

16<sup>th</sup> July 2021.

## On-site request information for students of Essential Workers or Vulnerable students.

Dear Parents or Families,

This is to clarify some questions I have received in relation to on-site support.

Please note that evidence of your essential work is required. A letter from your employer, permit or photo of your ID are all acceptable. If you have not provided that to me during the lock-down last term and your child/ren were approved for on-site, I do not require it again.

Vulnerable children are those of whom we are already aware; however, if you feel your child fits this category, please contact either Miss Marie Yanni or me to discuss.

Attached to this email is the on-site request form. While we expect to be locked down only to Tuesday, this form has the rest of the week on it just in case. A text message will also be sent to those who were on-site last time to assist us to identify how many students are on site and what number of on-site staff members we will require. Most of our staff are working from home for safety reason. Therefore, please fill the form and send directly to me (not the Overport email address) at [julie.gleeson@education.vic.gov.au](mailto:julie.gleeson@education.vic.gov.au)

As I need sufficient time to arrange staffing, please send:

**No later than 1.00pm Saturday 17<sup>th</sup> July.**

Thank you for your understanding.

We all look forward to this finishing as soon as possible.

*Kind Regards,*

*Julie Gleeson*



*Principal*

**Overport Primary School**

03 9783 8777

0401 562 444

[Julie.Gleeson@education.vic.gov.au](mailto:Julie.Gleeson@education.vic.gov.au)