

L. T. Westlake Fine Arts Elementary School  
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<http://westlake.horizon.ab.ca/>



March 23, 2020

Dear Parents,

We hope you and your family are staying healthy. While classes are cancelled at the school, all of the teachers will be focusing on providing student programming that you can do with your child(ren) at home.

As per the direction of our Minister of Education, teachers will assign an average of five hours of work per student per week, and will be expected to work with their students and parents on the delivery of these materials. Our teachers have decided to provide students with hard copy learning packages as well as have them do some online learning. Our Grade 4 and 5 students will be utilizing Google classroom where videos will be posted to assist with content delivery. All teachers will be providing each of their students with a learning package that will contain approximately two weeks worth of work. The first one will be picked up when parents pick up their child's belongings. All learning packages will be accompanied with instructions. Teachers will be checking in with students and parents on how they are doing and whether or not they need any assistance. Teachers can be reached via email, Google hangout or phone. Please do not hesitate to contact your child's teacher or myself if you have a question. This is a new experience for all of us and we are in it together.

We will be turning our front entrance into a flexible pick up and drop off spot for learning materials. Teachers will be leaving new learning packages in the entrance for parents to pick up every two weeks. Parents will be welcome to pick up new learning packages and hand in completed ones from 8:00 am to 4:00 pm. Please contact me if you need to make arrangements for a different time. I want to assure you that there will be **no firm deadlines** for learning packages. We will appreciate any work that is handed back. However, we would encourage you to try to drop any completed work off when you pick up the newest learning package.

**Pickup Dates for New Materials:** March 25, April 8, April 29

We welcome your feedback on this matter. This is a new experience for all of us. Please let us know if you would like for us to make adjustments to our learning packages or delivery of content. Please be advised that we may change our pick up and drop off system depending on any feedback that we get back. We want our students and all of you to feel successful about this process. Please do not hesitate to contact us.

Kind regards,

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