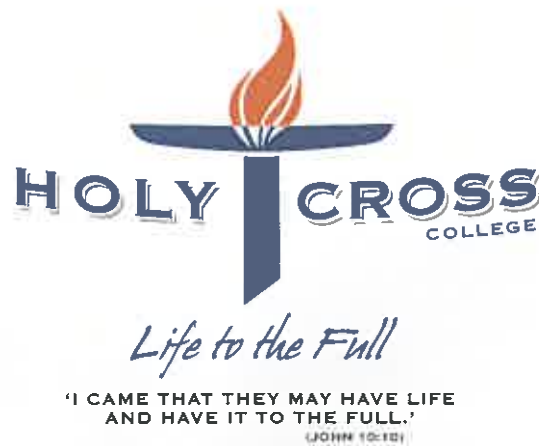


21 April 2020



Dear Parents/Guardians

I write to outline the arrangements in respect to the operation of the College following the announcements by the Premier, Mark McGowan on Friday 17 April 2020.

The following details set out the arrangements for Holy Cross College for the Autumn Term and reflect the guiding principles of Catholic Education Western Australia (CEWA):

1. The health and safety of our students and staff remain our first priority.
2. All students will continue to be provided with a quality Catholic education.
3. Decisions regarding school education will continue to be informed by national and state-based health and education advice and align with the National Principles for School Education.

Note that the **Autumn Term will now commence on Wednesday 29 April 2020.**

Furthermore, note that until Friday 22 May 2020 the College will offer one mode of learning as indicated for the year levels below:

- Face-to-face learning at school for students in Years 11 and 12; and
- Remote online learning or work packs for students in Years K-10, whether at home or at school.

A review will take place on Monday 18 May 2020.

Please read the attached information regarding new and revised procedures as we commence the Autumn Term.

To assist with our planning in regard to the number of students in Years K-10 who will be attending school, I ask parents/guardians to please complete the survey by following the link below:

<https://forms.gle/E7QA8hrffDe4Vjgp8>

I wish to reiterate that during this period, our staff will continue to ensure we best support our students' learning from home, as well as those students who may be at school. We acknowledge that it will be important to maintain regular contact between the College and parents/guardians.

At this difficult time, I wish to reassure every parent/guardian that the ongoing enrolment of every child in our College is guaranteed.

I encourage parents/guardians seeking financial support arrangements to contact the College Business Manager, Mrs Jean Topliss, to discuss one of the following options, which are immediately available to all families with children in Catholic schools:

1. The Centrelink Health Care Card Discount Scheme provides an automatic fee concession to the holders of eligible means-tested family concession cards. **This discount applies to all year levels from Kindergarten to Year 12.** Additional financial considerations are also available depending on each family's circumstance.
2. For parents/guardians who do not qualify for the Health Care Card discount, but who are experiencing financial difficulties, arrangements may be made to provide immediate support to assist you with tuition costs.

I am in awe of the amazing support the College has received from our community during these troubled times and I will keep you updated with any new information as it becomes available.

Yours sincerely

A handwritten signature in black ink that reads "Peter Collins". The signature is written in a cursive style with a large, stylized initial 'P'.

Peter Collins
Principal

NEW AND REVISED PROCEDURES TO ENSURE CONTINUITY OF LEARNING FOR STUDENTS

Note that these updates and revisions should be read in conjunction with the Learning Continuity Plan and subsequent revisions.

Years 11 and 12 Students

- From Wednesday 29 April, students in Years 11 and 12 are **strongly encouraged** to attend school to resume their classes and engage in face-to-face learning with their teachers.
- Parents/Guardians are asked to contact Mr Paul Murphy, Deputy Principal – Enrichment, if your child is **not** able to attend school due to individual circumstances.
- Updated details regarding Senior School assessments and examinations, including Year 10, are included later in this communique.

Kindergarten to Year 10 Students

- From the start of the Autumn Term, parent/guardians with children in Years K to 10 **may choose to keep their children at home** to engage in flexible, remote learning, either online and/or via work packs. The College will remain open to allow for parents/guardians who are engaged in essential services or are required to maintain employment to send their children to school if they are unable to care for them at home.
- Should parent/guardians choose to send their children in Years K to 10 to school, these students will engage in the same mode of learning being provided to students learning from home. The school will provide appropriate supervision but not face-to-face teaching for students attending school in person.

Students attending School - General Information

- Parents/Guardians must advise the College if your child will be attending school from Wednesday 29 April. This is necessary to ensure appropriate plans are in place to comply with the Department of Health's physical distancing advice. It also ensures the College is able to make appropriate arrangements for student supervision. Please complete the survey by following the link provided earlier in this communique.
- Medically compromised students are asked to remain at home until they receive a medical clearance to attend school. Online learning and/or work packs will be provided to these students.
- Consistency of attendance is essential. That is, attendance is not fluid and students either learn remotely from home or attend school every day. This is critical to ensure that continuity of learning is maintained and that the College is always in a position to provide adequate supervision.

Entering the College Grounds by Parents/Guardians, Visitors and/or Contractors

- Parents/Guardians are not permitted on College grounds other than to drop off or pick up their children, at which time they must not exit their vehicle. If parents/guardians are walking their children to and from school, they should undertake their drop off or pick up at the entrance to the College. Note further that:
 - Students in Kindergarten to Year One may be dropped off by a parent/guardian at the front gate near the Tui building between 8:10 am and 8.40 am. A staff member will be there to meet the children.

