BUSHFIRE POLICY

APPROVAL OF BUSHFIRE POLICY

Principal
College Board Chair

Date:
Review Date:

Due for ratification at May Board Meeting 2016
INDEX

VISION STATEMENT ............................................................................................................................................. 3
OUR MISSION ........................................................................................................................................................ 3
POLICY ................................................................................................................................................................... 3
DEFINITIONS .......................................................................................................................................................... 3
OBJECTIVES .......................................................................................................................................................... 3
RATIONALE ............................................................................................................................................................ 3
ARRANGEMENTS FOR STAFF ............................................................................................................................. 5
POSSIBLE COLLEGE CLOSURE ......................................................................................................................... 5
WHO MAY REMOVE A CHILD FROM THE COLLEGE? ...................................................................................... 6
REFUGE SITES ...................................................................................................................................................... 6
PROCEDURE FOR HIGH FIRE DANGER ALERT – LEVEL 1................................................................................. 7
PROCEDURE FOR VERY HIGH – SEVERE FIRE DANGER ALERT – LEVEL 2......................................................... 8
PROCEDURE FOR EXTREME FIRE DANGER ALERT – LEVEL 3......................................................................... 9
IN THE EVENT OF A BUSHFIRE ......................................................................................................................... 11
MONITOR AND REVIEW ...................................................................................................................................... 12
APPENDICES ....................................................................................................................................................... 13
FLOWCHART REFERENCE FOR BUSHFIRES WHILE AT THE COLLEGE ....................................................... 13
LETTER 1 TEMPLATE: WARNING OF POSSIBLE COLLEGE CLOSURE DUE TO BUSHFIRE ALERT ............ 15
LETTER 2 TEMPLATE: NOTIFICATION OF COLLEGE CLOSURE DUE TO BUSHFIRE ALERT .................... 16
VISION STATEMENT
The College vision is to "be who you are and be that well'.

OUR MISSION
St Francis de Sales College is a learning community that works together to build an environment in which faith is nurtured in a Catholic Christian tradition. It does this by recognising individuals’ skills and talents while appreciating and accepting their uniqueness.

The College is committed to promoting community and personal fulfilment through life enhancing relationships.

St Francis de Sales, as patron, symbolised the high hopes that are held for every St Francis de Sales student, so that, inspired and guided by his example, each child may:

- promote a culture of life through courage in responding to the challenges that life brings
- foster the engagement of faith and reason
- develop a love of learning and independent thinking
- value and respect individuals, irrespective of position, wealth, racial origin or religious beliefs
- become a socially responsible contributor in the community and to society
- acquire virtue and wisdom and respond generously to others throughout life.

POLICY
In accordance with the organisation’s policy, Catholic Education SA will provide a safe workplace for all employees and the organisation shall as reasonably practicable ensure that all employees are safe from injury and risks to health in the event of a major bushfire.

DEFINITIONS
CFS – Country Fire Service

OBJECTIVES
The objective of this policy is to provide a safe working environment through the provisions of systems and resources related to bushfire safety.

RATIONALE
On the days of very high and above danger, staff should have suitable clothing including enclosed shoes and long sleeved shirts etc. available as protection.

The College is notified by Catholic Education Office on days of extreme or catastrophic fire risk.

Should the CFS recommend local school closure or the cancellation of school bus routes in our Fire Ban District, the Director of Catholic Education will authorise a temporary closure for our College.

In the event of a temporary school closure due to bushfire risk, families will need to make alternative arrangements for the care and supervision of their children. No care or supervision will be provided at the College.
• At any time, if the College is notified that a fire is in the neighbouring hills localities, school buses will not run.

• Every attempt will be made by the College to notify the parents of this emergency.

• Students will only be released to a parent or someone authorised by the parents who have notified an Executive member or delegate (in the absence of the Principal).

• The child will be cared for at the College until this occurs.

