

Salzburg, 15th November 2020

Dear Parents,

As you will be aware from the media reports, the lower school (Years 1-4) will switch to a **distance learning phase** from 17th November 2020. The students will work from home.

Teaching will take place in the digital form that the different subject teachers choose to use (Microsoft *Teams* for the most part, although some may also use WebUntis). This will be communicated to you.

The following rules apply in the case of distance learning:

- The timetable/schedule retains its validity.
- The school day begins at 7.50am; wherever possible, the teacher of the lesson in first period will hold a video conference to mark the start of the day.
- Lessons will be a mixed form between video conferences and tasks to be completed individually.
- The focus of lessons will be the revision of what has been learnt so far.
- Teachers will be available and can be contacted during their scheduled lesson times should there be questions or if feedback is required.
- Schularbeiten and tests will be postponed.
- Work completed during the distance learning phase will count towards the participation grade.

If working from home is not possible for your child and you have an urgent need of childcare, we will offer **supervision in school**, during which time students should work on their tasks. **Registration** for in-school supervision is required in advance. Please find attached the registration form. Please complete this, if required, and return it to us by email: direktion@bgzaunergasse.at. We strongly request that you do so by **tomorrow, Monday 16th November 2020, 2.00pm** if at all possible. Supervision in the afternoon is also possible for those students who are already registered for **TABE**.

Naturally, it is also possible to make any changes regarding your requirements at a later date.

A face covering or mask must be worn at all times in the school building. The school building will be open from 7.30am onwards.

Distance Learning is planned to last until **4th December 2020**, after which date in-school teaching should take place once again.

Tomorrow, **Monday, 16th November 2020**, will be a normal school day. It is important that students take everything home with them that they need for distance learning. It is particularly important that students have the access codes to the electronic text books.

I am confident that, together, we can rise to the challenge during these difficult times and make the best out of this situation. In case of problems, please don't hesitate to contact the school (subject teachers, form teachers, principal).

All the best,

Erich Schön, *Principal*