

# St Columba's School Bayswater

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Grow in Faith    Seek Wisdom    Live in Peace

23 April 2020

Dear Parents and Caregivers



## TERM 2 UPDATE

Hope everyone is travelling okay? I love the quote above, because this must be the key belief we have about the next few weeks. We take it one day at a time. We take small steps. It allows us to breathe.

We need to accept that the unknown brings uncertainty, and that an ever changing world, changing on a daily basis, will lead to a feeling of being unsettled. We will take this in our stride, and when we feel worried or anxious, we are going to remember we have each other for support. Our staff are here for you and we know you are here for us. That has been so obvious these last two months, so obvious how much you care about St Columba's School.

Over these next few weeks, we all have to set a 'no option clause' with a clear expectation that we are gentle. Things may be a bit messy, things may not go to plan, high levels of anxiety will follow, and we will worry. I mean, you are trusting your most precious gifts with us. This is when we must take a breath and remember gentleness. We all get it. When we do not know what is coming or what might be ahead of us, we will feel a loss of control of the situation. What I am saying is, 'embrace the imperfection'. Hopefully the following operational matters take away some of the mystery around the start of Term 2.

### Start of Term 2 Date

As you will be aware, from previous correspondence, St Columba's School students commence Term 2 on Wednesday 29 April. We are looking forward to embracing the remote learning platform and continuing to engage all our students in their learning, whether this be at school or at home. Above all, our focus is the wellbeing of our community. You, our families, parents and kids, and our staff. The learning will happen.

## Delivery of Remote Learning

### *The Plan:*

#### *Student remote learning from home:*

- Seesaw Classes is the online platform teachers will use for delivery of the learning program. In Pre-Kindy, Kindergarten and Pre-Primary teachers will continue to use Seesaw Family. Details for the download of the Seesaw Classes App went home last term. If you have any questions, please email your classroom teacher for details.
- Teachers will be working online from 9.00 am to 3.00 pm Monday to Friday. Outside of this, teachers will be planning for the delivery of the curriculum and also working through email/message correspondence. As you can appreciate, there is one teacher, with up to 30 students. I have instructed teachers to ensure they are staying well and placing restrictions on the hours they are doing in this new way of delivering learning. I will monitor this with teachers during the first week.
- Teachers will communicate through Seesaw Classes/Family learning activities for children in their class to work through.
- These will include a morning message from your classroom teacher at around 9.00 am. There will be activities explained either via video or instructions placed on the Seesaw platform.
- All year levels will be working differently. Some classes will have the work packs going home, others will have workbooks for students that they have been using here at school.
- Teachers are available for you throughout the day, however you may find they do not respond immediately as they may be engaged in working with another child during that time or out on playground duty or at a lunch break. It is important that there is not the expectation that as soon as you send a message on Seesaw or an email, that the teacher will be available to respond. Please be patient with this, as I am the worst at being patient when I send an email. I know it is natural to want it now, I am so guilty of that.
- Feedback to students will happen throughout the week. Teachers will decide on the specific tasks they wish to receive back. Teachers will communicate this to the kids and to you in the Seesaw Classes App [Year 1 to 6] or Seesaw Family App [PK-PP].

#### *Students remote learning within the classroom:*

- The above procedures for home will be followed in the classroom.
- At the start of the day, during Week 1, students will start in their own classrooms, with their classroom teacher. How this will be managed throughout the day will be dependent on the number of students in attendance in each class and each year level. We will be adaptable and work through this one day at a time.
- This will be reviewed for Week 2.
- Supervision will be covered by Classroom Teachers and Education Assistants as required.
- All students will be taught the work prepared by the teachers at the end of term whether they are at school or at home to ensure equity. For all students, teachers will provide assistance, instruction and feedback to assist them to complete the work.
- All decisions will be dependent on the number of students in attendance. There will be social distancing protocols that will need to be followed. We will make decisions and be agile in our responses to both the regulations of COVID-19, but also to the needs of our students.

## Taking the Daily Attendance

Please note: On Tuesday 28 April, we will send details via Seesaw on how we will be recording attendance and having students check in remotely and here at school. The three scenarios below will be outlined:

- *If your child is working from home remotely for the full five days per week*
- *If your child is attending school for the full five days per week*
- *If your child is attending school part-time and at home part-time*

Other Information regarding delivery:

### **Priority:**

***If attending St Columba's School and you collected a work pack or work books at the end of last term, please make sure these return with your child on the day they are attending.***

### *Teacher Video Posts and Online Activities:*

- Please note that these videos and activities are the intellectual property of our staff. These cannot be shared with others. Permission is not given for items to be shared off the Seesaw platform.
- These resources are provided for educational use and can be in breach of copyright regulations.
- We know parents respect this, and we respectfully request this is adhered to at the highest of standards.

### *Specialist Learning Experiences in Phys-Ed, Music, Technology, Science:*

- Specialist teachers will release one activity per week to their classes starting Week 1.
- From Week 2 onwards, each year level will receive one specialist activity each day. For example: Year 1 might receive Music on Monday, PE on Tuesday, Science on Thursday and Technology on Friday.

### *Support/Special Needs Learning Experiences:*

- Teachers have been in contact with parents at the end of last term and will continue to be in communication during Week 1 in preparation for delivery commencing Week 2.



## No Entry to the school Grounds CEWA Directive

- Parents and caregivers are not permitted on school property. Please drop off or pick up your children from Kiss and Drive options or car park bays. Parents must not exit their vehicle.
- Parents walking children to school, must leave their children at the gate at either Milne or Roberts Streets.

