



30 March 2020

To: All Staff  
Catholic Schools and Colleges

Dear Staff

We continue to adjust to the uncertainties that the COVID-19 crisis is placing on all of us, so I write to provide some clarification with respect to how your school will be operating until the gazetted Term One school holiday period beginning on Friday 10 April 2020.

We value the ongoing contributions of our staff and recognise the pressures the current situation continues to present to you and your families.

We are aware of the Prime Minister's statement late last Friday, 27 March 2020: *"For education staff who identify as high risk, vulnerable or are caring for vulnerable family members, you will be supported to work from home."*

CET has made some adjustments to our original expectations around staff being required to be on the school site during weeks 9 and 10. These decisions need to be made in consultation with your Principal. Certain expectations around working from home will need to be understood and agreed before permission is granted. Anyone working from home will have a clear understanding around their work expectations from their Principal. Each staff member working from home should be contributing as much as their colleagues who are on the school site. It is important to note that any agreed arrangements that are in place are only in place for a set period of time and at the discretion of the Principal.

The Principal has the autonomy to exercise discretion around who is working from home across a week or period of time in the best interests of the School and the School's context and needs.

**Week 9, beginning Monday 30 March 2020:**

*From this week*

- Catholic school sites will remain open. All school staff are expected to be present on site, unless permission to work from home is granted by your Principal or you are on approved leave.
- Families should keep their children home from school *unless they cannot supervise them or are unable to support home learning.*
- Catholic schools will provide some assistance for students during week 9 around Learning at Home activities. (Your Principal will clarify what this means with you).

If your children attend Catholic schools, they will be open for your child to attend as usual; however, you may wish to organise alternative arrangements for them during weeks 9 and 10.

If your children attend a government school then they will still be open for your children to attend, you may also wish to organise alternative arrangements for them during weeks 9 and 10.

**Week 10, beginning Monday 6 April 2020:**

*From Monday 6 April*

- School holidays commence for students.
- Catholic schools will remain open. All school staff are expected to be present on site, unless permission to work from home is granted by your Principal, or you are on approved leave.
- Catholic school-based staff will have four student free days for essential professional learning and planning time to develop their skills and capabilities to prepare for a different model of teaching in Term 2.
- Limited care provisions will be provided for staff who have a child in a Catholic school and are unable to organise adequate supervision for their primary aged children at their usual school site between the hours 8.30am-3.00pm.

I ask for your patience and prayers during this time of transition and the unknown. I will continue to work with you in endeavouring to provide the most comprehensive support both professional and pastoral for yourselves and the students in your care.

Yours in Christ



Gerard Gaskin  
Executive Director