



Tuesday, 17 March 2020

Dear Parents/Caregivers,

Further to the letter you received from the Director of Schools, Dr Tony Bracken, dated 13 March 2020, our planning in the event of a case of novel coronavirus (COVID-19) continues at pace and is progressing well. Yesterday I participated in a teleconference with CSO School Principals and the Catholic Schools Office system leaders. To date, there are no known cases of coronavirus among our school community, however we are working to ensure that we are fully prepared to respond as circumstances change.

We too are venturing out into the deep and are re-imagining school learning in this serious situation.

I want to let you know about our overall approach, what we are cancelling, modifying or suspending and how we are preparing for a potential shut down of the College.

Our Leadership Team has been managing the College's response and is working closely with NSW Health, Catholic Schools NSW, Catholic Schools Office, Broken Bay, and we have developed best practice contingency plans to manage the delivery of learning and teaching to students if the NSW Health Department issues a shut-down of our College or schools across NSW. In that instance, we would continue to deliver as much curriculum as possible via online delivery.

In order to assess the best way to implement this, we need to gather information about the technological ability for your daughter/son to continue to learn at home during the possible shutdown. Therefore we ask that you [complete this short survey](#) **no later than Thursday 19 March**.

I stress the importance of hygiene as a keyway to reduce transmission - washing hands, coughing into your elbow, sneezing into a tissue, and not touching your face. This has been reiterated at the College. If your daughter/son is unwell, and in particular if she/he is exhibiting any symptoms of a cold or flu, your child should be kept at home. It is irresponsible to do otherwise.

If your child begins to show symptoms of a cold or flu while at school, they will be sent to the Sick Bay. The College will call parents immediately if your child needs to go home.

### **Our overall approach**

We are continuing to react proportionately. The wellbeing of our community is our key priority. Members of the College Leadership Team are meeting daily to make decisions based on the most up-to-date medical advice. We are also consulting with, NSW Health, Catholic Schools NSW, and the Catholic Schools Office of the Diocese of Broken Bay.

Recent advice suggests that the virus is expected to peak in its impact in Term 2 and that it will impact our society in a significant way for 20-24 weeks, with early to mid-Winter being the peak. The Government's strategy is to 'flatten the curve' of confirmed cases so that our health services can meet the needs of those who require care when they need it.

Some families have decided to keep their child at home, we respect parents' decisions if they wish to self-isolate. If you are taking these measures, please know that remote home learning will not be available unless the College is closed for a period of time. However, course work and assessments can be submitted to the class teacher via the negotiated online platform (Google Classroom).



On campus, in addition to our normal cleaning routine, we have introduced new checks and measures - constant loops of the campus cleaning and disinfecting doors, handrails, classrooms, lockers, bathrooms and indoor sport facilities.

## Educational delivery

We are currently finalising how we would deliver schooling online if we needed to close the College for an extended period. To date:

- We have almost completed a *Remote Learning and Teaching Policy (incorporating, students, parents and staff on the working party)*. This will be published within the next 24 hrs.
- We will conduct a staff briefing to articulate the policy
- We have provided and will continue to provide Professional Learning for staff so they are familiar with and ready to deliver lessons online
- We have ensured that all classes are added to the online platforms
- We have informed students of the remote learning process
- We are conducting a survey to ascertain home internet connectivity
- We will provide an alternative remote learning plan for students without access to online delivery.

Should a student be unable to complete their assigned online working due to sickness or approved leave, the same procedures apply:

*SkoolBag* App Absentee Form or the newly introduced *Compass* platform.

Leave up to four days: The Director of Students ([ashley.johansen@dbb.catholic.edu.au](mailto:ashley.johansen@dbb.catholic.edu.au))

Leave of five or more days: The Principal ([stleos@dbb.catholic.edu.au](mailto:stleos@dbb.catholic.edu.au))

## Wellbeing

Our College Counsellor will still be available to consult via phone. Students who have made scheduled appointments to see the Counsellor will still be able to access that support remotely.

College Counsellor's contact details:

Mrs Anne-Marie Newham ([anne-marie.newham@dbb.catholic.edu.au](mailto:anne-marie.newham@dbb.catholic.edu.au))

## Procedures in the Event of a College Closure:

In the event that St Leo's Catholic College is required to close, the College will undertake the following procedures:

- All parents and carers will be notified of the closure by the College via SMS and notification on Compass.
- An email will be sent to all parents and carers outlining the procedures for the dismissal of all students in accordance with NSW Health advice at the time. This will include further details in relation to communications and operations during the period of closure.
- Students on site will be accompanied by staff to allocated areas where they will receive instructions.
- After this briefing, students will be directed to proceed with their nominated departure plans. ***I would stress to all parents and caregivers to have these conversations with their child(ren) so the possible early departure plans are clear to both parents and students.***
- Staff will be on hand to supervise and care for all students throughout this process.