- Students being brought to school by parents/guardians in Year 2 to Year 12 must be dropped off in one of the College carparks or via the Kiss and Drive outside the Fitzroy building.
 - At the end of the day, parents/guardians are not permitted to enter the College grounds. Parents/Guardians collecting students in Years K to 1 from the Tui front gate must observe social distancing measures and not congregate in groups. To assist in this process, students in Years 2 to 12 being collected are encouraged to utilise the Kiss and Drive.
- In keeping with normal procedures, all visitors and contractors must present to the College office along with parents/guardians collecting students early for appointments.
 - Assemblies, excursions, interschool activities and school-based co-curricular activities will not recommence until advice is received from the Department of Health that it is safe to do so.
 - The College Café will offer take-away food only and operate as normal within the framework of social distancing measures implemented in the Summer Term.

Hygiene Practices

- The College will continue to ensure that environmental cleaning practices are in place, with enhanced routines where necessary.
- Students will be required to continue with the hygiene practices put in place in the Summer Term and will must follow the social distancing measures that are advised to ensure the safety of all students and staff.

Senior School Assessments and Examinations

Year Ten Examinations

As communicated previously, Year 10 exams will be completed during Week 4 from home (see attached schedule). During this week, students will only complete their exams and not participate in scheduled classes. Year 10 exams include two hour working time and ten minutes reading time.

The exams will be completed at home and printed copies will be available for collection through the Kiss and Drive between 9:00am – 1:00pm on Friday 15 May 2020.

The exams will also be available digitally through SEQTA Learn should you prefer to print these at home, rather than collect from the College. Exams are considered formative and for the purpose of contributing to learning, therefore, they will be a zero weighted assessment. This means that they will not contribute towards course grades. Students are strongly encouraged to complete these under normal exam conditions at home to maximise their value.

Students are asked to commence their examinations at 9:00am for each scheduled day in the timetable. Upon completion, students will use their iPad to scan the examination scripts and will submit to SEQTA Learn for marking and feedback.

Years 11 & 12 Assessments

With students now strongly encouraged to attend the College, normal assessment operations will resume, this includes closed book assessments. The College Assessment and Reporting Policy will apply as normal.

Exams will now take place at the College in the Lyon building and will not be completed at home as previously advised. **Exams will be weighted according to the course specific assessment outline and will contribute towards the final course grade.** During Weeks 3 and 4, students will only need to attend the College if they have a scheduled exam. However, ATAR and General Students who are behind in their studies or have incomplete assessments will be asked to remain at school during Weeks 3 and 4 until they have completed all of their outstanding assessments to a satisfactory level.

Externally Set Task (EST) assessments remain postponed. General students will complete a careers project from home.

Camp Australia Before and After School Care

It is anticipated with that Camp Australia will operate their normal schedule. Please refer to the link on the College website for bookings.

<https://www.holycross.wa.edu.au/families/>

Note that Camp Australia will be offering care for students in the Junior School on Tuesday 28 April 2020.

Uniforms

Students attending school must adhere to the College Standards of Uniform and Grooming Policy. Note that, during the current arrangements, students should be wearing the College Winter Sports Uniform.

The College Uniform Shop will be open for the following times:

Tuesday 28 April 2020	9:00 am – 3:00 pm
Wednesday 29 April 2020	8:00 am – 12:00 pm

Senior School Exams Autumn Term – Week Three & Four

Year Ten Exams (Remote)

Notes:

- All exams start with 10 minutes reading time.
- After each exam day students need to scan their exam using the Notes App and submit to SEQTA as an assessment. Exams start at **9:00 am**.

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 4	Humanities	English	Science	Maths	Religious Education

Year Eleven/Twelve Exams (On-Site)

Notes:

- All Exams to take place in Lyon.
- All Exams start at **8:50 am**.
- Arrive 20 minutes before the start of your assessment/exam.
- Students only attend school for their exams. Students must be cleared for home study.
- VISN students will receive a separate exam timetable for their ATAR courses.

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 3 (AM)	11 English ATAR 12 Religion & Life ATAR 11/12 UniReady – Academic Writing <i>(Subject to Curtin University)</i>		11 Maths Apps ATAR 11 Maths Methods ATAR 12 Maths Apps ATAR 12 Maths Methods ATAR		11 Religion & Life ATAR 12 English ATAR
Week 4 (AM)	11 Geography ATAR 11 Human Biology ATAR 11 Physics ATAR 12 Chemistry ATAR 12 P&L ATAR 12 PE ATAR 11/12 UniReady – Humanities <i>(Subject to Curtin University)</i>	11 PE ATAR Prac 11 PE GEN Prac	11 Chemistry ATAR 11 PE ATAR 11 History ATAR 12 Drama ATAR 12 Human Biology ATAR 12 Maths Specialist ATAR 12 Media ATAR	12 PE ATAR Prac 11 PE GEN Prac	11 P&L ATAR 11 Biology ATAR 11 Italian ATAR 12 Italian ATAR 12 Geography ATAR 12 History ATAR 12 Physics ATAR