at the College at least one day a week. Each House group will be assigned a day a week to attend.
 - Monday - Bradman
 - Tuesdays - will only be open for children of essential workers and Secondary students preparing for the Secondary musical.
 - Wednesday - Chisholm
 - Thursday - Gould
 - Friday - Johnson
- Years 11 & 12 can attend the College full time.

Weeks 4 & 5:

- Kindergarten students will be at the College three days a week. Further information about the third day of attendance will be provided at a later date.
- Years 1 - 10 students will be at the College two days a week. Each house group will be assigned two days a week to attend. Tuesdays will only be open for children of essential workers.
- Years 11 & 12 can attend the College full time.

celebrating **40** years

Please note that all of this planning is subject to change. The benefit, however, of this phased approach is that if the situation is to either rapidly improve or decline we can adjust our plans quite quickly within this framework.

Online Learning Webpage – to be released on Monday, 4 May

Throughout the first 6 weeks of Term 2, at least, the College will be offering only one mode of learning - online. Students who attend the College will be utilising online learning resources with the added benefit of increased opportunities for face-to-face contact with some teachers and some peers. Please note, however, if attendance is higher than expected before the conclusion of this 6-week time frame then we may have an opportunity to resume regular lessons.

Towards the end of Term 1 the College Executive held a number of focus groups with parents to obtain feedback on the online learning that we have been providing to date. I can assure you that all of that feedback has been taken on-board and in light of this and in keeping with our three priorities, we will be launching our new Online Learning webpage on 4 May. This platform does not replace the current content that is provided through norwest.education, rather it provides an alternate pathway plus much, much more. We have endeavoured to locate everything that you may need for the next few weeks in the one location. So when you access online learning via this page you will also notice a whole range of other resources. You will find daily schedules, help guides, creative teaching ideas, daily challenges to keep us connected as a community and resources to support parents and students spiritual, mental and physical wellbeing. Please engage with it, we hope you find it useful.

Attendance Guidelines

It is important that parents understand that whilst the College has articulated an attendance schedule, at this stage parents retain the right to choose whether or not they send their child to the College. Each family has their own unique context and so we ask that all families continue to engage with NSW Health advice when making decisions for their children regarding attending the College.

Additionally, it is important that parents and carers understand that the College will not be turning away any child who attends on days that are outside of their attendance schedule. Rather, the College is appropriating the Prime Ministers definition of an "essential worker". In media interviews his view has been that "every job in this economy is essential...you've got a job, you're essential".

K-12 Attendance Procedures

Standard College attendance procedures continue to be in place, in that, even throughout the staggered return the College is required to account for the attendance of every student, every school day. When students choose to access online learning from home throughout this staggered return, attendance will be marked absent using the 'F' code. This code does not effect the students absence record. To assist us in streamlining our procedures over the coming weeks please indicate, using either this [Primary form](#) or [Secondary form](#), which days your child **will be present** at the College. The data we collect from this form will help us to populate our rolls for weeks 1-5 using the 'F' code to indicate which days your child will be accessing learning from home and assist us with minimising the opportunity for student truancy. However, if your child is sick and therefore not accessing learning either at home or at the College it is important that you notify us using the normal College processes. Please fill out a separate form for each child.

If you plan for attendance changes at any point, please notify the College by primaryabsent@nwcc.nsw.edu.au or secondaryabsent@nwcc.nsw.edu.au. Please be aware that if you choose to have your child continue their learning at home duty of care remains with the parents.

ELC Attendance Procedures

There are a few attendance options available to ELC families which will guide the direction and action required to allocate educators across the ELC. This is particularly important during drop off and pick up times to limit the number of families gathered in the foyer.

Please notify the College of your child's attendance at the ELC by using this [ELC form](#). If you have any questions or individual circumstances that you would like to discuss please email sscott@nwcc.nsw.edu.au

Morning drop-off & afternoon pick-up routines

In all of our planning, the College remains committed to the health and safety of all College students and staff. The most recent [advice](#), provided to us by the AIS (Association of Independent Schools) stresses that schools are safe places for children and that therefore social distancing measures do not need to be in place within the school environment for the protection of students. However, there are risks for adults within our community that need to be managed and it is for this reason that we are adjusting our morning drop-off procedures, afternoon pick-up procedures and the movement of staff around the campus. Our objective is to minimise the adult-to-adult contact

that occurs on the College campus. More information about changes to these procedures will be provided by the Deputy Principal by the end of this week.

Canteen

The canteen will resume operations from May 4.

Bus Service

A letter will be distributed to College families who use the College bus service. There will be some adjustments to our routes to compensate for lower attendance rates but as attendance rates increase we will again revise these routes. Please note, College families who utilised this service in Term 1 will be able to access this service free of charge throughout Term 2.

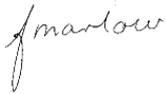
Uniform

Previously, the changeover to winter uniform has been from Mothers' Day, however, to assist families who do not yet have the correct uniform or the correct sized clothing, we have delayed this to Week 6. If there is a need for purchasing uniform, please order online and arrange for collection of uniform from the College. The weather is cooling, and students will need to wear warmer items of clothing. Please ensure that uniform items comply with either full summer or winter uniform. Please also ensure that only items of College uniform are worn. The revised changeover date for this year for full compliance with winter uniform will be Tuesday, 9 June (Week 6, immediately following the long weekend).

Conclusion

Thank you again for your patience during this time. We are very much looking forward to seeing you back on campus.

Yours in Christ,

A handwritten signature in cursive script that reads "fmarlow".

Felicity Marlow
Principal

Appendix: Term 2 Attendance Schedule (from Week 2)

KINDERGARTEN

Students will be at the College at least 2 days a week.

WEEKS 2 & 3

Monday	Bradman/Chisholm	Green	Blue
Tuesday	Essential Workers		
Wednesday	Bradman/Chisholm	Green	Blue
Thursday	Gould/Johnson	Red	Yellow
Friday	Gould/Johnson	Red	Yellow

WEEKS 4 & 5

Students will be at the College 3 days a week. Further information about the third day of attendance will be provided at a later date.

YEARS 1-10

WEEKS 2 & 3

Monday	Bradman	Green	
Tuesday	Essential Workers		
Wednesday	Chisholm		Blue
Thursday	Gould	Red	
Friday	Johnson		Yellow

WEEKS 4 & 5

Monday	Bradman/Chisholm	Green	Blue
Tuesday	Essential Workers		
Wednesday	Gould/Johnson	Red	Yellow
Thursday	Bradman/Chisholm	Green	Blue
Friday	Gould/Johnson	Red	Yellow

YEARS 11-12

WEEKS 2 & 3

Students have the option to attend the College full time.

WEEKS 4 & 5

Students have the option to attend the College full time.