

Dear Parent/Carers

We are moving in to our third method of delivering quality educational opportunities to our school community and whilst tired, we are grateful for the messages of support and we are looking forward to seeing our students staggered return to school starting:

- Monday 18 May 2020 for Year 7
- Monday 25 May 2020 for Year 7 & 10 and
- Tuesday 2 June 2020 for Years 7-10.

I want to share with you firstly how proud I am of our professional administrative team and our teaching team here at the school. They have worked skilfully in a pressure cooker, worried about and concerned for your children and getting the best levels of support for them, whilst supporting their own families. Our teachers have taught your children and their own at home simultaneously and have, above all else, remained supportive and concerned. As a Principal I am blessed with my staff and I am sure that amongst all the staff that I have worked with over thirty years, no group would have managed these unprecedented times better.

As we move back into our new school environment, the staff will continue to operate on the **current at home timetable**, whether your child is in attendance or continues to learn from home. **I am asking all families who wish to continue with at home learning arrangements to register with the Melrose Rolls Office ([rollsoffice@melrosehs.act.edu.au](mailto:rollsoffice@melrosehs.act.edu.au))** and we will endeavour to make arrangements for this to continue. The timetable for all students will be emailed separately to you in the coming days to help Year 7 students returning on Monday.

As all students return to school they will notice clear guidelines on hygiene and social distancing practices to support teachers to be in our crowded work space. Students will be able to congregate and move around the school as normal and may practice their own social distancing as you require. Staff must maintain the routine 1.5 m social distancing space at all times with other adults and students. The school will be stocked with some hand sanitiser for staff but it is sensible for your child to bring their own supply to help maintain hand hygiene. Each day there will be deep cleaning undertaken at the school to ensure the general hygiene standard within the building. We anticipate that there will be some increased anxieties within our community and will maintain the high standards of communication with all our families to ease this situation.

Please feel free to contact any of the following people to discuss the content. All previous emails and attachments are available from the schools website [HERE](#).

Principal, Simon Vaughan: [Simon.Vaughan@ed.act.edu.au](mailto:Simon.Vaughan@ed.act.edu.au)  
Student Engagement Deputy Principal, Ryan Kay: [Ryan.Kay@ed.act.edu.au](mailto:Ryan.Kay@ed.act.edu.au)  
Strategic Operations Deputy Principal, Shannon Carnovale:  
[Shannon.Carnovale@ed.act.edu.au](mailto:Shannon.Carnovale@ed.act.edu.au)

#### **WHAT DOES THIS ANNOUCEMENT MEAN FOR YOUR CHILD(REN)?**

- Safe & Supervised Sites will close Friday 15 May 2020

- Students registered and currently attending the Safe & Supervised Sites are welcome to attend an onsite educational program at Melrose High School (MHS) as of Monday 18 May 2020 regardless of their year group
- MHS will continue to deliver a remote learning package through flexible delivery to students throughout the staggered return
- Students who are unwell and/or live with a person who is unwell or has COVID-19 symptoms should not attend school.

### **HOW CAN YOU SUPPORT US?**

1. **TIMETABLE** – To ensure continuity for students remaining at home and allow for blended learning opportunities, MHS will continue to implement the remote learning timetable virtually and onsite until the end of Term 2. Year 7 will participate in this timetable at school with their subject teachers in their regular classrooms. Students who are returning onsite will attend Check-In from 8:50am every day. We will continue to facilitate the wellbeing sessions on a Friday afternoon for all students. An updated timetable will be sent to parents/carers and students this week.
2. **ONLINE STUDENT ATTENDANCE** - We are required to mark virtual attendance, if your child(ren) does not attend sessions they will be marked absent and you will receive an SMS and email outlining non-attendance. If, for whatever reasons, your child(ren) is not engaging in remote learning or has an agreed flexible delivery the school requires an explanation, please forward all emails to the Rolls Office at: [RollsOffice@melrosehs.act.edu.au](mailto:RollsOffice@melrosehs.act.edu.au). Official attendance is marked 9am-9:30am **Monday, Wednesday, Friday** and 11:30am-1pm **Tuesday and Thursday**.
3. **STAGGERED RETURN** – As outlined in the letter you received from the ACT Chief Health Officer, Kerryn Coleman, we need your support to ensure the following:
  - Physical distancing for adults – maintain 1.5 metres and where possible do not enter the school grounds.
  - Risks to vulnerable populations in schools – consult medical practitioner to determine suitability for onsite learning
  - Hygiene – good practices is essential we request that you remind you child(ren) about the importance of regular hand washing, using hand sanitiser, not sharing drink bottles etc.
  - Management of suspected or confirmed cases – staff and students experiencing symptoms compatible with COVID-19 (eg. fever, cough, sore throat, shortness of breath) should stay home and parent/carers of students who attend school and present with these symptoms will be sent home
4. **ONLINE LEARNING PROTOCOLS** – congratulations to students, Year Coordinators and the Student Engagement Team for creating the attached protocols for online learning at home and in school. Feedback from parent/carers until COB until Friday 5 June 2020 and should be directed to the Positive Behaviours for Learning (PBL) Team by emailing the Student Engagement Executive Teacher, Nathan Hitchcock at: [Nathan.Hitchcock@ed.act.edu.au](mailto:Nathan.Hitchcock@ed.act.edu.au)

### **SUPPORT FOR PARENT/CARERS**

1. **ISSUES WITH CHROMEBOOKS:** Students having Chromebook problems can log the issue using this form (<https://forms.gle/rYwz4EjC2WLDZvqT6>). Students need to be logged into their schoolsnet account to fill in the form (access with **any device** via <https://backpack.ed.act.edu.au/> if they can't get into their Chromebook to fill in the form).
2. **MELROSE TOOLBOX:** A new section called *The Digital Learning Hub* that contains information about connecting to an online learning environment is available. Of course all your favourite study help is still available in the *Study Hub* section. Students and parent/carers can access it here:  
<https://sites.google.com/schoolsnet.act.edu.au/mlrhstyleguide/home>
3. **FAQ:** Thank you to the families who have added their questions to our Q&A Survey, attached is FAQ Set 2. To support us to continue to address your questions and develop targeted resources, please use the link below to lodge your questions:  
[Learning from home – Ask us a question](#)
4. **Parenting Ideas:** Please see attached article “Establishing a personal learning centre at home”

Thank you for your patience and ongoing support, please feel contact the school should you wish to discuss any of this information or remote learning.



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[www.facebook.com/MelroseHSCanberra](https://www.facebook.com/MelroseHSCanberra)



12 May 2020