



23 March 2020

Kia ora koutou

With today's announcement by Government, we are implementing with urgency our plan to support your child's learning from home. We appreciate this is a sudden and significant change and will be heavily disruptive to many people in our community.

For children of essential workers, we look forward to seeing your son or daughter here at school tomorrow morning at **in the College Library at 9.00am**. Please bring sufficient food and drink for the day as the school kiosk will be closed. Please also encourage students to bring their own device.

You may wish to check if you are considered an essential worker - <https://covid19.govt.nz/government-actions/covid-19-alert-system/> however those roles include doctors, nurses, ambulance drivers and police. We continue to ask that children who are not well, do not attend school. We will not be turning students away if families are unsure which category they fall into however if at all possible, please keep your son or daughter at home.

We understand that the school buses that ran on Monday will be operating on Tuesday and Wednesday. The bus cancellations as previously advised remain in place. Any further updates regarding this will be posted on the Waimea College School App and [Waimea College website](#).

For all other students Waimea College will be closed for instruction from Tuesday 24 March, however we will be supporting their learning from your home as follows:

### Distance Learning

Our teachers' main method for communicating with students and delivering curriculum content will be Microsoft Office 365, specifically the **Teams** application. Other online learning platforms may also be utilised by specific subject areas. Students will be advised of these in due course, if they have not been already.

We strongly encourage that, over the next few days, students check that they can log in to their Office 365 account and access their Class Teams.

Logging on to Office 365:

1. Open your web browser and enter [office.com](https://office.com) in the address bar.
2. Sign in with your **school email address and password**.
3. Look for the  icon and open the application.
4. From here you can navigate to each of your class Teams.

5. Note that from your Office 365 home page, you can access the full Microsoft Office suite. This suite can also be downloaded to your computer if you have not done so already (look for the **Install Office** button)

Teachers may set some simple and brief tasks for students to complete during this period. These tasks will provide an opportunity for all parties to test and refine the processes of distance learning that may follow.

Further communication detailing how distance learning will function, if required in the future, will be released in due course.

As noted by the Prime Minister these restrictions are our best chance to slow the virus in New Zealand and to save lives. We all have a clear role here to slow the spread of COVID-19.

We will continue to communicate with you over the coming days. Thank you for your ongoing support of our school staff and school community.

Warm regards



Scott Haines

