



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. This letter will provide 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 who have returned from overseas travel and also for those who have been in close 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. 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 recommendation for 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 Primary, the format of our morning assembly has changed, with students now having greater distance between classes, while still being able to begin our day in praise and worship. As students are now further spread throughout the Quad, I ask that parents support our students in being able to hear instructions during assembly and hold off on parent conversations until the morning assembly has concluded.

Our fortnightly formal assemblies have also been cancelled with awards now presented to students in their classes. The fortnightly chapel service will now occur in home classes. I thank Mr Elton for his flexibility in working through the complexities of this presentation for all and am pleased to know that things that we hold precious and dear at the College are still able to go ahead in a slightly modified process.

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.

*celebrating* **40** years

#### Week 9:

- Wednesday, 25 March: Stage 2 Excursion – Postponed
- Friday, 27 March: Infants Swim Fun Day – Postponed

#### Week 10:

- Monday, 30 March: Imago Day
- Tuesday, 31 March: SPM's – postponed one week and modified format
- Wednesday, 1 April: SPM's – postponed one week and modified format

#### Week 11:

- Tuesday, 7 April: Day 1 for new Primary SPM date
- Wednesday, 8 April: Day 2 for new Primary SPM date
- 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.

### **Student Progress Meetings – New Date:**

#### **Week 11: Tuesday and Wednesday: NEW PROCESS**

Student Progress Meetings (SPMs) will be held in a different format:

- **It is necessary for parents to book a new time for their SPM**
- Conversations will now be conducted via telephone for 10 minutes
- Interviews will begin at 3:30pm on both days and conclude at 6:30pm on Tuesday and 5:30pm on Wednesday
- Parents will book a one-hour block of time, and the teacher will call you at some stage within that hour
- Parents to complete student presentation before the phone call
- We appreciate your patience as teachers make these phone calls

In Primary, a very important part of the SPM process is that each student is given the opportunity to reflect on their learning and present these reflections to their teacher and also to parents. Students will be required to present their information to parents before the phone conversation. Stage 2 and Stage 3 are working through their presentations using their devices and your child's teacher will notify you when these are ready. Students in Kindergarten and Stage 1 will have a booklet to present to parents before the phone call.

It is necessary for parents to book a new time for their SPM. The online system to make a booking can be found [here](#) and will open on Wednesday, 25 March at 6am. Please ensure that the phone number you enter online when making your booking is the number to be used for the call. If a teacher is unable to contact you on your scheduled day/time, they will make this call at another time. Please understand that teachers will be required to make numerous calls and will not be able to spend longer than the allocated 10 minutes on each call.

Should you have any further concerns, please email your child's teacher. Where possible, we encourage students to be involved in the meeting by use of speakerphone setting or similar.

### **Primary Classroom Impacts**

**Hygiene:** We will continue to support our students in the use of good hygiene practices, such as using soap and water to clean hands or sanitiser as needed, coughing into the elbow and social distancing. 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.

**Lunch Clubs:** These have been placed on hold for the rest of this term. There will be no impact to the Norwest Challenge for this at present as there will be ample opportunities for students to attend clubs in Terms 2 and 3. If clubs are unable to continue beyond this term, we will re-evaluate the Norwest Challenge.

Parent Volunteers in Classrooms: Thank you to those parents who are assisting with changing home readers in Infants classrooms. We will continue to do this, but I ask that if you are unwell, that you not come into the classroom.

## **Buses**

As mentioned in the letter communicated by Mrs Marlow on 9 March, our College buses continue to be cleaned and sanitised for the health of our community. If your child catches a Busways bus, Busways have asked that we remind parents about checking their website to see if there are changes to bus runs. The Busways website can be located [here](#).

## **In the event of a school closure**

We will keep you up to date if a school closure is necessary. To enable optimal learning in this situation, the Heads of School have planned how to implement a system that supports all students.

Staff have prepared for moving learning from a face to face situation to an online situation. For a small number of students with compromised health conditions for themselves or their families, we are supporting these students with learning from home. We are very blessed at the College with students who are already very familiar with online learning so we feel that this transition should be somewhat known, especially for our Stage 2 and Stage 3 students. More information about this will be provided in the event that the College is closed. I would ask families with students in Stages 2 and 3 to consider the data availability for your child that will enable students to engage in on-line learning if the College were to close.

I thank you for your patience, understanding and support. 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 and presence.

Kind regards,

Tara Waller  
Head of Primary Years