



6<sup>th</sup> April 2020

Dear Parents/Guardians,

As you are well aware, these are challenging times as we work together as a school and wider communities to manage health concerns due to the coronavirus outbreak.

A related and equally undeniable concern is the financial hardship that families may experience due to a variety of factors somewhat outside their control.

In this letter, I especially want to convey to our school community the College's response to the financial hardship that some families may experience as a result of job loss or loss of income due to the current pandemic situation.

I am sure you agree that stability in education for our valued students (and their families) is crucial at this unpredictable time. For that reason, I want all of our students to be able to remain at the College and not have to leave because of a deterioration in a family's financial situation due to the pandemic. My hope is that we will all get through this period of stress and uncertainty and in doing so I want all of our families still part of our school community when we come out the other side of this concerning situation.

Should you find yourself struggling to meet school fees because of the pandemic, please know you can contact the College to obtain fee relief. We will confidentially discuss your circumstances with you and come to a mutually manageable arrangement. To facilitate this, we have set up two ways you can contact us.

1. Phone the College Reception on 5251 1136 and
  - i) if a receptionist answers, mention you would like to discuss fee relief and leave a contact number for a Finance Officer to return your call;
  - ii) if you get the answering service, leave your name and contact number with a brief message and a Finance Officer will return your call;
2. Send an email message to [fees@ignatius.vic.edu.au](mailto:fees@ignatius.vic.edu.au) with a brief explanation and your contact details to which a Finance Officer will respond.

I currently have no update about whether we will be returning to school for the new term yet. However, we continue to plan for the likely non-return and the move to remote learning for our students. At this stage, I plan to write again on Thursday 9<sup>th</sup> April after our next Executive meeting where we will assess the situation in regards to how we commence term two.

In the meantime, I wish all families good health and an enjoyable time together over the remainder of the holiday break. In support of the Victorian Government's messaging at the moment,  
"Stay safe, stay at home,"  
"When out and about, maintain social distancing" and  
"Thank you to everyone working to keep us safe."

Best wishes,

A handwritten signature in black ink that reads "Michael Exton". The signature is written in a cursive style with a large initial 'M' and a stylized 'E'.

Michael Exton  
Principal