

15 August 2021

Dear Parents/Caregivers

I am writing to update you following a meeting of the College Leadership Team earlier today.

I am very aware that our families, with the exception those in Greater Sydney, have had to pivot almost overnight as you come to grips with being in lockdown under stay at home orders. Add the complexity of remote learning for all our community and it is no wonder our heads may be spinning.

We hope what we are about to share with you reassures you and takes some of the stress off your shoulders.

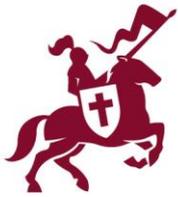
What this means for you and your child

1. Monday 16 August will be a staff preparation day to give our team time to set up online/remote learning for students. However, part of the process will require us to test systems and we will need your children to be available at two separate times tomorrow. The first time will be at 1.00pm and the second time will be 3.00pm. On both occasions we will need your children to be online and attending a Zoom meeting for about 30 minutes.
2. Zoom invitations will be sent to students tomorrow by their respective teachers, to their school email addresses. The invitation for the 1.00pm meeting will come from the MONDAY Period 1 teacher. The invitation for the 3.00pm meeting will come from your child's Home Room teacher.

Please ensure your children are available at these times, with their devices, and that they connect to the Zoom meeting using the link sent to them. We will be marking the roll and going through protocols while testing our connectivity and theirs.

For students who do not attend the two scheduled meetings, Stage Coordinators will be phoning home to ascertain the issue that may have arisen and work out how to ensure all students are online from Tuesday 17 August.

We are very aware that while our Year 7 students have experienced remote learning, it was in a primary school setting. We will be doing our best to assist them to transition to secondary school remote learning tomorrow and during the week.



3. For Year 12 students, Mrs Graham is sending a separate communication regarding the HSC Trial exams scheduled for this week. There will be no exams tomorrow and as such I ask that Year 12 students join the meeting at 1.00pm and then at 3.00pm with their Home Room so that we can do a wellbeing check in with them and answer any questions or concerns they may have.
4. From Tuesday 17 to Friday 20 August we will be running our scheduled timetable BUT with modified timings. This is a result of what we learned the first time around. We have incorporated breaks to transition from one period to the next and our two breaks are longer to allow for some physical activity. We are also building in some time at the end of the day for catch-up and questions.

Lesson times and breaks for Tuesday to Friday:

- 8.45am Students in waiting room for Home Room
- 8.50am Home Room
- 9.00am change over time
- 9.05am Period 1 commences all students are to be in waiting room
- 10.00am change over time
- 10.05am Period 2 commences all students are to be in waiting room
- 11.00am Break 1
- 11.40am Period 3 commences all students are to be in waiting room
- 12.35pm change over time
- 12.40pm Period 4 commences all students are to be in waiting room
- 1.35pm Break 2
- 2.15pm Period 5 commences all students are to be in waiting room
- 3.10pm Period 5 ends
Students now have time to address homework and other work not yet completed from the day.
Staff are to commence the preparation for the next day ensuring Zoom meetings are sent out and work on Canvas is uploaded.
- 3.30pm End of school day.

Is Chevalier College open during this lockdown?

Yes, we are, BUT, we are only open for:

- students who are children of essential workers (e.g. frontline health workers) and who are not independent enough to be able to remain at home by themselves, and/or
- students with extenuating circumstances that has been/must be discussed with the College.

In such cases, these students will be minimally supervised in one location and will undertake their lessons online in the same way as other students.



As the public health order is to reduce mixing and movement, the College needs to gather information on students who must attend school. If you believe your child absolutely must attend the College from Tuesday 17 to Friday 20 August, please follow this link to complete a form to advise us, by 3.30pm on Monday 16 August. [Supervision during lockdown form](#)

Please note: We acknowledge this has happened very quickly and some parents may not be in a position to make arrangements for tomorrow, Monday 16 August. If you are absolutely stuck, we will look after your children but please be aware there will be no lessons delivered apart from the 1.00pm and 3.00pm Zoom meetings. Additionally, as we are in lockdown your children will be quite restricted in where they can go, what they can do and they will not be able to engage with other students. If you need us to look after them tomorrow, please send them with food and drink and enough to keep them occupied independently for the day. We are sorry that this is the best we can offer; however, we are under strict public health orders.

Model for online learning and protocols for students

Also attached to this email are the protocols that we will be taking your children through in tomorrow's Zoom meeting. Please take some time to read them.

While we hope the lockdown ends after this week, please rest assured we are well prepared to continue to provide your child with the best possible learning experience and wellbeing support under the circumstances.

Finally, if you have any questions or concerns please contact the Stage Coordinators, Assistant Principals, Deputy Principal, or myself.

With appreciation and thanks for what you will be doing over the next week.

A handwritten signature in black ink, appearing to read 'Chris McDermott'. The signature is fluid and cursive, with a large loop at the end.

Chris McDermott
Principal