

Dear Parents / Carers,

As directed by the Department of Education, parents are requested to keep children learning at home in Term 2. On **TUESDAY April 28** you are asked to come and collect your child/ren's work packages from the school canteen undercover area. To ensure that this is done safely please read carefully these instructions.

- Park in Ironbark Place or in the Child and Parent Centre carpark.
- ONE parent only to come onto the site. Please try to leave children at home supervised.
- Line up outside on the footpath in the hoops provided which will be 1.5m apart.
- Your name will be checked off at the entrance to the canteen.
- Hand sanitizer will be provided as you go in.
- Class packs will be on tables in order from 1-22.
- Collect your child/ren's packs in class order. They are labelled with a name.
- Move around the tables as quickly as possible due to social distancing requirements.
- Exit promptly via the oval gate.
- Make sure that you take ONLY your child/ren's work, unless arranged by the office.
- Please keep the zip lock bag and its contents safe. These will need to be returned to collect the next work package if learning at home continues longer than two weeks.

PICK UP TIMES: Family rep **1 person ONLY: youngest child's surname**

- A-C 8.30-9.30am
- D-H 9.30-10.30am
- I-M 10.30-11.30
- N-R 11.30-12.30pm
- S-T 12.30-1.30pm
- U-Z 1.30-2.30pm

PARENT TEACHER CONTACT

It will not be possible to chat to your child's teacher when you come to pick up their work, as social distancing would be compromised. If you need to contact your child's teacher, this must be through email or by phone when your child's teacher calls.

COMMUNICATION ONLINE

- Your child's teacher will check in at least once a week via a phone call or email on Connect.
- Parents and students should only email teachers between **8:00am and 5:00pm**.
- Please keep phone calls short. Teachers have 25-40 calls to make each week!
- Other staff may also call to check how your family is going.
- Check in every day on Connect.
- Make sure that you have Skoolbag on your phone.
- All information is also on our school website. <http://eastmaddington.ps.wa.edu.au>

WORK SPACE

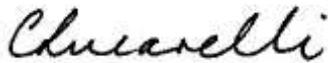
- Set aside a place in your home where your child can work best.
- This should be a quiet space without noisy distractions, maybe in their bedroom or somewhere with a table or desk space.
- Organise stationery and access to a device.
- Establish a daily routine.

Please contact us at eastmaddington.ps@education.wa.edu.au or on 9459 1166 if we can be of any further assistance.

HOLIDAYS

Please remember that the holidays should be time off from school! Your child does NOT need to do school work during that time. We wish you a happy Easter and holiday and look forward to this situation resolving so that we can all come back together!

Yours sincerely



Principal
Carolyn Lucarelli
9.4.2020