



25 March 2020

Dear Parents and Caregivers,

In responding to the ever-increasing number of parents choosing to keep their children home from school due to COVID-19, St Helena's Catholic Primary School will begin to deliver learning to all students, at home and at school, through its digital platforms from Monday 30 March 2020. For those attending school, teachers will continue to support their learning, for those at home, parents will support their learning. For more information, please refer to the Guidelines for the Ongoing Facilitation of Learning forwarded to you last week and available [here](#). Please note a variation to the plan: teachers will respond to parent and student queries/emails as soon as possible. With face-to-face teaching continuing, it may not be possible for them to respond within the hour as per the plan which was designed for a full school closure.

Below are some initial steps families will need to take to get their child/ren set up for this.

- All families K-Yr 6 - Follow the instructions on the Seesaw letter to access the 'Class' section of Seesaw. This letter is in the workbook that was sent home with your child/ren last week.
- Students in Years 4-6 may need access to Microsoft Teams (and possibly Microsoft OneNote) from home. Using each student's CEWA login, they have access to Microsoft Office for free. To access these tools from home:
  - On a tablet/mobile device – go to the App Store/Play Store and download the relevant Office 365 apps (eg. Microsoft Teams, Microsoft OneNote, Microsoft Word, etc.). Students then use their CEWA credentials to login to these apps.
  - On a laptop/desktop computer – go to [office.com](https://office.com) and sign in with your child's CEWA credentials. You can either access the relevant apps in the web browser or select 'Install Office' to download the desktop versions to your device. You may also wish to refer to the information [here](#) while setting up access for your child/ren.
- Please refer to the parent infographic available [here](#) and the student infographic available [here](#).

As part of the communication that teachers may utilise during this time, videos, sound recordings and other resources may be used. Please note that these resources remain the property of St Helena's and are not to be shared beyond the teacher's communication.

On Thursday and Friday of this week, we will have a "practice run" of logging in and taking attendance. We ask that all students be ready to respond to their teacher between 8.20am and 9am on both days (we understand that some families will need to share devices between children hence the time range). Some teachers may choose to also set a practice activity for completion.



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Our hope is that doing this will allow us to identify and resolve any issues before we launch on Monday.

Please regularly check the Parent Hub on the school website for resources and communications <https://sthelenas.wa.edu.au/covid-19/>

Continuing learning in this way may require some time to get everyone connected and engaged. Patience is asked for! Please contact your child's teacher if you have any questions or problems in preparing for implementation.

I reiterate, St Helena's will remain open for those families choosing to send their children to school.

Sincerely



Lina Bertolini  
Principal

