



28 April 2020

Return to Face to Face Lessons

Year 12: Monday 4 May (Week 2)

Year 11: Monday 11 May (Week 3)

Dear Parents/Carers/Students

Let me start by thanking you for your ongoing support amidst the uncertainty of the COVID-19 pandemic. I can appreciate that the ever-changing landscape of social distancing, working from home and transitioning back to school can be confusing. Sydney Catholic Schools has been working with health authorities and the State and Federal Governments to plan our return to face-to-face teaching and learning. In this letter I provide details of a return to face to face lessons for our students.

In my last correspondence with you on 23 April I did mention that De La Salle Cronulla would be engaging in online learning for the first 2 weeks of this term, as was the advice from Sydney Catholic Schools at that time. I can inform you today that this will no longer be the case.

Students will return to the College over a 2 week period, detailed below:

Year 12 students

As of Monday, 4 May (Week 2) we would be asking all Year 12 students to return to the College for face to face lessons.

Year 11 students

Year 11 students will continue with online learning but we would be expecting students to return to the College for face to face lessons on Monday, 11 May. (Week 3)

The College will continue to be hypervigilant with regards to personal hygiene and the cleanliness of the school site, particularly around high-traffic areas. This will augment the consistent government and health advice that students are at very low risk of contracting COVID-19 at school.

Please be aware that from these dates for the return of students to face to face lessons, online lessons will be discontinued across the College, (*apart from a small number of staff who, due to medical reasons, are still required to work from home and provide online lessons.) Students who do have study periods in either Period 1 or Period 5 will have the option of working at home until the COVID-19 situation is totally resolved.

I would be asking parents to ensure any student that is feeling unwell (particularly any cold/flu symptoms) as we approach the winter period to keep students at home. Any student that develops or presents with cold/flu symptoms at the College will be required to go home.

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As you are aware, a number of assessment tasks that were scheduled in weeks 9 - 11 of Term 1 were postponed due to the pandemic. As a result, KLA faculties met at the end of Term 1 to readjust their assessment schedules accordingly. This has meant that some tasks have needed to be modified, rescheduled or cancelled.

KLA teams are continuing to work through this process in the lead-up to the students return in weeks 2 and 3. Please be aware that students will be notified of any changes to the nature, date and weighting of their assessment tasks in accordance with College policy. In such cases, students will be provided with a minimum of 2 weeks' notice.

(*Please also see a letter from Mr Ginestra regarding: 'Assessment Guidelines - amendments during the pandemic'.)

Thank you for your continuing support as we all work together to keep each other as safe as possible.

Yours faithfully

A handwritten signature in black ink, appearing to read 'S. Mahoney', written in a cursive style.

Stephen Mahoney
Principal



Dear Parents and students,

As a result of the COVID19 pandemic, the College has needed to amend its Assessment Guidelines.

The amendments will apply during term 2 (or until further advised).

The amendments are in italics.

YEAR 11 AND YEAR 12 ASSESSMENT GUIDELINES

3a. Absence from a task - during a non examination period/block.

If absent from a task the following procedures **MUST** be followed:

- A parent/guardian must phone the College and leave a message for the Subject (KLA) Coordinator. This should be done on or before the day of the task. Failure to do so may result in a zero.
- On the day the student returns to school they should:
 - report immediately to the relevant Subject (KLA) Coordinator
 - complete an Assessment Illness/misadventure Form. This form can be downloaded from the College website.
 - provide documentary evidence, e.g. a Doctor's certificate, explaining the reason for the absence (*Whilst we understand that given the current climate you may be unable to see a doctor, written evidence from an independent figure such as a Justice of the Peace or a Pharmacist/Chemist must be provided to support their application.*)
 - arrange a time with the Subject (KLA) coordinator, to complete the task (this would normally occur on the student's first day back at school).
 - return the Assessment Illness/misadventure form to the Curriculum Coordinator.

If a student completes or submits an assessment late without just cause or does not do a task at all without just cause:

- The student will be awarded a zero for that task, but the task must still be done.
- If a zero penalty is imposed then the Subject (KLA) Coordinator will advise the student and a letter sent to the parent / guardian

What happens if my assessment task is impacted by sickness or another emergency during the pandemic?

- a. In all such cases, an email to your class teacher and the relevant KLA Coordinator is necessary.*
- b. If it is not possible to submit a completed assessment task online on the set date because*

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of Illness/Misadventure, the class teacher and appropriate Subject (KLA) Coordinator must be notified by email as soon as possible leading up to and on the due date,

Whilst we understand that given the current climate you may be unable to see a doctor, written evidence from an independent figure such as a Justice of the Peace or a Pharmacist/Chemist must be provided to support their application.

This documentation will need to be submitted with a completed Illness/Misadventure application form.

c. If the Illness/Misadventure application is considered an acceptable reason for not submitting a task by the due date and time, the classroom teacher will locate your draft in your Google Drive Subject folder and use this for submission taking into consideration the impact of your Illness/Misadventure has had on completing this task.

For this reason, it is essential that all tasks, including drafts, must be completed in your Subject folder (eg google drive, google classroom) that is shared with your teacher (unless stated on the assessment notification). Your class teacher will access your drafts and final submitted assessment through your Google Drive Subject folder (unless stated on the assessment notification). Students should also email the class teacher their final submitted assessment, as a backup. All assessments will be due by 8:45am of the advertised date on the assessment notification.

It is your responsibility to submit an assessment task on time and have your drafts and assessment task in your Google Drive Subject folder (unless stated on the assessment notification).

d. Applications for Illness/Misadventure will only be considered on the due date or before the due date.

3b. Absence before a scheduled Assessment Task

- Students must be present at school from their first timetabled period on the day of an Assessment Task and any part absence requires a Doctor's Certificate or relevant misadventure documentation.
- Students who are absent from lessons prior to an Assessment Task will receive an Official Warning Letter unless a Doctor's Certificate, or relevant misadventure documentation, is produced.

3c. Absence from a task during an examination period/block (Trial HSC (Yr 12) and Yearly examinations (Yr 11))

If absent from a task the following procedures **MUST** be followed:

- A parent/guardian must phone the College and leave a message for the Curriculum Coordinator. This should be done on or before the day of the task. Failure to do so may result in a zero mark.
- Arrange a time with the Curriculum Coordinator to complete the task during the examination period/block (this would normally occur on the student's first day back at school).
- On the day the student returns to school they should:
 - report immediately to the Curriculum coordinator

- complete an Assessment Illness/misadventure Form. This form can be downloaded from the College website.

- provide documentary evidence, e.g. a Doctor's certificate, explaining the reason for the absence - complete the task for which they were absent

3e. No student will be able to sit an examination BEFORE the scheduled date and time.

3f. Applying for an extension

- If illness or another valid reason means a student cannot meet the deadline for an assessment task the student must approach their teacher BEFORE the due date and negotiate an extension.

When applying for an extension, an Assessment Illness/misadventure Form needs to be used.

- Students who envisage applying for leave should seek advice from their Year Coordinator.

- In exceptional circumstances, the Principal may authorize the use of an estimate based on other appropriate evidence.