



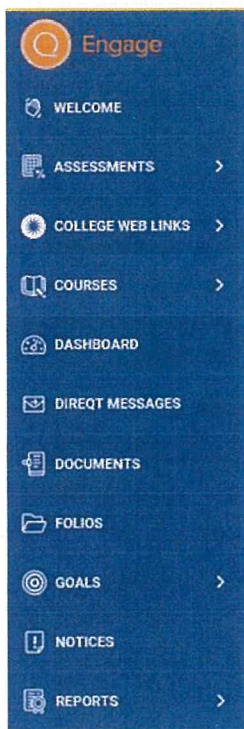
20 March 2020

Dear Parents/Guardians,

RE: Cancellation of PST Interviews and Maintaining Communication

As notified previously, with the recommendation for social distancing to assist with combatting the spread of COVID-19, the College has made the decision to **cancel the Term 1 Parent Teacher Student Interviews**. Due to this cancellation, the school day on **Thursday 26 March** will conclude at the regular time of **3.20pm**. **Friday 27 March will remain a Student Free Day**.

We are aware that students and families will want clarification regarding learning and to get a more thorough understanding of the feedback provided in the Interim Report. To easily facilitate online contact with teachers, **SEQTA Engage** will now enable you to send a direct message to a class teacher. In order to access this feature, you will need to do the following within SEQTA Engage:

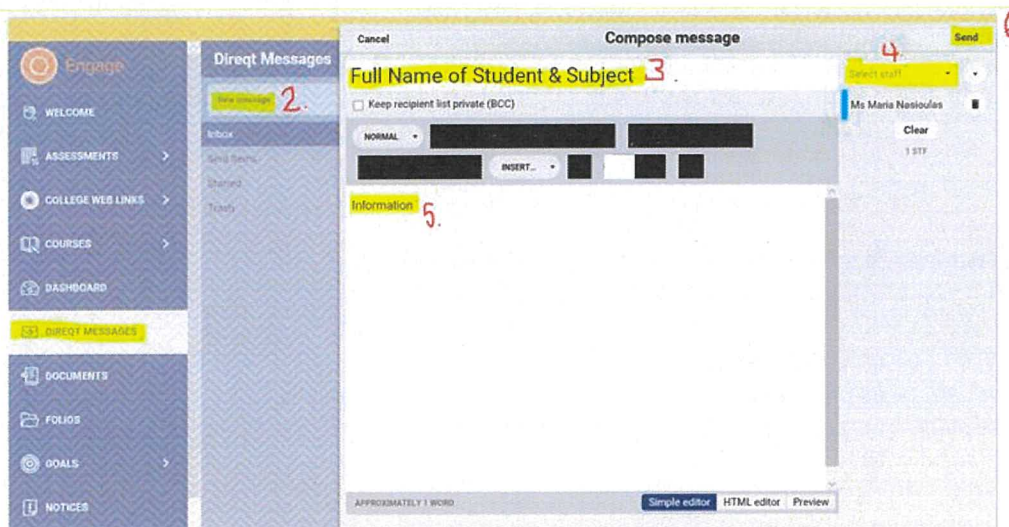


Within **SEQTA Engage**, view additional information about results through the **ASSESSMENTS** Tab. To view additional detail about classroom learning programs, this can be viewed in the Courses Tab.

To send a message to a teacher:

- 1). Please click on the **Direct Messages** Tab.
- 2). Click on **New Message**.
- 3). **Enter** the full name of the student and subject.
- 4). **Select** the name of the staff member from the right hand side bar. The name of the teacher appears alongside the subject row in the Interim Report
- 5). **Write** your message in the large space provided.
- 6). Press **SEND** on the top right hand side of the screen.

Please see the diagram on the following page that shows each of these steps.



If contact is made prior to Wednesday 25 March, teachers will provide feedback by the final day of term, being the Student Free Day on Friday 27 March. If messages are sent to teachers during the school holidays, these messages will be replied to on our return for Term 2 from Tuesday 14 April.

In addition to contact via Direct Messaging, teachers are also providing feedback on SEQTA through the Assessment Tab. You will be able to find information about results for tasks undertaken in Term 1.

We also take this opportunity to reassure students and parents that in the event of a school closure, teachers at the College are well prepared to deliver online learning through the **SEQTA Learning Management System**. This program is well-equipped to provide students with engaging online learning.

Do not hesitate to make contact with us at the College if you would like to discuss this matter.

Yours sincerely

Tim Hogan
Principal

Janine Biggin
Deputy Principal – Learning and Teaching