



Friday, April 9, 2020

Dear LA Matheson Secondary Parents & Guardians.

We hope this letter finds everyone in good health. Our society and our lives have had to change drastically to help stop the spread of COVID-19.

The purpose of this letter is to communicate important information moving into week three of our current context of 'school.' The LA Matheson staff are missing their students and teaching their classes. In the past two weeks, we had to create a new learning system to be delivered in the homes of our students. We thank you for your ongoing patience as we develop new tools and lessons that can be accessed in a home setting.

Please read the important information below.

Every school in the province is creating new systems to meet the Ministry of Education's priorities during the suspension of in-class instruction. The first system was to set up a method of communication between staff, then determining a platform for teachers to connect with students. I know there is a lot of confusion about the various platforms teachers are using (student personal emails, SurreySchools student email, Microsoft 365 Teams, Zoom, Schoology, etc.). Our preference is Microsoft 365 Teams, which is free for all Surrey students when they access it through their Surrey Schools email account. Teachers will determine the best platform for their classes and students.

Please make a note of the following:

1. ALL teachers should have made contact with their students likely by email. If a teacher did NOT contact your child, please email lamatheson@surreyschools.ca
2. If you have new contact information (Student Name, Student Number, address, phone or email), please email lamatheson@surreyschools.ca

One more critical communication system is **phone calls**. Since teachers are using their home/cell phones, they have been asked to 'turn off' Caller ID to keep their phone number private. If your family receives a call with a "blocked number," the caller may be a teacher. If your phone has a feature to block unknown numbers, you may want to turn this feature off.

Please expect this week, at some point; teachers will be providing the first lesson/assignment for their students. Please be mindful we are asking teachers to start slow and not to overwhelm students and families in this new learning context. We will continue to adjust as we head into the following weeks. A few action items for this week that may pertain to your child or family.

1. **Need Access to Technology?** If you are a family who does NOT have access to any technology, we ask you to contact Ms. Vicki McKay mckay_v@surreyschools.ca to set up a time to borrow a device. There is a form that requires completion. For now, this offer is for families who do not have any technology at home.
2. **Essential Student Items in Lockers** – some families have inquired about retrieving essential items from a student locker. What is essential? – medication, orthodontic appliance, laptop, cell phone. What is NOT essential? – binders, workbooks, and textbooks. Teachers have been told to expect students do NOT have their textbooks and binders



To obtain an essential item, please email lamatheson@surreyschools.ca. We need the name of the student and what is the indispensable item for pick up from their locker. Pick up will start this **Tuesday, April 14 – 17, from 9:00 – 1:00 pm**. If the email is sent by noon the day prior, we will have the item(s) in a bag with their name on it by the front entrance. There will be a lineup outside the main entrance. Please remember to follow social distancing guidelines.

Digital Citizenship

With the move to using various online platforms, we need to remind all students and parents about being good DIGITAL CITIZENS. Whether your child is using email, MS Teams, or ZOOM, the expectation of communicating respectfully still exists. We expect all our students to continue to interact and communicate as they would if they were in the classroom at school. Parents, please monitor and supervise when and how your child is working online and being appropriate. When working online, it is best to ensure your child is in a common room in the house, not in a bedroom.

Additional Information

Counsellors are available to support students, we are planning for next year. If you have general questions, email our counselling department head, Ms. Sandhu sandhu_a@surreyschools.ca. If you have a question about a course, please contact the teacher, and if you are concerned about your child, please reach out to their counsellor.

Please take care of yourself, your families, and your community.

Sincerely,

Peter Johnston
Peter Johnston
Principal

Please find below resource links to support teachers, students, and parents this period of online learning.

- [Secondary Digital & Online Resources](#)
- [Updated PARENT tab](#) on Surreyschools.ca

Week 3: April 14 - 17, 2020	
Admin/Teachers/Staff	Students/Parents/Guardians
Continuity of Working and Learning: <ul style="list-style-type: none">• teachers will start the delivery of education for at-home learning.• to start or continue delivery of service and support for students with identified needs.	Students or parents will not be at school other than those who have daycare arrangements. Students and parents will expect to begin at-home learning. Families will begin at-home learning with the support of school staff. School staff will continue connection and be available for questions and support by email and phone. Some students with identified needs may continue receiving services and support.