



Dear Winston families and staff:

In line with the recommendations of various local school districts, the Department of Health, and the CDC, The Winston School will suspend all on-site classes for a minimum of two weeks. Friday, March 13, will be our final day, and Winston will have an early dismissal: primary and lower school students will be dismissed at 12:15pm and the middle school will be dismissed at 12:30pm. It is our strong hope that all students will attend school Friday so that we can finalize our student training, begun in earnest on Thursday, focused on our on-line, remote learning programs. Staff made enormous progress with continuing its inspired work with Google Classroom and Google Hang-Out programs, and we will be prepared to launch into the on-line learning systems with our students on Monday of next week.

I realize that everyone is taking the coronavirus outbreak seriously and conscientiously. We at Winston share your concerns and have done our best to be cautious and prudent in all our actions to date. Friday will be an incredibly powerful and productive morning for our students and staff as we bring a temporary closure to activities at school. However, we will certainly launch vigorously and confidently into a whole new world of on-line instruction that we feel will be successful and will engage students productively with consistent and clearly articulated programs of study. The recent letters to parents from the division heads are useful guides to the weeks that follow. Thus, please take note of the following:

- **Friday, March 13, is an early dismissal** day for all students with no after school activities: 12:15pm for PS and LS; 12:30pm for MS. We are urging all students to come to school tomorrow so that we can finalize training and instructions on the on-line learning programs.
- Starting on **Monday, March 16**, Winston School will not be in session for at least two weeks; you will receive regular updates during this time as we all combat the spread of the coronavirus.
- Our on-line, remote instructional programs will begin on Monday of next week, March 16, beginning at 8:15am.
- We will be rescheduling parent-teacher conferences that had been set for March 25-27.

I thank you for your patience and your understanding as we forge ahead with our new initiatives over the next weeks. It will be important, that students take home all their devices and materials at the end of the school day Friday. **For parents whose children will not be at school Friday, please come by the school in the morning to collect your child's belongings and materials.**

Sincerely,

Peter S. Lewis
Head of School