Being Bushfire Ready is a shared responsibility and the following are some of the key initiatives that the SA Government has been implemented:

1. A telephone and text messaging warning system - alerts relating to the most severe fire threats will be sent to landline and mobile phones, based on the owner's billing address being within the defined emergency area.

2. The adoption of a national framework for fire warnings which includes an enhanced Fire Danger Rating system incorporating a category of Catastrophic (Code Red) and warning categories. The fire danger ratings scale includes 'Severe', 'Extreme' and 'Catastrophic (Code Red)'.

The Fire Danger Ratings will be used in tandem by the Bureau of Meteorology to inform the community about the predicted weather conditions.

The ratings have the following levels:

<table>
<thead>
<tr>
<th>Category</th>
<th>Action for schools</th>
</tr>
</thead>
<tbody>
<tr>
<td>CATASTROPHIC (CODE RED)</td>
<td>CLOSED: Schools and preschools in the affected Fire Ban District with an extreme, very high or high risk rating.</td>
</tr>
<tr>
<td></td>
<td>CANCELLED: School bus services travelling through the affected Fire Ban District</td>
</tr>
<tr>
<td>EXTREME</td>
<td>Catholic Education SA to take advice of fire authorities for Adelaide Hills and other high risk areas regarding school closures.</td>
</tr>
<tr>
<td>SEVERE</td>
<td>OPEN: normal bushfire plan procedures apply</td>
</tr>
<tr>
<td>VERY HIGH</td>
<td>OPEN: normal bushfire plan procedures apply</td>
</tr>
<tr>
<td>HIGH</td>
<td>OPEN: normal bushfire plan procedures apply</td>
</tr>
<tr>
<td>LOW – MODERATE</td>
<td>OPEN: normal bushfire plan procedures apply</td>
</tr>
</tbody>
</table>
ARRANGEMENTS FOR STAFF

1. On days of temporary school closure due to catastrophic fire danger, teaching staff may be considered to be “working from home” and therefore expected to undertake any professional duties they can reasonably perform at home.

2. On days when school is open and a bushfire presents significant risk (actual fire), staff members who are emergency service volunteers (CFS, SES) or whose family members or properties might be at risk may be released from school duties (with pay) providing that such release does not compromise the school’s duty of care to students or unduly disrupts the operation of the school.

3. Staff members who decide to remain away from school due to bushfire risk, as distinct from an actual fire, should apply for special leave (without pay) in the usual way.

4. Staff must not travel through or to areas rated as Catastrophic.

POSSIBLE COLLEGE CLOSURE

1. The CFS have confirmed a fire danger rating of Catastrophic (Code Red) as a “trigger point” for their recommendation to the education sectors (including Catholic Education SA) to consider temporary school closures and cancellation of school bus routes in high risk areas. (For St Francis de Sales College – due to the unique nature of the bushfire danger in the Adelaide Hills and on the advice of CFS, our school may be instructed to close on days of extreme bushfire weather conditions (‘Extreme’ is the CFS fire danger rating below ‘Catastrophic’ Code Red).

2. Should the CFS recommend local school closure or the cancellation of school bus routes in our Fire Ban District, the Director of Catholic Education will authorise a temporary closure for our school.

3. If we have been advised of the possibility of school closure, we will immediately send a notice informing families and staff of the possibility of closure, and follow up with a closure advice if this is confirmed. Closure advice may be communicated by a variety of means, depending on the circumstances. These may include: letter, SMS text message, College website or signs placed at College entrances.

In the event of a temporary school closure due to bushfire risk, families will need to make alternative arrangements for the care and supervision of their children. No care or supervision will be provided at the school. Families must not travel through or to areas rated as Catastrophic.

4. While it is possible that short notice of a school closure will regrettably inconvenience families, we also hope that families will understand and support such a decision which will only be made where significant community safety concerns exist.

