

26/08/2021

**For the School to Provide On-site Supervision.
Eligibility, Requirements and Steps.**

Dear Parents and Carers,

Please follow the steps below to ensure that we have a full understanding of students that meet the eligibility and require on-site support. You must book the students in by Friday 5.00 pm. Rolls are developed at this stage and on-site staff roster is based on student numbers.

For acceptance on-site attendance and supervision:

1. The two categories remain the same and these are either essential workers or for vulnerable children. We cannot accept students on-site for any other reason or if they are not registered. **Children whose parent/s are working from home are not eligible.**
2. You must have investigated all other options for care.
3. You must provide any new 'Permit for Work' or a letter from your employer outlining your days required to work outside of your home. If you provided this to me last week it is not required again unless there has been a change to your work circumstances.
4. ***Please use the QR code or link to register your child by close of business Friday.***



<https://forms.gle/7TJXwCXBm3f7HmQXA>

**Please note: Adding your child/ren to the register
must be done every week by the Friday 5.00 pm.**

5. If your child/ren are registered for on-site supervision and arriving late or not attending, it is ***critical that you contact the office to advise us.*** You may leave a message on the absence line or email me.
6. You will be notified that your child is registered once they are added to the school roll.

Following these steps will allow us to effectively manage the number of staff required, ensure contact tracing and ensure that we have full clarity of which students will be on-site.

Thank you for your cooperation.

Regards,

Julie Gleeson.