

28 May 2021

## School Operations - Week 7 of Term 2, 2021

As-Salaamu Alaykum

Dear Parents/Carers,

I hope this message finds you in the best of health and spirits.

Following my SMS yesterday, the purpose of this letter is to provide you full details about school operations during the lockdown period.

As you know, remote and flexible learning will begin on **Monday 31 May 2021**. We have received inquiries about whether the College will be loaning devices to families. Unfortunately, due to the short duration of the lockdown, we are unable to loan out devices at this time.

We understand that many families have more than one child at home and devices may need to be shared. This is why we will be offering **flexible and remote learning options** to cater for all our students. Teachers will email parents/carers (Years F-6) and students (Year 7-12) a brief outline of what content will be covered over the four days (Monday – Thursday) next week. They will also send via email any relevant resources the students may need, in addition to their current textbooks and online subscriptions, if applicable. \*Some students have already received printed / hardcopy resources from teachers, where relevant.

Teachers will be running **live lessons daily via Microsoft Teams** according to the lesson timings on page 2 below. Subjects will be taught according to your child's regular timetable. Students who cannot log on during the set times will not necessarily be marked absent, but will need to access the **live lesson recordings** from the Teams page and watch these at a later time when they are able. Students will need to complete the set work and submit this to their teachers **by the end of the week**. Teachers will mark **attendance** based on students' online attendance, as well as work submission and completion.

Teachers have access to your child's **Teams login details** and can provide these if your child has forgotten.

\*If there are any **extenuating circumstances** that may prevent your child from fully participating in remote learning, please contact your child's teacher and let them know.

We understand that lockdowns are very challenging for parents/carers and students. At these times, parents/carers do need to play an active role in supervising and supporting their child's learning. Parents/carers should generally not attempt to communicate with your child's teacher during live lessons, but can **message teachers via the private chat function and/or via email between the hours of 8:30 am – 4:00 pm**.

To safeguard your child's health and wellbeing, teachers will encourage students to take **screen breaks every 30-35 minutes**. Parents/carers should ensure their child is not online continuously throughout the day.

Occasionally, there are a small number of students who behave inappropriately online. These students may be excluded from participating in online lessons.

During the lockdown, **our front office will be open from 8:30 am – 3:30 pm each day**. We will be operating with a skeleton staff to provide on-site supervision.

Vulnerable children and the children of authorised workers (where both parents/carers are not at home) are permitted to attend on-site. On-site children will participate in exactly the same online learning programs as students at home. **Those eligible for on-site supervision must register by calling our Front Office by 12:00 pm today (as per yesterday's SMS).**

**On-site learning times will be from 9:00 am – 3:00 pm**. The **canteen** will be available for students who are on-site.

All **Years 7-10 Semester 1 Exams** scheduled during the lockdown period are postponed to the following week. An updated exam timetable will be issued soon. **Years 11 & 12 VCE** teachers will communicate with students directly about new arrangements for the **trial exams**. All **SACs** scheduled during the lockdown period will be postponed and new notifications will be sent.

Our **counselling and speech pathology services** will continue to be available online and onsite.

### Remote Learning Bell Times

Session	Start Time	Finish Time	Duration
Period 1:	9:00 am	9:45 am	45 min
Period 2:	9:45 am	10:30 am	45 min
Recess:	10:30 am	11:00 am	30 min
Period 3:	11:00 am	11:45 am	45 min
Period 4:	11:45 am	12:30 pm	45 min
Prayer:	12:30 pm	1:00 pm	30 min
Lunch:	1:00 pm	1:30 pm	30 min
Period 5:	1:30 pm	2:15 pm	45 min
Period 6:	2:15 pm	3:00 pm	45 min

**\*Please note - there are no Form Classes. Attendance will be taken each period.**

We pray this is a short and effective lockdown and that school will resume normally on **Friday 4 June 2021**. If you have any questions or concerns, please contact the College on (03) 9709 0100.

Kind regards,



Dr Toni Pikos-Sallie  
**Principal**