5. Naturally, we hope and pray that any school closure days in such circumstances would be incident free.
6. Further information, resources and advice about bushfire response is available from the:

- CESA Intranet – Bushfire Rating Advice
- Bushfire Response Planning – Information for CEO staff
- CFS Bushfire Information Hotline 1300 362 361

**WHO MAY REMOVE A CHILD FROM THE COLLEGE?**

Only a parent or carer may remove a child from the school during a **HIGH** or **SEVERE** alert. If **EXTREME** or **CATASTROPHIC** alert is reached while children are at school, students will remain at the College until after the fire has passed. At this time the College will be under direction of Police and Emergency services.

An Executive member’s or delegate’s authority (in the absence of the Principal) is required before any substitute person may take a child from the school. This person is termed an “**authorised substitute**” which means that he or she is authorised as a result of a note from a parent, a phone call from a parent or an Executive member’s or delegate’s decision (in the absence of the Principal).

**REFUGE SITES**

In the event of a bushfire threatening the immediate vicinity of the school – **EXTREME ALERT**, students and staff will gather in:

- **Reception/Year 1 students**: Tech Studies L62 and L66
- **Years 2/3 students**: Art Room L54 and L55
- **Years 4/5 and OSHC students**: Home Economics
- **Years 6 students**: Bottom floor McAuley Building Breakout
- **Years 7 students**: Rooms U26 – U29 bottom floor McAuley Building
- **Year 8 students**: Top floor McAuley Building Breakout
- **Year 9 students**: Rooms U20 – U23 top floor McAuley Building
- **Year 10/11 students**: Homeclasses from U06-U09 stay in U06-U09
- **Year 10/11 students**: Homeclasses from U05 go to U09, U03 go to U06, U04 go to U08, U02 go to U07, L32 to PAC
- **Year 12 students**: Library

**Education Support Officers**: Staffroom (except for Reception and Student Services staff)

**Teachers without classes**: Staffroom

**Visitors on property**: Reception area
PROCEDURE FOR HIGH FIRE DANGER ALERT – LEVEL 1

ON A DAY OF HIGH FIRE DANGER IN THE MOUNT LOFTY RANGES

a) Only a parent or “authorised substitute” may take a child from school during the day.
b) The school buses will run.

Teacher Checklist

- Please mark rolls carefully on CESIS and re-mark after every break or return of class from care of another person.
- For subject teachers, mark your subject roll as normal.
- Check that there is free access to all exit doors. Unlock all external doors.
- Notify students that a Level 1 alert has been declared and explain. Remind students of fire drills.
- All excursions, walks etc. are automatically banned unless an Executive member or delegate (in the absence of the Principal) authorises an exception.

CHILDREN WILL NOT BE DISMISSED DURING THE DAY UNLESS AUTHORISED BY AN EXECUTIVE MEMBER OR DELEGATE (IN THE ABSENCE OF THE PRINCIPAL)

Non-Teaching Staff Protocols

- Non-teaching staff include: Administration, Inclusive Education, Maintenance, ICT, Library and Sub-School.
- Advise Principal or Executive team member and all staff of any child not at school that day.
- Advise Principal or Executive team member and all staff of any child who arrives at or leaves the school for the rest of that day.
- Advise Principal or Executive team member of any “authorised substitute” who is approved to collect a child from school.
- Fill labelled bags with medical management plan and medication as per list on medication cupboard in preparation for Level 2.
PROCEDURE FOR VERY HIGH – SEVERE FIRE DANGER ALERT – LEVEL 2

WHEN THERE IS A BUSHFIRE IN THE GENERAL VICINITY OF THE COLLEGE AND THE SCHOOL BUS ROUTES

Note: This area has been defined as the area bounded by Nairne, Oakbank, Echunga, Wistow, Strathalbyn and Murray Bridge

- The school buses may not run.
- Only a parent or “authorised substitute” may collect a child from the school during the day.
- Children will not be dismissed from school, so parents must collect their children at dismissal time or arrange an “authorised substitute”.

