

**Seymour College**

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 10 April 2020

 Dear Parents and Carers,

 I would like to take this opportunity to thank you for your support during the early commencement of the term one holidays. As you are aware, the situation regarding coronavirus (COVID-19) continues to evolve.

 The Victorian Government has now advised that all schools will move to remote and flexible learning when students

 return for term two on Wednesday 15 April.

 **This means that all students who can learn at home must learn from home**.

 This is a very clear directive by the Victorian Government **based on the advice of the Chief Health Officer.**

**All students will be learning from home, except for children on days when they are not able to be supervised at home and it is deemed, through the application process, that no other arrangements can be made.**

This is not an action being taken lightly, it is a necessary action due to **Victoria being in a declared State of Emergency** and I understand it may cause you and your family concern and stress. Please know this step is being taken to slow the spread of the virus and ensure the health and safety of all Victorians.

Attached to this Compass notification, is an application form for on-site attendance. If you feel you have grounds to request your child attend school, you must complete and return the attached application. Please read the ‘On Site Attendance Fact Sheet’ and the Seymour College On-Site Attendance Application form.

This application will be reviewed, and you will be informed if your application has been successful or not.

**No child is permitted to be on the school grounds without prior approval, by the school principal, of an official application**.

Application forms will be distributed weekly and must be submitted weekly by 3 pm Thursday for approval for attendance the following week. If you are intending on submitting an application for your child to attend school next week, commencing on Wednesday 15April, **you must submit your application by email by 3 pm Sunday 12 April** to seymour.co@education.vic.gov.au

Students who have approval to attend on-site will only be permitted to enter the school buildings if they are in good health and it is very important that students are aware school will run very differently to what students are familiar with.

The following protocols will be strictly applied:

* Each child will have their temperature taken upon arrival and must thoroughly sanitise their hands prior to entering the school building.
* **Parents and/or Carers will not be permitted to enter the school building and should wait with their child. Students will be collected by a member of staff from the Inclusive Education door in Stewart Street at 8.45am**
* **Students are to be collected from the Inclusive Education door in Stewart Street at 3:15pm**.
* Students with approval to be at school must attend in **full school uniform.**
* Students at school will be supervised to complete the same remote learning platform as the students at home.
* **There will be no access to the playground equipment and children will not be allowed to play with other children.**
* Students will not be in their usual classrooms or be supervised by their normal classroom teacher.
* All appropriate physical distancing and hygiene measures will be put in place.

 Approval has also been given for schools to have small groups of VCE and VCAL students on-site to complete their learning requirements if necessary. Further information about this will be provided as necessary.

Most of our teachers will be working from home. All of them have been working hard to put curriculum plans in place to ensure continuity of learning and to support the wellbeing of all our students. A letter regarding communication with staff will be mailed to you this coming week. Contact with all staff will be via the school email seymour.co@education.vic.gov.au

Printed packs of work will be mailed out next week as we transition to this new way of learning. Included in the packs will be off site learning guide posters, suggested daily schedules, an Online Code of Conduct and student work. Completed work is to be returned using the prepaid envelope that will be provided in the work pack.

Work is also underway to identify students who do not have access to digital technologies at home. Devices such as laptops and tablets will be made available on loan to these students free-of-charge if on-line learning activities are required by their teachers.

Term two is going to be a challenging time for all of us. It’s going to be critically important that we work very closely together to ensure that we provide the very best possible support for the ongoing wellbeing and learning of your children.

A fact sheet will be provided in a separate email to inform you of ways to support your child during this transition.

As per our normal processes, if your child is unwell please contact the school via email or phone so that teachers are aware that your child will not be completing set work on that day.

The Department of Education and Training’s Learning from Home website also provides information and resources for parents and carers: <https://www.education.vic.gov.au/parents/learning/Pages/home-learning.aspx>

Further information regarding coronavirus (COVID-19) and schools can be found on the Department’s website, which will continue to be updated as the situation evolves: <https://www.education.vic.gov.au/about/department/Pages/coronavirus.aspx>

As Coronavirus pandemic is a new situation, we are all learning and can improve as a result. Therefore, I welcome your constructive feedback, however, I request that we continue to treat each other with dignity and respect.

Thank you for your support during this time.

Yours sincerely,

Gail Hardman

Executive Principal