

Dear Parents/Guardians,

We understand that some of you are considering a transfer to the DDSB@Home virtual school and other families are currently on the waitlist. We also know that many of you are choosing to continue with in-person learning at our school. At Clara Hughes P.S., we are making every effort to ensure that our school continues to be safe to attend, and we are committed to open and transparent communication with you during the COVID-19 pandemic.

For anyone wishing to transfer from in-person to virtual learning, this will take place on November 16, 2020. This is the time that students receive their Progress Report and is a natural break in the term so that teachers can effectively assess students and assign grades.

### **Deadline to Request a Transfer**

For us to re-staff classrooms by November 16, 2020, you must inform the Durham District School Board no later than October 5, 2020 if you would like your child(ren) to switch to DDSB@Home. Requests received after this date will be placed on a waitlist closing January 7, 2021 for a transfer to take place at the start of Term 2 on February 1, 2021.

### **How to Request a Transfer**

You can request to be added to the waitlist by logging into the [parent portal](#), clicking the DDSB@Home Waitlist button in the navigation menu and following the instructions on the page. [Click here](#) to see an example of the page. You can opt to be added or removed from the waitlist this way and can change your selection there. Please do not e-mail the school office to request a transfer as the page on the parent portal is the best way to make this request. If you are having trouble logging into your parent portal account, please e-mail [parentportal@ddsb.ca](mailto:parentportal@ddsb.ca)

The deadline is necessary for us to accurately know how many families would like to switch between in-person learning and DDSB@Home. We then will need to assess the size of the waitlist and undertake a reorganization that will result in staff likely being shifted from in-person classrooms to DDSB@Home. This is a complicated process and some students will have different classmates and will likely have a different classroom teacher. If there are large waitlist numbers, it is possible an earlier transition may occur and/or that this plan may change so it is critical that we know by October 5, 2020 of your intentions.

You can find more information in [this flowchart](#) that outlines the process for students to switch. We have also included some frequently asked questions below on this topic for you.

### **Using Technology for Learning**

We have also received questions from families lately about what type of technology is acceptable for learning. Here are a few key points:

- **Any web enabled device** can be used to access the learning that educators are providing to your child(ren). A DDSB Chromebook is not a requirement.

- The Grade 10 Chromebook refresh has been cancelled for this school year. This means that students in Grade 10 will continue with the Chromebook issued to them.
- If your child(ren) are now attending in-person learning and have a “loaner” Chromebook, we ask that you return the device to provide access for learning while in school.
- Devices will not be issued to students on the waiting list for DDSB@Home until their transfer request is completed.

While we hope to continue to have your child(ren) attend in-person, we are planning to support families wishing to switch to virtual learning for November 16, 2020. Thank you in advance for your patience and understanding as we work through this complex process.

Sincerely,

Sharon Knights  
Principal  
Clara Hughes P.S.

What will my child(ren) be doing if they are not attending in-person and are on the waitlist?

A temporary transition learning plan will be provided to students who are not-attending in person and are on the waitlist for DDSB@Home. This will be done through FlexTime learning with content from classroom lessons through Google Classroom and should be in place during the week of September 28. FlexTime, also referred to as asynchronous learning is learning that is not delivered in real time. FlexTime learning may involve students watching pre-recorded video lessons, completing assigned tasks or contributing to online discussion boards. We are committed to supporting your children as best as we can including some RealTime Learning opportunities until we can accommodate a transfer.

Why can't my child(ren) transfer sooner?

We initially set a deadline for families to choose between in-person and virtual on August 12, 2020. In order to respond to many additional requests, we have accommodated all requests up to September 2, 2020. Switching to virtual learning while offering an in-person option requires temporarily transferring teachers currently assigned and teaching in-person to the DDSB@Home virtual school. Many factors need to be considered including class sizes and the number of students wishing to transfer in order to complete this process. We require the time to assess the number of students on the waitlist and to implement a transfer that is as orderly as possible to avoid further disruptions to learning and classroom organization.

If I choose to continue with in-person learning, will my class be larger or will there still be 1-meter of distancing in the classroom?

We are committed to keeping in-person class sizes as low as possible while also ensuring 1-meter of distancing between students. We need to better understand how many students wish to transfer before we can begin our analysis and make decisions to best support the learning of all students.

What will happen if schools are required to close again?

In accordance with the direction of the Ministry of Education, we are planning to continue with in-person learning at this point in time. However, if the Ministry of Education directs that schools close, your child(ren)'s learning will continue virtually in the same class that they are in right now until students can return back to in-person learning. Our school and educators are preparing for this scenario in the event schools close again.