  Teacher Checklist

- Please mark rolls carefully on CESIS and re-mark after every break or return of class from care of another person.
- For subject teachers, mark your subject roll as normal.
- Notify children of change of alert status and its meaning.
- No class or individual may be dismissed.
- All staff are expected to remain on duty unless authorised by an Executive member or delegate (in the absence of the Principal) to leave. In this case the coloured roll prepared during Level 1 Alert must be handed to an Executive member or delegate (in the absence of the Principal) who will appoint another person to take charge of the class.
- Ensure all Level 1 alert checklist actions have been carried out.
- Monitor whereabouts of each child (toilet visits etc.) and check them in and out. Write these on the back of your coloured roll lists or subject rolls.

Non-Teaching Staff Protocols

- Non-teaching staff include: Administration, Inclusive Education, Maintenance, ICT, Library and Sub-School.
- Advise Principal or Executive team member and all staff of any child not at school that day.
- Advise Principal or Executive team member and all staff of any child who arrives at or leaves the school for the rest of that day.
- Advise Principal or Executive team member of any “authorised substitute” who is approved to collect a child from school.
- Deliver medication bags and medical management plans to class rooms.
- Advise staff in designated refuge rooms to fill bushfire buckets with water in readiness.
PROCEDURE FOR EXTREME FIRE DANGER ALERT – LEVEL 3

WHEN THE COLLEGE IS THREATENED BY A BUSHFIRE

Planned excursions and events are cancelled and the Pavilion is not to be used.

CLASS TEACHERS TO TAKE CHARGE OF CLASSES

a) Same rules as Level 2.

b) In the event of a bushfire threatening the immediate vicinity of the school – Level 3, students and staff will gather in the following refuge sites:

- Reception/Year 1 students: Tech Studies L62 and L66
- Years 2/3 students: Art Room L54 and L55
- Years 4/5 and OSHC students: Home Economics
- Years 6 students: Bottom floor McAuley Building Breakout
- Years 7 students: Rooms U26 – U29 bottom floor McAuley Building
- Year 8 students: Top floor McAuley Building Breakout
- Year 9 students: Rooms U20 – U23 top floor McAuley Building
- Year 10/11 students: Homeclasses from U06-U09 stay in U06-U09
- Year 10/11 students: Homeclasses from U05 go to U09, U03 go to U06, U04 go to U08, U02 go to U07, L32 to PAC
- Year 12 students: Library

Education Support Officers: Staffroom (except for Reception and Student Services staff)
Teachers without classes: Staffroom
Visitors on property: Staffroom

Teacher Checklist

- Please mark rolls carefully on CESIS and re-mark after every break or return of class from care of another person.
- Notify children that a Level 3 alert has been established and they will be moving calmly to the above designated areas.
- Head of School to collect first aid boxes and Homeroom teachers to wear first aid bum bags.
- Collect fire extinguishers from inside each classroom.
- Collect fire blankets (if present in room).
- Collect valuables.
- Collect medication bag and medications.
- Gather any other protective materials (other than acrylic or nylon) and take with you to reduce radiant heat.
- Gather medication bags and medical management plans, delivered to you during Level 2, to take with you to the refuge room.
- Close doors and windows (do not lock doors).
• Move children to designated refuge classrooms IN LINES with teacher AT REAR, taking fire extinguisher with you.

• On arrival at refuge site, please mark student roll and mark staff off staff list.
• Check for children at Inclusive Education, Music, Japanese etc.
• Seat children in area separate from other classes.
• Remind children of drill: “Passing of fire front” and “after fire passes” (below).
• Keep children calm.
• Buckets are provided in each of the rooms containing plastic bags for sickness, cloths (Chux). The buckets will have been filled with water at Level 2 by staff in designated rooms.
• Wet cloths from water in bucket – distribute to children to place hand with cloth over nose and mouth to filter air.
• Continue entries on the back of your colored rolls as appropriate.