- If parents need to collect students during the day – please call the administration (they will sign children in and out) and we will arrange for your child to be at the school office, where they will be directed to you at the front gate. Please do not come onto the school site.
- Only those visitors who are delivering essential supplies are to be permitted on school properties.
- We will do our very best with social distancing during these drop-off and pick-up times. Thank you for your understanding.

*The Before School Plan: These areas will be supervised from 8.15 am to 8.40 am morning.*

- There will be two Kiss and Drive Drop-Off Zones. Milne Street [new] and Roberts Street
- Year 4, 5 and 6 parents are to use the Milne Street Kiss and Drive. This is new and will be located in the set of bays closest to the ramp. Staff will be supervising this area.
- PK to Year 3 parents will use the Roberts Street Kiss and Drive. This will also be supervised and PK, K and PP children walked to their classrooms.
- If parents use the car park bays to park and drop students off, please be aware you are not to exit your car. These are guidelines set by CEWA that must be followed.
- PK and K parents who decide to park, please note we will have staff to assist in taking your children to class from the Roberts Street main gate near the administration. We will see how this goes as it is problematic in itself.

*The After School Pick-Up:*

- The two Kiss and Drives will be set up as a repeat of the morning. We will stagger the end of day for students during the afternoon.
- Pre-K at 11.15 am and Kindergarten will remain at 2.45 pm will be brought to the front gate.
- Pre-Primary to Year 6 will move to Kiss and Drive areas at 2.50 pm.
- We appreciate this is a new procedure, so we ask for patience in seeing how this all works. Please feel free to delay collecting students from K & D till around 3.05-3.15 pm as this will spread the traffic congestion.
- Depending on numbers, we will see how we manage the PK, K and PPs as this may be a direct delivery to your car if you are parked. We will stay in touch regarding this.

***No use of the OSHC Gate except by the parents of essential workers using the OSHC. Jess Scott will email details for protocols of no entry into the school grounds.***

*Cleaning Procedures:*

- We will be increasing our cleaning processes during the school day. This will include a focus on high traffic areas, and school playgrounds.

*School Uniform Update:*

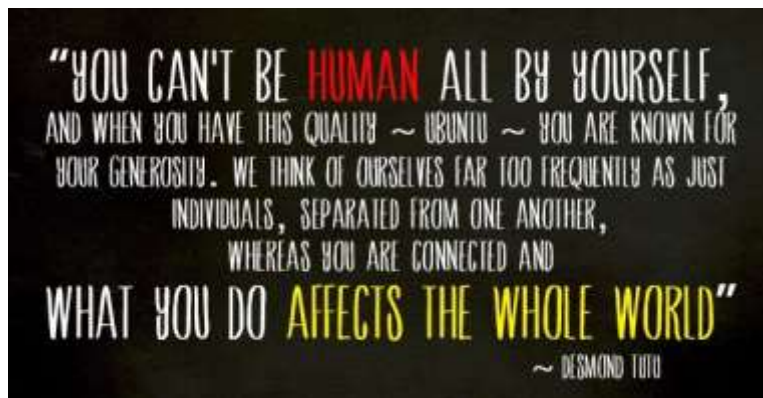
- During the last month we have been working with our main uniform supplier to manage our school uniform shop and provide a service to parents that will have our shop open on-site, one morning per week. We have worked with Bec Pileggi on this and again thank her for her amazing commitment and support over many years to the operations of the uniform shop. Bec, just an outstanding person and uniform master.
- As we finalise the procedures, we will allow the next month to be a time of transition to the winter uniform. Students will be able to wear either summer uniform or winter uniforms over the next month. We planned this time to do the transition as we assumed we would have very low numbers attending school with the directives from government at the end of last term.
- A letter will come out tomorrow or early next week. In essence very little will change, except for some processes and procedures.
- Your understanding is appreciated.

*Wellbeing:*

- **Priority 1 will continue to be everyone's wellbeing.**
- This includes doing what you can to assist students in their learning. Teachers will send a message in the morning and the afternoon to touch base. This is not about checking in on you having completed the work set. This is 100% focused on making sure everyone is okay.
- Expectation from us is simple, do the best you can. No need to follow timetables or sit kids down for hours to complete work. There is complete flexibility for you to do what you can. You must be looking after each other.
- Some children and families will prefer a schedule for the day, others will work with more flexibility. You need to see what works for you. For some families doing the remote learning will happen in the morning, for others, it will happen in the afternoon, or in the evening. We understand every family situation is different. We are here to support you.
- Please stay in touch with your classroom teacher, they will be wonderful support.
- We appreciate that deciding to send your children to school or have them work from home does cause some levels of stress for families. Remember the gentleness I mentioned earlier in this notice. Be gentle on yourself, and whatever you choose, is the right decision. I sense families worry about what we are thinking or what others may be thinking about their decisions. May I reassure you, whatever your decision, you are supported here by our staff. If we are true to what we say, Ubuntu, then my hope is it takes some pressure off you.

It is extremely important that you are looking after yourself as well as your children during this time. You will have many ideas that you already do with your children to look after their wellbeing. Enjoy the experience. The Number 1 way is to stay in touch with family, friends and our St Columba's staff through email and Seesaw.

We look forward to continuing to support your family during this time of remote learning. Absolute key to wellbeing, is being able to speak to someone and know that they will listen. Being able to talk and express how you may be feeling is what we are here for. Never hesitate to reach out. All our staff are the best listeners. We cannot fix everything, but we can listen and support you.



With blessings your way and an abundance of good things:

A blue handwritten signature, appearing to be 'Art Lombardi', written in a cursive style.

Art Lombardi  
Principal