

**15<sup>th</sup> February, 2021**

**Clarification for managing on-site request during any future Lockdown:**

Dear Parents and Carers,

The sudden lock down has presented some issues for many of us. While we sincerely hope this will not happen again, it may and therefore to ensure we are able to support Essential Workers who require care and vulnerable students appropriately, the information within the body of this letter on "What to do" is crucial for you to understand to assist us to support you. Some of you may not be aware that we only have a skeleton staff on-site. Therefore, it is essential that we do not have students arrive without our knowledge to ensure we have sufficient staff cover.

As this lockdown happened so quickly, I understand some of you may not have been sure if you were working or not. Therefore, if you are an **Essential Worker** and require your child/ren to attend school tomorrow and/or Wednesday, please forward an email **ONLY DIRECTLY TO ME AT: [Julie.gleeson@education.vic.gov.au](mailto:Julie.gleeson@education.vic.gov.au) no later than today at 4.00 pm. DO NOT LEAVE MESSAGES ON SCHOOL PHONE OR EMAIL SCHOOL EMAIL ADDRSSS.** They may not be found in enough time to allow us to arrange sufficient staff cover.

**Please look at the following information in detail if you require your child on site because there is no-one at home and no-one who can care for your child/ren for any future lockdowns.**

1. Please look from emails from me; these are sent to both parents, are on the website in updates, on the FB pages and to any alternative emails identified by parents.
2. Email only directly to me and note the deadline. This is critical for us to have sufficient staffing. **NO ONE WHO FORWARDS PAPERWORK OR REQUESTS AFTER THE DEADLINE MAY BE ABLE TO BE ACCOMMODATED BASED ON STAFFING NUMBERS.** If it is a weekend or after hours, my mobile number is included in my signature.
3. You will receive an email from me indicating that the request is approved. If you have not received this, it is an indication that I may not have received your request for on-site support. Please follow up with an email or call to me.
4. Print the Essential Workers on-site request form, add details and sign request form. (See form attached). If you CANNOT print, please email me with details within the body of the email. When you receive your permit to work from your employer please forward to me. Self-employed please provide a letter on work letterhead.
5. Parents must escort students to doors nearest the front of the school at the Towerhill Learning Centre, no earlier than 8.45 am and leave the grounds immediately children have been accepted inside.
6. OHSC-Extend (before school care) will operate as usual and these students will be escorted by Extend staff. Please contact them to confirm your place and their arrangements.

I would like to thank you all for your support and understanding in these difficult situations. Do not hesitate to contact me if you require any further clarification.

I will continue to provide as many updates as required to ensure that we get through this unique time together.

Kind Regards,

Julie Gleeson