



CONTINUITY OF SERVICES – UPDATE

March 18th, 2020

In response to the evolution of the Covid-19 outbreak and the latest directives from the Ontario government, we inform you that the suspension of classes (in person) will be extended until March 31st, and then until further notice depending on the evolution of the situation.

Continuity of administrative services

Communication

Given the evolving nature of the situation, we have adapted our communications to ensure regular updates with parents. We are committed to providing regular, transparent information that is as clear as possible.

- The bimonthly newsletter becomes a weekly update sent to families by email and accessible at all times [on our website](#) ;
- Specific communiqués will be sent periodically in case of rapid evolution of the situation;
- For any questions or concerns, we encourage the use of e-mail or videoconferencing (by appointment) by referring to [the contact page](#) on our website;
- The phone reception is maintained as needed, but we may encounter some technical difficulties in the next few days. Thank you for your understanding.

Finally, parents elected to the School Council can be contacted at ce.parents@claudel.org

Reception modalities

The facility is closed to the public until further notice, apart from essential maintenance and security operations. If you did not have the opportunity to retrieve your children's school belongings last Friday, we invite you to do so by Friday, March 20th by calling **613.733.8522 ext. 600**.

Events

The International Section presentation meeting that was scheduled for Thursday, March 19, and **all events up to May 15, 2020 are cancelled** (with the exception of the Graduation Evening, which will be decided as the situation evolves). In addition, we will be holding a live virtual information meeting on our Facebook page to answer your questions on Tuesday, March 24th at 5:00 pm.

Registrations

Registration and re-registration processes will continue as normal via electronic means. All records and communications must be sent to registraire@claudel.org.

Accounting and finances

In the current context, our priority is to maintain Lycée Claudel's essential functioning. We are working with The School Board to measure the financial impacts of the situation and will contact you again when we have more information.



Continuity of pedagogical services

Overview of the first days

All our teams have been mobilized this week so that the adaptation to distance learning can take place as smoothly as possible, but some adaptations or adjustments are to be expected. As such, we invite you to contact the teachers to give them your input.

We stay in close communication with all the pedagogical teams to keep track of requests and are actively working to respond to them as quickly as possible.

Access to documentary and cultural resources

Pronote must be considered as the main reference tool for students, families, and educational staff (most notably for schoolwork planning). All information communicated to students and/or parents, even if it has also been communicated by email, must be accessed via the Pronote application. This way, the information will always be easily accessible.

The ZOOM platform will be used to implement live synchronous timing with classrooms.

In complement to the educational resources offered, the [Cultural and Scientific Services of the French Embassy in Canada](#) offers a variety of cultural resources to keep you busy in this period of social distancing.

Orientation

Orientation procedures will continue to take place normally in accordance with the instructions given to us by the Ministry of Education. High school students from Seconde to Terminale can contact Élodie Bouvier, Guidance Counsellor, by email or virtual appointment **from Monday to Friday, from 8:30 to 10:00 am and 1:30 to 2:30 pm.**

In these uncertain times, rest assured that the commitment of the teams at your side to accompany your children in their schooling is total.

Thank you for your trust.

Sincerely,

Philippe Courjault
Proviseur

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