



24 March 2020

Dear Parents and Carers,

## **Novel Coronavirus (COVID-19) – Update - K-2 At-Home Learning Procedure**

I trust this email finds you well. As indicated in my email last night, I wanted to provide some further information to you as parents and carers of students in K-2. The foundational years at school are crucial for long term growth and achievement and we are committed to doing everything we can to support our little ones during this difficult time.

Our K-2 students are still developing their reading skills and competencies with technology and as such, require extra supports within an at-home learning model. Whilst the basic expectations have been outlined in the At-Home Learning procedures sent home last night, it is important that you as parents and carers clearly understand what is required of you as a facilitator in the At-Home learning process.

Teachers will be allocating work via Google Classroom and hardcopy resource packs. Google Classroom is an online learning platform that is used by our students and teachers from Year 3 - 12. We will be providing you with introductory videos on how to access and navigate Google Classroom. We are relying on you to help your children sort and access the range of materials that will be provided to you. Whilst teachers will be spending each Monday marking work and providing feedback, you can greatly assist us by sitting with your child where you can and offering feedback and correction as you are comfortable. Marking, feedback and correction are all important elements that must continue regardless of whether students are working for home or school.

You do not have to teach your children. Your teachers will be recording and distributing instructional teaching videos via Google Classroom. You will however, need to sit with your child and help them as they need help.

The first resources packs will be available for pick up on Thursday morning from 8am. Content will also be available on Google classroom from 8am this Thursday morning. If you would like your child's work to be marked with feedback provided, please drop your resource pack back in the lockbox outside the front office anytime between 12pm Friday and 9am Monday morning.

New packs will be available for pick up from 8am Tuesday morning each week going forward.

A weekly of suggested activities and links to videos etc, will be provided by your class teacher each week. This checklist will be emailed to you and will also be posted on Google Classroom.

243 Back Trundle Road, Parkes NSW 2870

PO Box 420, Parkes NSW 2870

**Telephone:** (02) 6862 4164 **Fax:** (02) 6862 3744 **Email:** [administration@parkescs.nsw.edu.au](mailto:administration@parkescs.nsw.edu.au)

Thank you again for your patience and willingness to work with us for the benefit of your children. We will continue to communicate with you if and when things change.

Kind regards,

A handwritten signature in blue ink, appearing to read 'Glen Westcott', with a stylized flourish at the end.

Glen Westcott  
**Principal**