

March 13, 2020

Dear Sir / Madam, dear parents,

In accordance with the decisions of the political, health and school authorities, we close the school from Monday March 16, 2020 until April 4.

Boarding students can stay on campus where they will take online lessons like their peers and will be supervised by the boarding staff. All safety measures are applied, both for the benefit of the students and of the employees concerned. The health and school authorities have given their authorization to this plan. In principle, 5-day boarders will stay at home, except in the event of major family difficulties. In this case, if a pupil should return Sunday at the end of the day, he or she will not leave school before the end of the closing period fixed for now on April 4.

In this difficult period, we want to keep the connection with the school as high as possible and to keep the rhythm of school. To this end, the following measures have been taken and will begin on Monday:

- The lessons will be provided according to the usual schedule online on the TEAMS platform in the Office 365 environment which works for video conferencing and work on file.
- Students can log in with their usernames to the Saint-Charles domain and their class. If you forget the password, you must absolutely call Ms. Christèle Chapuis at the earliest Monday, which will reset it and send it by phone. Your child will then have to log in with this new password, change it and take note of the new password. Without this password, he or she will not be able to work.
- Teachers will be online with them to facilitate learning.
- Primary school pupils have paper files, the teachers remaining available on video conference via the TEAMS platform in the Office 365 suite. Specific information will follow next week for all primary school pupils, in consultation with their teachers.
- Secondary, high school and MYP students also work on the platform in video conference and with their usual course documents, according to the instructions of their teachers.
- MYP students log on to Managebac where their lessons and homework are downloaded.
- Please contact the secretary if you require a tutorial allowing your child to connect to the TEAMS platform which will be used for online education.
- If you do not have adequate IT equipment, please contact the secretarial team. We will provide you with a laptop computer during the school closure period.

The secretarial team remains available during this period. If your child has not been able to take the school materials he needs to work, I invite you to call 032 466 11 57 to set a time to pick up what he or she needs. Information will be sent to you regularly and we remain in communication to developments.

Sincerely,

Carmen Kocher
Rectress