

18 March 2020

REF: 123456

Dear Parents and Caregivers

## **Advance planning in the event of a Junior School closure**

Further to Andrew Linke's email yesterday afternoon regarding implications of the COVID-19 virus on South Australian schools, I write with Junior School news for both campuses pertaining to:

- 1. Event cancellations**
- 2. Events continuing with a modified program**
- 3. Students currently absent from school**
- 4. Duty of care arrangements at school**
- 5. Continued planning for future Remote Teaching**
- 6. Year 3-6 Chromebooks**
- 7. Remote teaching and learning - only available via a digital platform**
- 8. Duty of care with Chromebooks and warning to parents**

I appreciate the following will be a very lengthy read and sincerely thank you for taking the time to read this carefully so we can set everyone up for success in the event of a whole school closure.

### **1. Cancellations**

We regretfully wish to advise the following events / actions have been cancelled:

- Principal Tour at Brooklyn Park — cancelled for today (Wednesday)
- Foundation Warraparinga Excursion – South Plympton - cancelled for today (Wednesday)
- Coffee Connect – cancelled until further notice at both South Plympton and Brooklyn Park
- Junior School Year 3-6 Athletics Day – cancelled
- Easter Sights and Sounds Excursions for both South Plympton and Brooklyn Park - cancelled
- Foundation swimming Week 2, Term 2 - cancelled
- Autumn instrumental evening - April - cancelled
- All facilities hire (EPAC, gym etc) - cancelled moving forward to ensure students are not exposed to outside community
- LAP Volunteers – cancelled until further notice
- External visitors to ECC – can no longer visit on site
- ECC staff visiting other schools - can no longer visit other schools

### **2. Events continuing with a modified program:**

- JS Enrolment Interviews - modified arrangements so families meet with Mrs Vonow in the glass meeting room immediately adjacent the front office door entrance
- Parent Teacher Interviews - preserve in a modified format to manage social distancing protocol
  - South Plympton - these will not be held in the EPAC. Individual locations yet to be advised.
  - Brooklyn Park – all three teachers will hold interviews in the Parent Lounge
- ELC Orientation morning – 2<sup>nd</sup> visit for term 2 intake – at this stage students will still visit however parents will not stay for the parent education session. Mrs Bennett, Educational Leader, will provide a handout instead of speaking to parents in a group.

### **3. Students currently absent from school**

Teachers have been advised they will not be required by the College to provide work for children at home prior to any official mid to long term school closure. Any additional time a teacher may have moving forward will now be directed to planning for future remote teaching in the event of a full school closure. Teachers have been asked to maintain a priority focus on programming and planning for current face to face teaching on site. Please be



advised that providing additional work for children currently at home requires significant time allocation by the teacher and as such I would respectfully ask the parent community to be mindful in not placing unrealistic expectations on teachers in the current climate.

Further to this, I have asked all teachers to be vigilant in monitoring any child that may come to school with any form of illness. In such cases, teachers have been asked to send these children to the front office for assessment by the first aid staff and subsequently pick up by parents. I would ask parents to be protective of the Emmaus Community by keeping children home if they have any form of sickness. We have been advised that in these early stages, schools are the safest place for children to be and so we wish to remain as vigilant as possible in these early stages.

#### **4. Duty of care arrangements at school**

We wish to advise that in the event a teacher experiences general un-wellness, they too have been advised to stay home. At the moment we continue to have a steady stream of Relief Teachers. In the event these Teachers become scarce, Teachers have been given advanced notice they may be required to exercise duty of care responsibilities that involve caring for students from other classes. In this way we will continue to have children at school and support parents who will be wanting to work for as long as possible.

#### **5. Continued planning for future Remote Teaching**

As mentioned in Andrew Linke's letter to the community yesterday, teachers have been engaging in early discussion around the best way to continue educational programs for your children in the event of a full school closure. I am pleased to advise that:

- ELC-Year 2 classes will, in conjunction with teacher emails, continue to use Seesaw as the main platform by which information is shared and distributed. All F-2 families on both campuses are currently connected and so this will be a natural and smooth transition.
  - Please note: ELC families have previously been advised the ELC will begin using Seesaw Week 1, Term 2. Families will receive a link to log in to this in the near future. If there is a school closure prior to this time, the start date will be brought forward.
- Year 3-6 Teachers will be using Google classroom and email. Further to this, the College will be adopting a new practice related to the use of Chromebooks for Year 3-6 students to maximise educational outcomes for children. Please refer to the information below.

