

Amersfoort, March 17, 2020

Subject: Distance education

Dear parent(s)/caregiver(s) and students,

Last Sunday you have received a message that the school would close down on Monday the 16th of March. The decision made by the Dutch government is understandable and sensible, but has major implications for us as providers of education. The preceding two days we have thought thoroughly about how we can still teach you during the coming period. Teachers have worked very hard to get as much sorted out as possible in this short time span. In this letter I provide you with the necessary information regarding our education system the next few weeks. I will also address other important subjects.

1 Thursday the 19th of March => Collect your belongings and necessary items

The school will be closed for at least three weeks, so it is important that you'll come in and collect your books, notebooks, chrome books and other important materials. Your mentor has prepared and organised everything in your classrooms. You will also be provided with a work schedule, so that you exactly know what to do next week(s). In half an hour your mentor will explain which assignments you will have to make and in which way you will communicate with him/her.

This will all happen on Thursday the 19th of March. Every class will be at school for maximum half an hour. The schedule below informs you on when to come in. Be on time, or you will miss very important information! Bring a firm bag and extra protection for your chrome book, for instance a towel. You will need to sign a contract which says that you will carefully handle your chrome book.

If you can't come yourself, a family member is allowed to collect your belongings/materials. He/she will have to identify himself/herself, so bring an identification card or passport. When there is nobody capable of collecting your belongings/materials next Thursday please inform your mentor.

When you show up at school next Thursday, the following rules apply:

- You show up on time (see schedule below)
- You go straight to your classroom
- You keep one meter distance from everybody, even in the classroom
- You won't hang in or around the school building
- You pack your belongings/materials neatly, but quickly
- You go straight home when your mentor tells you to

Schedule

Tijd	Magnesiumweg	Kaliumweg
8.30 – 9.00 o'clock	Class A	
9.00 – 9.30 o'clock	Class B	
9.30 – 10.00 o'clock	Class C	
10.00 – 10.30 o'clock	Class D	
10.30 – 11.00 o'clock	Class E	
11.00 – 11.30 o'clock	Class F	
11.30 – 12.00 o'clock	Class G	Class K
12.00 – 12.30 o'clock	Class H	Class L
12.30 – 13.00 o'clock	Class I	Class M
13.00 – 13.30 o'clock	Class J	Class O
13.30 – 14.00 o'clock	Class N	

2 Reporting sick students

We believe it is important to be informed about our health. If you are sick, it is important that your parent(s)/caregiver(s) notify your mentor by telephone or e-mail. The mentor will provide you with his/her telephone number on Thursday the 19th of March.

3 Education

You will have to work on your assignments every day (Monday – Friday) from 9 am to 1 pm. When you have any questions feel free to ask your teacher, online. Your parents must ensure that you work on your assignments. Your mentor communicates with you and your classmates via e-mail and/or What's app. We'll give you a schedule and study material, in order for you to know what need to be worked on. You will have your books, worksheets and chrome books at home. Ask your parents or acquaintances to help you if necessary.

Your mentor will contact you on Tuesday or Wednesday to ask you the following questions:

- How is your health? How is that of your family?
- Do you have internet/wifi at home?
- Do I have the correct telephone numbers of you and your parent(s)/caregiver(s)

Prime Ministers Mark Rutte ended his speech yesterday with the message that we as a community need to overcome this crisis. Closing the schools has a big impact. Rhythm and health are very important and education can help linking those pillars together.

We hope we can help each other in finding a suitable way to handle this period.

Kind regards,

Thalita van Basten

Language Center Department Leader