



St Patrick's College
LAUNCESTON

20 March 2020

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From the Office of the Principal

Dear Parent/Guardian,

RE: Coronavirus (COVID-19) – Friday, 20 March Update: Preparedness for the Potential Delivery of Online Teaching & Learning

As you may be aware, St Patrick's College is finalising plans to move to an online, remote learning environment in the event that we are required to close the College building premises due to Coronavirus (COVID-19) concerns.

In anticipation of a potential College closure, we are currently involved in extensive planning to ensure the continuity and quality of teaching and learning in a remote environment. If St Patrick's College is required to close, learning and assessment will be conducted primarily via the College's online Learning Management System, Schoolbox. This will be used as the primary communication tool between teachers, students and parents/guardians during the event of the College closing.

In preparation, if you have not previously done so, we require you to test your log into the Schoolbox Parent Portal from your device at home as a priority. We recommend using Google Chrome and a desktop computer when using Schoolbox as the mobile app doesn't have full functionality.

SCHOOLBOX LEARNING MANAGEMENT SYSTEM GUIDE

Please click on the following link to an overview of the functionality of Schoolbox, Quick Start Guide and details on how to navigate the Parent Dashboard: <http://bit.ly/SPC-201-Schoolbox>

SCHOOLBOX TROUBLESHOOTING

We have previously issued all parents/guardians with a username and password to access the Schoolbox Parent Portal, however if you are unsure of these, please refer to the following:

1. To recover your username, please complete the following form: <http://bit.ly/SPC20-Recover-Schoolbox-Username>. Your username will be emailed to you within 2 working days.
2. If you know your username and have forgotten your password, please click the following link to reset it: <http://bit.ly/SPC20-Reset-Schoolbox-Password>.
3. If you have forgotten both your username and password, please follow steps 1. (for your username to be issued via email) and 2. (to reset your password) above.

In addition, please ensure that your child(ren) has tested that they can log in to the Schoolbox Student Portal from their device at home. If they encounter any issues, they must bring their device to the IT Centre at the College as a priority and staff will assist further.



As you can appreciate, we require parents to have an understanding of Schoolbox and students to be prepared to participate in online, remote learning now, in order to facilitate the seamless continuation of teaching and learning from home if the need arises.

We will continue to communicate with our parent community regarding any Coronavirus developments and I emphasise the importance of regularly checking your emails , Schoolbox and the College Instagram and Facebook pages to ensure you receive any important updates.

We are conscious that parents are receiving a lot of information based on this unprecedented situation and we have therefore placed all previous correspondence and important information in a centralised page on the College website (<https://www.stpatricks.tas.edu.au/covid-19-updates>).

Please be reassured that we are constantly reviewing the advice coming from government, collaborating with other schools and Catholic Education Tasmania (CET) and seeking expert advice to ensure we continue to respond accordingly and we thank our parent/guardian community for their patience and understanding.

Kind regards,



Mr Tony Daley
Principal