## Gatherings, Events and Immersion

We have looked closely at all College events and activities for the remainder of Term One and the first 5 weeks of Term Two and considered the advice from the Department of Education and Catholic Schools NSW and the CSO.

At this stage, we are cancelling until further notice all school excursions, and some sport activities including inter-school events, social justice programs and assemblies.

All co-curricular activities (including training) and Music Ensembles are assessed on an individual basis – as there are many differing factors.

Please note, the information below is correct as of 4pm on 16 March 2020. The situation is evolving quickly, and we will provide updates on this the web page, Compass and via email.

We are also considering the implications for our Term 2 and 3 programs and monitoring advice from official channels.

## Remainder of Term One

Date	Event/Activity	Status
Ongoing	Community Tutoring Program	Suspended
Ongoing	House Meetings	Suspended
Ongoing	College Assemblies	Suspended
Ongoing	Years 7,8,9 7 10 Internal Sport	Continue with modifications
Ongoing	Whole College Masses/Liturgies	Suspended
Ongoing	Social Justice and Advocacy Programs (visits to Nursing Homes; Early Childhood centres and Street Retreats)	Suspended
16 March	BBSSSA Swimming Championships at Homebush	Cancelled
19 March	BBSSSA U13 & U15 Boys Touch Competition	Cancelled
19 March	Yr 10 PDMI Excursion (Cockatoo Island)	Cancelled
20 March	Intake 2020 (Yr 7) Family Welcome BBQ	Cancelled
20 March	PraiseFest at Warnervale	Cancelled
20 March	CSDA Public Speaking Grand Final	Cancelled
25-27 March	Year 11 Bundanoon Art Camp	Cancelled
25 March	Secondary Schools Student Voice Forum	Postponed



26 March	Sydney Startup Hub Excursion (selected students Yrs 10&11)	Postponed
27 March	Year 8 Spirituality Day	Postponed
31 March	NSWCCC Swimming C'Ships at Homebush	Cancelled
7 April	Intake 2020 (Yr 7) HPV Dose 1 and DTPA shots (NSW Health)	Listed as Normal
8 April	Years 9 & 10 Student Led Conferences	Postponed
8 April	Year 10 Street Retreat	Suspended
8 April	World's Greatest Shave Assembly	Cancelled

### Term Two (only first 5 weeks given)

Date	Event/Activity	Status
28 April	ANZAC Day Commemoration Assembly	Cancelled in its current format
28-30 April	Year 12 Retreat	Cancelled in its current format
28 April	BBSSSA U13 & Intermediate Girls Soccer	Cancelled
1 May	CSDA Debating Rd 1	Cancelled
5 May	BBSSSA Open Boys & Girls Soccer	Cancelled
7 May	Sydney Writers' Festival (selected students)	Cancelled
7 May	Mothers' Day Liturgy & Breakfast	Cancelled in its current format
8 May	CSDA Debating Rd 2	Cancelled
12-15 May	Duke of Edinburgh Adventurous Award	Cancelled
12-15 May	Year 8 Camp	Cancelled in its current format
15 May	CSDA Debating Rd 3	Cancelled
21 May	College Rededication and Blessing Liturgy	Suspended
22 May	CSDA Debating Rd 4	Cancelled
23 May	Regional Aerobics at Brigidine	TBA
27 May	BBSSSA Cross Country	Cancelled



27-28 May	Year 11 Retreat	Cancelled in its current format
28 May	Parent Information Evening: <i>Sexuality in Catholic Ed</i> (7pm) - Diocesan Parent Community- with Melinda Tankard Reist	Cancelled in its current format
29 May	Years 9 & 10 Student Workshop Session: <i>Sexuality in Catholic Ed</i> Pers 3,4&5	Cancelled in its current format
29 May	CSDA Debating Rd 5	Cancelled

**NAPLAN** – we have changed the physical seating format for the NAPLAN Testing – it will continue as normal in Weeks 3 7 4 of Term Two.

**Kiribati Immersion** – This was listed for the Term Two holidays and the first week of Term Three. Unfortunately, our 7<sup>th</sup> consecutive Immersion to these islands will now need to be cancelled.

Many parents will have questions around finance/billing etc – for those events listed above. Could I ask you at this stage to put those finance questions “*on hold*” as we are currently gathering information from many outside bodies about these current arrangements.

**In Closing:**

We feel that as well as a duty to your children and our staff, we also have a public duty to do our part to help minimise and delay the spread. At the same time, we don't want to reactively cancel everything in sight. We hope the course we are charting is the most justifiable, even if you may not agree with every individual decision.

We also accept that medical and government advice might change rapidly and supersede whatever we do. Where this changes the College's position, we will let you know as soon as possible.

Kind Regards,

**AF Gleeson**  
College Principal