



COURTENAY GARDENS PRIMARY SCHOOL

20th March 2020

Dear Parents,

RE: Coronavirus (COVID-19) Information- UPDATE REGARDING POTENTIAL SCHOOL CLOSURE

At this stage, there is no indication from the Department of Education that Courtenay Gardens PS will be closing. The school continues to be a safe environment for your children and our staff.

In the case there IS a school closure, we will communicate this with parents in the following ways:

1. **A notification on the school website.**
<http://www.cgps.vic.edu.au/>
2. **A message sent through Flexibuzz.** See below.
3. **An email to parents, for parents who have provided their email to the school.** Please contact the school office to provide or update your email, if needed.
4. If the school is able to, a hard copy notice would be sent to all families as well.

Please ensure you have access to the above mentioned communication avenues.

Please keep your child home if they are unwell. Otherwise, we encourage you to send your child to school.

If you have any questions, please do not hesitate to ask.

Regards
Marc de Ley
Principal

Stay in touch with FlexiBuzz

We're making it easier to be connected by using FlexiBuzz to stay in touch.

Register for FlexiBuzz on your phone, tablet or PC to receive our news, messages, events and other communications.

STEP 01 Sign up for FlexiBuzz and then login
Search "FlexiBuzz" in your app store. Go to web.flexibuzz.com and click "Sign Up".

STEP 02 Connect to us
Select the "Search" icon and type in our name. Select us from the results.

STEP 03 Select your communication groups
Click the "Add" icon beside the communication groups that apply to you.

STEP 04 Get started
Click the "Home" icon to view our recent posts.

For further information or assistance please visit our website www.flexibuzz.com or email us via support@flexibuzz.com.

FlexiBuzz