



**This correspondence provides updated information about College operations from Monday February 8, until Friday February 12, 2021 (inclusive)**

Dear Parents/Carers

The following information applies to our College operations next week (Monday February 8 to Friday February 12 inclusive):

1. Our College will be open for the commencement of the school year for all staff and students **on Monday February 8**. Could you please ensure students have arrived at the College by 8.45am for the commencement of their Homeroom class – thank you.
2. The State Government has mandated that masks will be required to be worn **at all times, by all students and staff**, for the week Monday February 8 to Friday February 12 inclusive, with the following exemptions:
  - Approved medical reasons
  - During eating and drinking at recess and lunch times
  - For teachers and education assistants (not students) while instructing students in the classroom
  - During PE classes for students and staff when actively participating in exercise/sport
  - As determined for Education Support students on an individual basis
3. Students and staff are expected to supply their own mask, as has been the case this week. We expect some supply of single use masks to be provided as temporary replacements if required.
4. Parents/carers, could you please support the College by discussing the importance and requirement for your child to wear a mask while at school. Students who are not wearing a mask, or are wearing one that is not suitable will be asked to wear one, or change their mask.

I expect students will understand the importance of this requirement and wear a mask, as mandated by the State Government for the week. Any student who after being asked to comply with the mask wearing requirement, and refusing to do so, will be managed under the College Code of Conduct procedures.
5. Due to the COVID restrictions in place, parents/visitors are asked to only visit the College if necessary, and preferably by calling to make an appointment beforehand. Parents/carers who do visit the College are required to be wearing a mask, and register your attendance at the main administration office thank you.
6. We can undertake all 'normal' operations, including classes, assemblies, visiting therapists, canteen operations, excursions and incursions, clubs, events, work placement – as long as masks are worn.

7. **Year 7 students are now to meet in the gym on day one (Monday February 8), at the commencement of the school day, not quad A, due to the strong possibility of rain.**

**Parent/carers of year 7 students please be assured that there will be adequate staff available to collect your child and direct them to the gym on Monday morning.**

8. Daytime COVID cleaning is continuing.
9. Disinfectant and hand sanitizer is located in each classroom.
10. Parents/carers are reminded that if your child or children are sick with seasonal cold or flu, please keep them at home. This is in line with standard practice and continues to be an important requirement at this time.

On Monday, as students arrive on campus, Year 8 to 12 students will be able to view where their Homeroom is located on lists that will be displayed about the College, and then move to their Homerooms at 8.45am.

List locations are:

- Year 8: Purple Block - rooms 2 and 3
- Year 9: Arts Block - Art 2
- Year 10: Library
- Year 11: Orange Block - room 1 or Science Block GLA 5
- Year 12: English Block – GLA 2
- Year 9 to 12 ACCESS: ACCESS Block - GLA 1
- Year 7 to 10 Education Support : Education Support Block - GLA 3

Year 7 students will be directed **to the gym** on the Illawarra campus for their welcome and introduction to their Homeroom Teachers. Staff will be assisting students to locate their Homerooms prior to the commencement of Homeroom at 8.45am.

### **SEQTA and Student Timetables**

Due to an upgrade to the I.T. system over the holidays, existing SEQTA users would not have been able to access current timetable information. It is anticipated that SEQTA Learn and SEQTA Engage will be available to students and parents from Monday morning.

Students will be issued with new login details with their timetables during Homeroom. Parents will be able to access SEQTA Engage using existing login details. For parents who do not have access to SEQTA Engage, a welcome email from SEQTA will be sent to the email address that we have for you on file. This will provide instructions on how to create your SEQTA account.

### **Postponed -Year 7 Parent/Carer Evening Thursday 11 February 2021 (Week 2 Term 1)**

Due to the impact of the COVID lockdown during this week, we have postponed the Year 7 Parent/Carer Evening until a later date. Once this has been determined I will provide you with the new date and further details about the evening. Thank you for your understanding regarding this.

### **College Uniform Supplies**

We have been informed by our uniform suppliers that due to COVID restrictions affecting shipping and exports at various ports, there is currently a delay in the delivery of orders to many schools, including ours.

We are anticipating that we will receive our ordered uniform items within a couple of weeks of school commencing. Please refer to the College website for updated information regarding uniform availability.

If you have been unable to purchase uniforms from our uniform shop due to your child's size not being available, your child can wear their sports uniform, or an alternative blue top (without logo's etc on the top) until our new stock arrives. Thank you for your understanding and support in this matter.

### **Student Mobile Phones**

Students have worked well throughout last year to keep their mobile phones, electronic devices and earphones/buds **'off and away all day'**. We are very appreciative of the efforts made by the majority of students to ensure they adhere to this requirement. As a reminder, ***this requirement is now Government policy for all Public secondary schools.***

At the commencement of the 2021 school year we will be tightening this process further to ensure all students are adhering to this policy requirement. From February 2021, students will be informed that if they use their mobile phone, electronic devices or earphones/buds at school, they will have them confiscated.

They will not be warned, but will be politely asked to hand over the device and/or earbuds. Students will be able to collect their phones/electronic devices/earbuds at the end of the school day. If students continue to repeatedly use their devices, parents/carers will be asked to collect these from the College. Students will still be able to purchase items from the canteen using their mobile phones, unless they have been confiscated.

Students have now had 12 months to become familiar with this Policy and what the implementation of it will mean to them while on site at the College. We anticipate that students will develop the appropriate good habits very quickly. Thank you for your support with this matter.

### **Office Hours**

A reminder to parents/carers that the public office hours for the College are between 8.00am and 3.30pm, Monday to Friday. Parents/carers are still welcome to make arrangements to meet with staff by calling the College on 9262 7777.

The Cassowary Administration office has moved to the Resource Centre (now known as the Cassowary Administration Resource Centre). The Deputy Principal Year 10 to 12, Mr Pileggi, will be located in this centre. Students, parents and visitors who access the College through the Cassowary campus must now sign in through the Cassowary Administration Resource Centre.

Yours sincerely,

Leigh Cottrill, Principal

Friday February 5 2021