



École Kilmer Elementary School

1575 Knappen Street, Port Coquitlam, B.C. V3C 2P8

January 14, 2022

Dear Kilmer Families and Guardians,

Over the past two weeks, lots has been happening with regards to COVID-19 information and a lot of **'What if and What now'** questions have been on our minds and in our conversations. Many of our questions have multiple answers depending on district, school or class, family or individual circumstances. This part, the questions, is probably the most consistent thing in the rapidly changing world of the COVID -19 pandemic. We appreciate the fact that any change in routines will cause disruption and inconvenience for many.

In the next few days, you will be getting information for you and your child to prepare for the possibly of a possible but not definite Functional Closure involving Kilmer Elementary. So, **WHAT IF** ... Kilmer experiences a Functional Closure?

If this happens, students will need to move to a short period of learning from home. This period is intended to be 7 calendar days, and materials and support for this time will be provided by the classroom teacher. We recognize that any closure is stressful for our school community.

Here is our plan.

- ✓ Classroom Teacher creates a class team in Microsoft TEAMS – this will allow for teachers and students keep in touch and continue to connect during a closure
- ✓ Classroom Teacher will send families the information students need to access TEAMS from home – usernames and password.
- ✓ Parents will notify teacher if they **do not** receive this information
- ✓ Parents will notify teacher if the family does not have **any** access to a computer or device.

We will aim to communicate the **potential** for a move to home learning as quickly as we can so families can plan accordingly but we anticipate these closures may occur quickly and anticipate notifications going out the day/evening before the functional closure occurs.

Laurie

Laurie Birnie, Principal