#### **6. Chromebooks – use at home**

The following has been resolved:

- In the event of a 24-48 hour temporary school closure (i.e. in response to a member of the community being ill), Chromebooks will not be sent home. This brief closure is to ensure the school is cleaned thoroughly before people come back on site.
- In the event of a long term closure, Year 3-6 Chromebooks will be sent home to:
  - support teachers to be effective in sharing and delivery of remote teaching
  - support parents who own a minimum number devices and/or have more than one child

All Year 3-6 parents will, in a separate email, receive a copy of the **1:1 Device Loan Agreement**. The second page of this Device Loan Agreement MUST be returned to the College before any Chromebook can be released to the home environment. When this email arrives we would urgently request that parents complete this at their earliest convenience because in the event of a school lockdown or closure, students will not be able to come back on site. We wish to have all paperwork, permissions and processes in place and ready to go for immediate distribution.

#### **7. Remote teaching and learning - only available via a digital platform**

The College wishes to advise that in the event of an unprecedented situation requiring Remote Teaching, educational programs for your children will only be available via a digital platform. This is because:

- We do not know how long any future closure will take place
- We are unable to supply photocopied materials for an unknown indefinite amount of time



- We will be minimising the number of hard copy books going home. As the COVID-19 virus can remain on hard surfaces for up to three days, we do not want student or text books going home, and then managing the risk of any potentially contaminated books coming back on site to a clean school environment.

Over the next ten days I will be asking individual teachers to survey their classes to ascertain the number of families who have access to a printer. This will help teachers plan programs that are accessible for all students. The College recommends that families stock up on some A4 printing paper, and ink cartridges for your printer, to support any school work that students may wish to print out in the future.

In addition to printed sheets, most classes will likely send home at least one exercise book that students use to complete handwritten work for all subjects.

#### **8. Duty of care with Chromebooks and warning to Year 3-6 Parents**

I acknowledge that what I am about to share next could be unsettling for some parents and may need some processing time. This is the reason we are sharing this with you so early...

- In order to use the Chromebook at home, students will need to connect to the home wifi system or use their parent's hot spot on their telephone. This will require the home wifi password or require parents to put the password in confidentially each time use is required.
- Parents are asked to consider the fact that at school all Chromebooks connect to the internet through a closely monitored filter. At home, these Chromebooks will not be going through the school filter, and so the onus will be on parents to monitor the use of the Chromebook with vigilance.
- Children are used to working around other children at school so the College recommends that at all times children use the Chromebook in an open area and not be taken into bedrooms.
- The College recommends a certain period of time each day that school work can be completed on the Chromebook, after which the Chromebook can be put away. This will also manage and monitor the amount of screen time a child is exposed each day. Parents are also advised that once students have downloaded what they need on a daily basis, they will be able to work off line.

If support is required at any time please email the IT Support Team on: [itsupport@emmauscc.sa.edu.au](mailto:itsupport@emmauscc.sa.edu.au)

**Please note:** In the event of a mid to long term school closure, all information for Year 3-6 students will be shared and delivered via the use of Google Classroom and email. If your child is able to access a home device with its' own filters, you may not need to take a Chromebook home. Parents who already have enough digital devices and/or laptops/PCs at home, will have the option to *decline* use of the Chromebook if they do not need an additional device.

Further information will be distributed as information becomes available, and/or as needed, to assist in any upcoming transition. If you have any questions please contact your child's class teacher.

I sincerely thank you again for partnering with us to prepare for an uncertain few months ahead and leave you with hope from our living God:

**Surely the righteous will never be shaken;  
they will be remembered forever.  
They will have no fear of bad news;  
their hearts are steadfast, trusting in the Lord.**  
*Psalms 112:6-7 New International Version (NIV)*

Yours in Christ

#### **Helen Vonow**

Head of Junior School, South Plympton (Fdn-Yr 6)

Head of Junior School, Brooklyn Park (ELC-Yr 6)