



1 April 2020

Dear Parents and Carers,

Novel Coronavirus (COVID-19) Update - Staff Work Mobile Phones

I trust this email finds you and your family well. Thank you for all the work you have been doing so far with your children at home. Remember not to put too much pressure on yourself regarding school work. Do what works for you and your family. It's ok not to have everything ok at home. Staying happy and healthy is critical!

I am letting you know that as of tomorrow, Thursday 2nd April, all teaching staff will have a work mobile phone for you to use as a point of contact where needed. In the days, weeks and possibly months ahead, we may see increased days where teaching staff working from home. Having the ability for you to make contact with teachers via a phone call where email isn't practical is important.

I have attached an amended version of our At-Home Learning procedures for parents which includes the section on Staff Work Mobile Phones. I have also copied that specific section into this email for your convenience.

Please remember that email is still the preferred method of contact. However, if you are contacting a teacher to **clarify student work** via a work mobile, the normal child protection and school/home communication policies apply.

Please find attached a comprehensive list of teaching staff and their work mobile number.

Thank you again for your ongoing support. Keep in touch and keep looking after each other.

Kind regards,

Glen Westcott
Principal

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