Re: Proposed Industrial Action – Tuesday, 1 April 2014 (all day)

Dear Parents/Carers,

I have been informed that a full day stop work meeting for teachers, education assistants, office staff, cleaners and gardeners is to be held on Tuesday. The following details are provided to inform you of arrangements that we have put in place for the morning.

At Settlers Primary School I am expecting a significantly reduced number of staff rostered for Tuesday to be in attendance at school. This includes teachers, education assistants, office staff, cleaners and gardeners. **Our school will remain open, however normal classes will need to be suspended.** Arrangements have been made to supervise any students who do attend, however we will have significantly reduced staff available. Parents may like to consider alternative arrangements for your children for the day. **Please note however that if students are sent to school they will be supervised.**

I expect teachers and other staff to return to school on Wednesday and that classes will resume as normal.

Year 7 students who are on camp at Rottnest will not be affected by the industrial action

To ensure that all students are supervised on Tuesday morning the following arrangements have been put in place.

- Kindergarten students who attend Smirk Road should go to their normal class in the morning where a teacher will be on duty to meet them. Once the number of students in attendance is determined they may be grouped in different class arrangements for the day to be supervised.

- Pre Primary students who do attend should be taken to the same areas as normal. A staff member will arrange for these students to be placed in classes.

- Year 1 – 7 students should wait outside D Block if they arrive at school before 8.30am (as per usual). At 8.30am a siren will be rung and these students will remain outside D block along with other students who arrive after this time. Staff will be on hand to supervise these students until 8.50am when the siren will sound as normal. At this time, students will be placed into classes with available staff for the day.
• The register of attendance will be taken as normal. Office staff may not be available to enter explained absences onto our system for parents who notify us by phone or e-mail of your child's absence. As a consequence, parents may receive an automated SMS advising of an absence even though you may have attempted to contact the school. We apologise in advance for this but feel that it is important that the notifications are still sent to ensure that parents are aware if your child does not attend school on Tuesday.

• Phone contact may be limited due to anticipated staff shortages on Tuesday morning. Any significant updates or information will be listed on the school web site.

• The school canteen will be closed.

• The school library will be closed for the day.

Thank you in anticipation of your assistance with this disruption. Any queries can be directed to the school office on the phone number listed above or via our school web site.

Stephen Yates
PRINCIPAL
27 March, 2014