**Non-Teaching Staff Protocols**

• Non-teaching staff include: Administration, Inclusive Education, Maintenance, ICT, Library and Sub-School.
• Advise Principal or Executive team member and all staff of any child not at school that day.
• Advise Principal or Executive team member and all staff of any child who arrives at or leaves the school for the rest of that day.
• Advise Principal or Executive team member of any “authorised substitute” who is approved to collect a child from school.

**FOR ALL PERSONNEL – PASSING OF THE FIRE FRONT**

• Use extinguishers if necessary.
• Cover all with protective materials if available.
• Restrict movement and irresponsible comment.
• All students/staff to lie flat on floor.
• Stay in refuge until front passes even if roof and window frames etc. are alight.
• Place hand with cloth over nose and mouth to filter air.

**FOR ALL PERSONNEL – AFTER THE FIRE PASSES**

Wait in refuge rooms until a message from an Executive member or delegate (in the absence of the Principal) is received, with instructions to move outside. In most cases this will be towards the tennis courts, however if the fire is in this area another area will be nominated and advised to you. If such a message is received children should go in lines with the teacher at rear by the safest appropriate route. Children should stay in lines and teacher mark roll. Report to an Executive member or delegate (in the absence of the Principal).
IN THE EVENT OF A BUSHFIRE

1. In the event of a bushfire being reported in the Mount Barker District, the Executive team will visit all classes and inform students and staff of its location.

2. Members of the Executive team will be called together to put into place the pre-determined bushfire emergency procedures.

3. The Principal will maintain a visual check of the surrounding area.

4. An ESO will carefully monitor ABC radio for CFS information and Warning Messages and provide the Executive team with updates concerning the latest location of the bushfire front and any impact it may have on the site.

5. The Students Services ESO must ensure that all mobile phones are charged and accessible.

6. The Students Services ESO will ensure that alternative audible warning device is ready for use and operating correctly should power fail.

7. The Principal will advise the Catholic Education Office that a bushfire has been reported in the nominated local district.

8. The WH&S officer will liaise with the local CFS Brigade to obtain the latest information and advice about likely effect of the bushfire on the site.

9. The Principal will cancel on site outdoor activities for students.

10. All class teachers will encourage students to top up personal water bottles so that they have adequate drinking water should a move to the refuge sites become necessary.

11. Teachers will organise to have bum bags, protective clothing, etc. packed and have them ready nearby.

12. Reception and Student Services staff will alert visitors and volunteers of the situation during the registration process and advise them of action to take should a move to the refuge sites become necessary.

13. The Reception and Student Services staff will identify and list all students and staff who live in the area reported to be affected by the bush fire.

14. The Principal will assess if it is safe for students to take outside recess and lunch breaks and notify all classes of the decision.

15. The Principal will assess if it is safe to release students from the site at normal dismissal time.

16. The Principal will advise the grounds staff to turn on sprinkler and irrigation systems hourly to dampen surrounds.

17. The Student Services staff will back up all site administration.

18. The IT support will back up all site administration computer records.

MONITOR AND REVIEW

This document will be reviewed annually. Changes in legislation or Catholic Church Policy may necessitate earlier review and subsequent amendment or re-issue.
APPENDICES
FLOWCHART REFERENCE FOR BUSHFIRES WHILE AT THE COLLEGE

Bushfire Alert while at the College

- Site to be secured
- SMS to be issued to families

Evacuate to Refuge Sites

- Emergency folders will be in refuge areas
- Follow instructions from Emergency Wardens

Refuge Sites

- Reception and Year 1: Tech Studies L62 and L66
- Years 2/3: Art Room L54 and L55
- Years 4/5 and OSHC: Home Economics
- Years 6: Bottom floor McAuley Building Breakout
- Years 7: Rooms U26 – U29 bottom floor McAuley Building
- Year 8: Top floor McAuley Building Breakout
- Year 9: Rooms U20 – U23 top floor McAuley Building
- Year 10/11: Homeclasses from U06-U09 stay in U06-U09
- Year 10/11: Homeclasses from U05 go to U09, U03 go to U06,
- Year 10/11: U04 go to U08, U02 go to U07, L32 to PAC
- Year 12: Library
- ESOs: Staffroom (except for Reception and Student Services staff)
- Teachers without classes: Staffroom
- Visitors on property: Reception area

