

13th March, 2020

Dear Parents and Families,

Our first priority at Our Lady of the Sacred Heart School is the health and safety of our school community.

I want to reassure you that the school is well-prepared for the impact of COVID-19 (coronavirus).

We are being provided the latest advice from the Australian and Victorian Chief Medical Officers by the Catholic Education Commission of Victoria Ltd to ensure that our school practices are helping to keep our school community safe from the outbreak.

Any incidents that arise will be addressed in accordance with our Critical Incident and Emergency Management Plan. We will also have access to resources and support from Catholic Education Melbourne and the Department of Health and Human Services.

As parents, you have a critical role in helping the school manage this situation:

- Exercise good judgment by keeping children home if they are feeling unwell for any reason
- Talk to children about the situation, as they may be feeling anxious or stressed. You have a key role in helping students feel prepared and safe
- Encourage children to be proactive and committed to their schoolwork, and to stay connected with the school and their teachers.

The Department of Health and Human Services has a number of resources on its website, which explain the virus, detail risk-reduction practices and behaviours, and answer frequently asked questions. These are available at www.dhhs.vic.gov.au/coronavirus.

You can also find information about Catholic education's response at <http://www.cecv.catholic.edu.au/Coronavirus-information-for-parents>.

This is an evolving situation, but we will keep you updated as things change.

I ask that you continue to work closely with the school and to contact the office should you have any concerns.

Thank you for your support as we work to keep our students safe.

Yours sincerely,

Narelle Gallagher