



Friday, 20 March 2020

Dear College Families,

Thank you for your willingness to work in partnership with the College in what are somewhat uncertain times. Thank you also for what you are doing in continuing to make measured decisions for your family and our community at this time. As a College, the safety of our students, staff and community members is very important to us.

We have been monitoring information closely and making plans as a staff team to best support our community through this time. This letter will place the most recent information in one place for ease of communication for all in our community. There is a letter for each section of the College with information that is helpful in each area.

The most recent advice can be found on the home page of the College's website found [here](#). All updates will be loaded onto this tile for ease of reference for our community. Isolation is required for 14 days for those in our community who have returned from overseas travel and also for those who have been in direct contact with somebody with COVID-19.

School closures continue to be monitored. We are following directions from the Government which state that it is best for schools to remain open at the moment. As a College, we are prepared for the possibility of the College being closed, so that students are able to continue their learning from home with minimal disruption.

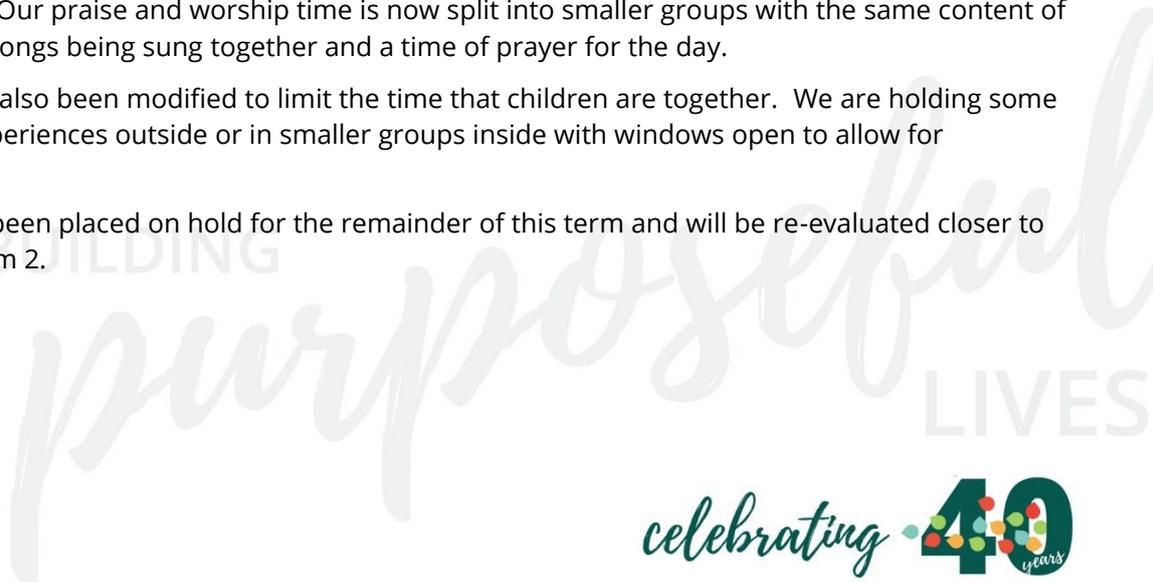
Cancelled or Postponed Events

In light of recent information regarding the inability to hold events outside with more than 500 people, inside with more than 100 people and the need for at least 1.5m between people as we implement social distancing measures, there will be impacts to the College calendar at least for the rest of this term.

In ELC, the format of our praise and worship time has changed to prevent the whole group of children gathering together. Our praise and worship time is now split into smaller groups with the same content of children's Christian songs being sung together and a time of prayer for the day.

Our Digger time has also been modified to limit the time that children are together. We are holding some of these learning experiences outside or in smaller groups inside with windows open to allow for ventilation.

School banking has been placed on hold for the remainder of this term and will be re-evaluated closer to the beginning of Term 2.



Week 10:

- Monday, 30 March: Imago Day: going ahead
- Tuesday, 31 March: SPM's: going ahead with modified format
- Wednesday, 1 April: SPM's: going ahead with modified format

Week 11:

- Monday, 6 April: Easter Service: modified format
- Thursday, 9 April: Cross Country: modified format
- Friday, 10 April: Good Friday: Public Holiday

We will continue to monitor for information regarding events in Term 2 and will update closer to the date for these events.

Classroom Impacts

Hygiene: We will continue to support our students in the use of good hygiene practices. Using soap and water to clean hands or sanitiser as needed, coughing into the elbow and social distancing where possible. Please do not send your child to school if they are unwell.

Ventilation: Classrooms will have doors and windows open when possible to provide ventilation in the classrooms.

Student Progress Meetings:

The College has decided that the upcoming Student Progress Meetings (SPMs) will be held in a different format. Conversations will now be conducted via telephone for all SPM's across the College. In ELC, this phone call will be scheduled for 10 minutes. Interviews will begin at 3:30pm on both days. They will conclude at 6:30pm on Tuesday and 5:30pm on Wednesday.

We appreciate your patience as teachers make these phone calls.

It is necessary for parents to book a new time for their SPM, in light of the new format and also the new times. Previous bookings will be cancelled in order for you to make new bookings. The online system to make a booking can be found [here](#) and will open on Monday, 23 March at 6:00am. Please ensure that the phone number you enter online when making your booking is the number you will be available on at the time of the call.

If a teacher is unable to contact you on your scheduled day/time, they will make this call at another time to you. Please understand that teachers will be required to make numerous calls and will not be able to spend longer than the allocated 10 minutes with you.

Should you have any further concerns please feel free to email the teacher to discuss anything further in depth.

I thank you for your patience, understanding and support in these times. I continue to pray for each family in our community as you make decisions that are best for your family and want to thank our amazing staff team for their flexibility and professionalism in an uncertain time. We continue to look to God, the maker of all things, for His peace in these times.

Kind Regards,

Suzi Scott
Director of ELC