

Parent email 17/3/2020

Dear parent/carer,

In light of recent advice surrounding COVID-19, the school would like to direct you to the information below regarding a range of matters:

### **Excursions**

All planned incursions, excursions and school camps between now and the end of Semester 1 have been postponed or cancelled. For those who have paid for these events we offer the following options:

1. Allocate the funds to other unpaid contributions and charges
2. If your account is in credit, leave the money to use at a later date
3. Provide your bank details in writing by 9 April in order to receive a refund. If we have no correspondence by this date, we will allocate the money as detailed above

We will revisit events occurring in Semester 2 at a later date.

### **School Procedures**

We are taking extra steps to ensure our school is a clean, hygienic environment for everyone. These measures include employing an additional cleaner and increasing the frequency of cleaning and sanitisation in all areas, including high touch areas such as handrails, doors and counters.

### **Limiting Student Contact:**

We have taken measures to limit student access to the Canteen to ensure there are fewer than 500 students in the area at the same time (see times below).

YEAR GROUP	LUNCH 1	LUNCH 2
YEAR 7 & 8	10.50 - 10.55	1.30 - 1.35
YEAR 9 & 10	10.55 - 11.00	1.35 - 1.40
YEAR 11 & 12	11.00 - 11.05	1.40 - 1.45

### **Senior School**

Bunbury SHS will attempt to continue opportunities for Senior School students to engage in their courses whilst away from the school. Students should be checking Connect if they are away, and using email to converse with their teacher.

If a student misses an assessment due to sickness or a requirement to self-isolate, the Head of Learning Area will follow steps outlined in the Bunbury SHS Assessment Policy:

With reference to the Bunbury SHS Senior School Assessment Policy:

*The penalty for non-completion or non-submission of an assessment task will be waived if the student provides a reason which is acceptable to the school. Where the student provides a reason, which is acceptable to the school for the non-completion or non-submission of an assessment task, the teacher will:*

- *negotiate an adjusted due date for an out-of-class assessment task or an adjusted date for an in-class assessment task (generally, within two days of the student's return), or*

- *substitute an alternate assessment task for the original task (if, in the opinion of the teacher, the assessment is no longer confidential), or*
- *not require the task to be completed and re-weight the student's marks for other tasks in that assessment type (provided, in the opinion of the teacher, sufficient evidence exists in the other tasks completed to meet the Authority requirements for the course and to enable a grade to be assigned).*

Under current School Curriculum and Standards Authority advice, there will be no assessments administered during a time of school closure. Bunbury SHS will continue to follow directives outlined by the Department of Education and School Curriculum and Standards Authority whilst putting measures in place to support student learning.

### **Lower School**

Students who are absent for more than a week will be provided with school work focused on their Maths, English, Science and Humanities classes. This work will be provided directly to students by the Heads of Learning via Connect or via a mailed work package. If students miss any assessments during this time, our usual policy will apply, which will mean that they will have an opportunity to do the assessment when they return, or they will have it excluded from their assessment program.

Please liaise with the relevant Program Coordinator:

Tim Fry (Years 7,8 & 9)

Cam Allan (Years 10, 11 & 12)

### **Attendance procedures**

Please continue to follow normal attendance procedures, which includes an explanation of your child's absence.

The school will continue to follow directives as outlined by the Department of Education. We will update parents as the need arises.

Regards,

Greg Slavin  
Principal