Dear Parents and guardians,

As a result of COVID quarantine and isolation requirements, we are currently unable to appropriately staff the school to ensure quality learning and appropriate supervision of all students.

After discussions with the Education Consultant from Catholic Education Ballarat and approval from Diocese of Ballarat Catholic Education Limited, we will make the following alternative arrangements.

(The following are examples of the nature of the adjustment that may be made to provide continuity with the available staffing.)

* To ensure the least disruption to student learning we will rotate year level attendance at school in the following way;
* We will move to a blend of onsite and remote learning for the following cohorts
* School will be closed for all classes until \_\_\_\_\_\_

Supervision for children of essential workers and vulnerable students will be provided. ***[School to insert the localised process that is followed for children of essential workers and vulnerable students.]***

**[School to adapt as required]**

**Students who are working at home will be supported in their learning in the following way;**

**And /or**

**Please check … (See Saw, SIMON, school website or relevant app) for how your child’s learning will be supported whilst they are at home.**

Thank you for your understanding and cooperation.

Yours sincerely,

**[Insert School Principal Name]**