

From: Dr. Peter S. Lewis, Head of School
March 15, 2020

Dear Winston families and staff:

School is in session tomorrow, Monday, March 16 via our on-line, remote learning platforms. As reviewed and practiced with students on Thursday and Friday of last week, children are asked to “log in” and be ready for the start of classes at 8:15am, as per the instructions sent out previously by the division heads; and attendance will be taken as children log in. Homeroom check-in for Primary and Lower School children is at 8:10am. We are asking Middle School students to access their calendars at 8:00 am. This will give them time to see their schedule and plan for the “specials” assignments that they will have for the day.

The phrase “unchartered territory” has been used in almost every letter I have read from the variety of sources locally and nationwide. At Winston, we are ready to move forward with our on-line programs with a platform that staff is excited about and ready to roll out formally tomorrow. Our online curriculum programming is in alignment with our “Winston School Way” and provides our students with the continuity and stability that optimizes their success. The oversight of the curriculum through Director of Curriculum and Program and Primary School Head, Dr. Kass; Lower School Division Head, Ms. Debevoise; and Assistant Head of School and Middle School Division Head, Ms. Schuster, at all division levels, will be continuous in the days and weeks to follow and they will be regularly working with all staff to support their academic instructional needs and curriculum delivery, and fully support the needs of students and their parents.

A few notes:

1. The main school office will be open daily at 8am; and we will be answering the phones regularly. Selected staff will be on campus while others will be working remotely. The key point is this: if your child forgot something at school—perhaps a device component like a charger, or a text book or work book—you can call the main office or e-mail ldetaranto@winstonschool.org to arrange pick up.
2. We do ask that children not enter the school building at any time. And, certainly, for any questions, you can call the main office that will be staffed from 8am to 3pm daily.
3. Over the next two weeks, we will be doing a “deep” and ongoing cleaning and de-sanitizing of the school buildings and all areas of the school—including lockers and cubbies; shelves and cabinets; and the floor surfaces and bathrooms; classroom materials and play equipment.

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4. You do have readily accessible resources for questions and concerns as staff will be checking e-mail; for instance, as previously noted:
 - You can contact your division head via e-mail:
Dr. Kass for PS at dkass@winstonschool.org;
Ms. Debevoise for LS at adebevoise@winstonschool.org
Ms. Schuster for MS at jschuster@winstonschool.org
 - You can contact the technology integration team at: techtalk@winstonschool.org should you have any kind of problem with “educational programs used by Winston students,” and this contact address refers to programs, software, and applications that are being used for school work. Tech Talk is an account and process that is available to the entire community, spanning all grades and divisions, regardless of your device type (iPad, Chromebook, or Mac). Some examples of common problem areas are: logging in, syncing accounts in Chrome, using add-ons, and using extensions.
 - If your device is a school-owned device (Chrome-Book or iPad) , you can contact helpdesk@winstonschool.org for hardware-related issues and problems; for seventh and eighth graders using MacBooks, you will need to contact your device manufacturer for hardware support.
 - You can contact the Counseling Team with questions and concerns about your child at: counselingteam@winstonschool.org;
 - Speech at OT services will continue in remote format;
Karen Pazdera (kpazdera@winstonschool.org) and
Terri Jones (tjones@winstonschool.org) will be reachable via e-mail during our time away from the school building with any questions about assignments; Carrie Beiter (cbeiter@winstonschool.org) will be reachable similarly with questions about OT assignments.

Our web-site is an excellent resource for accessing all recent and past letters from Winston staff in response to the coronavirus crisis and stating what we are doing to keep school in session remotely; such as: letters from the Head of School; letters from the division heads, technology integration staff, speech and OT staff; and there will be other future letters and various instructional and informational postings that will be placed on the web-site and remain fully accessible. You can go to the “Parents” tab of the Winston School web-site and access “remote learning”: www.winstonschool.org



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I close now with a few final remarks:

Mr. Ian Hassan, a member of our Technology Integration Team writes:

“We at Winston are embarking on a journey into uncharted territory with the process of remote learning. We are going to encounter obstacles along the way. But we have also been using a wide variety of educational technology in practically all of our Winston classes. Most importantly, we maintain a positive energy; that is the key to our continued success. So long as we stay optimistic, vigilant, and hardworking, remote learning over the next two weeks (and potentially beyond) will not only be achieved, it will be triumphant.”

To be sure, our times are troubled and often uncertain. But, we at Winston are accepting the challenges that lie ahead with confidence and preparedness. Staff is fully involved and inspired in making sure that your child continues to receive the instruction and the guidance that comprise the Winston School Way. We are sensitive and understanding of the unique needs and the varied challenges that all of us are facing. Our goal is to remain calm and organized, and to provide the best possible on-line, remote learning instruction that we are able to put forth. I am grateful for your support and your continued connectiveness to our on-line tools and programs. We will get through this incredibly challenging and taxing period. I look forward to maintaining close contact with you in the weeks to follow on behalf of the staff of the Winston School.

Sincerely:

Peter S. Lewis, Head of School