



# St Clare's College

19 March 2020

Dear Students, Parents & Carers,

## Teaching, Learning and Assessment Information

As the situation surrounding COVID-19 coronavirus evolves, I am writing with an update on the process regarding learning and assessment for all students. Our information is based on guidance from NSW Education Standards Authority (NESA).

As previously communicated to you, if a student is unwell and needs to remain at home, the usual processes apply. All students have access to Google classroom which will enable them to keep up with any work they have missed whilst they are absent from school. This also applies to any student forced to remain at home due to any travel ban. If they miss a scheduled assessment task the following processes apply:

1. Electronic or online submission is acceptable for all tasks where possible;
2. Alteration of the submission or nature of the task commensurate with the assessed outcomes - this will be communicated to the student/s by the Head of Department and/or Director of Learning and Teaching;
3. Postponement of the task may be possible and will be communicated by the Director of Learning and Teaching acting on advice from the relevant Head of Department;
4. An alternate task may be arranged with a new due date.

For all formal published assessment tasks any changes to due dates, nature of tasks, alternate tasks will be communicated to student/s by the appropriate Head of Department and/or Director of Learning and Teaching.

For class based tasks and formative assessment students will communicate directly with their teacher and make arrangements where appropriate.

In the event that we move to a remote learning environment and to ensure students can continue receiving tuition and access all necessary work, our planning includes, but is not limited to:

- using Google Classroom, Zoom and other online tools as indicated in the letter dated 18 March; and
- printing and distributing teaching resources.

Importantly, no student's academic record will be disadvantaged as a result of the Coronavirus.

Yours sincerely,

Mr Christopher Maoudis  
**Director of Learning and Teaching**

Mrs Antoinette McGahan  
**College Principal**