

Dear Parents and Carers,

Further to the letter dated 5 November 2019 regarding the non-attendance of students at St Patrick's Primary School, Lochinvar for the last four days of this term. A number of parents and carers made contact with Mrs Jacqueline Wilkinson at the school and me here at the Catholic Schools Office regarding the impact this decision will have on families who have already made arrangements for the end of the year. It was clear from my discussion and contact with parents and carers that there were two key issues impacting families: i) the reimbursement of school fees that have already been paid and ii) managing suitable and appropriate care for children where parents and carers have work commitments and are unable to make other arrangements at this late stage.

In response to these concerns the following is being proposed.

- i) Financial Services at the Diocese is unable to calculate and provide a 'credit' for the payment of fees and levies for the four days the students are not required to attend school at the end of this term. Any family who is adversely impacted by this decision, which may result in financial hardship as we move towards the end of year, are asked to make contact with Mrs Wilkinson and discuss the matter with her. This is in accordance with the guiding principles outlined in our current School Fees Policy and Procedure documents.
- ii) As a support for families impacted by this decision the School and Catholic Schools Office will be providing casual teachers to supervise and monitor on site any students who are unable to access care for these four days. You will need to contact Mrs Wilkinson at the school and inform her of the name/s and dates your children will be accessing this service. The school will need to know this information by **Friday 29 November** so casual teachers can be employed. The school is also investigating an OOSH service with YMCA which will be available before and after school if the need arises. Again, it would be appreciated if you could contact the school and inform them of your interest in accessing this service.



Finally, I would like to thank the parents and carers who made contact with the school and Catholic Schools Office regarding the impact this decision has on their families. Thank you for addressing this matter in a very respectful and understanding manner. There has been a trend in recent years for schools and systems to be criticised on social media, and other mediums, for decisions that may adversely impact families. Again, thank you for bringing your concerns to the school and CSO in a responsible and appropriate manner.

Thank you for your understanding and patience during this process.

May the end of this school year be an enjoyable and rewarding one for you and your children.

Yours Sincerely,



Brian Lacey
ASSISTANT DIRECTOR



Jacqueline Wilkinson
PRINCIPAL