The McAuley Building will be utilised until advised otherwise
Fire Wardens

<table>
<thead>
<tr>
<th>Name</th>
<th>Name</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kathy Griffiths</td>
<td>Linda Hall</td>
<td>Alex Field</td>
</tr>
<tr>
<td>Jane Hosking</td>
<td>Lyall Murphy</td>
<td>Andy Gehling</td>
</tr>
<tr>
<td>Lorraine Bruce</td>
<td>Jodie Marafioti</td>
<td>Vanessa Grave</td>
</tr>
<tr>
<td>Fran Nicholls</td>
<td>Malcolm Campbell</td>
<td>Jen Ness-Ferry</td>
</tr>
<tr>
<td>Daren Porter</td>
<td>Ian Crossfield</td>
<td>Tim Donhardt</td>
</tr>
<tr>
<td>Emma Toohey</td>
<td>Jacob Robson</td>
<td>Benita McDonald</td>
</tr>
<tr>
<td>Jonathon Gomez</td>
<td>Pam Ronan</td>
<td>Marg Heath</td>
</tr>
<tr>
<td>Renee Bell</td>
<td>Michelle Baulch</td>
<td>Sonia Nelson</td>
</tr>
<tr>
<td>Michelle Parkes</td>
<td>Peta Bojanic</td>
<td>Jenifer Robertson</td>
</tr>
<tr>
<td>Natalie Prior</td>
<td>Liam Carr</td>
<td>Mark Andrews</td>
</tr>
<tr>
<td>Oreste Farrugia</td>
<td>Talia Hails</td>
<td>Julie Healey</td>
</tr>
</tbody>
</table>

Secure Site (if safe to do so)

- Signs to be put out “Extreme Fire Danger College Closed” (at Reception gates and on a chain to be across start of driveway).
- Turn off lights
- Turn off computers
- Turn off air conditioners
- Turn off gas bottles
- Initiate Emergency Stop Buttons
- Data is backed up and stored in a fireproof box
- Flammables are contained in locked cupboards and BBQ bottles to be stored in bore shed

In the event that we are advised of a Bushfire Alert outside of College hours, Families, Employees, OSHC, CFS, Director Catholic Education, CEO Principal Consultant, Lofty Coaches, Transit Plus, Cleaners and Police will be advised by SMS.

Remember, your safety and the safety of our students is the main priority so stay calm and follow advice.
LETTER 1 TEMPLATE: WARNING OF POSSIBLE COLLEGE CLOSURE DUE TO BUSHFIRE ALERT

Date

Re: BUSHFIRE SAFETY ADVICE

POSSIBLE SCHOOL CLOSURE ON ............DAY

IMPORTANT INFORMATION FOR FAMILIES, STUDENTS and STAFF

Dear parents, caregivers and staff

We have been advised of the possibility of a College closure day on (....day / date).

This possibility has arisen as a result of the Bureau of Meteorology and Country Fire Services predictions of extreme bushfire weather conditions in our Fire Ban District. At this stage (....day) may be rated as a day of Catastrophic (Code Red) fire danger.

Confirmation of a College closure will be provided to us tomorrow afternoon and, should this occur, we will immediately distribute a temporary College closure advice message via SMS and the College website.

Should a temporary College closure be confirmed for (...........day), families will need to make alternative arrangements for the care of their children on that day. No supervision or care for students will be provided at our College.

This advice is to provide you with early notification that a College closure may occur. I understand and regret that this situation may result in inconvenience for families, however I am confident that you will understand and support this decision which has been made taking into account the significant community safety concerns which now exist.

Naturally we hope that a College closure will not be necessary and that the fire weather conditions improve.

Further information, resources and advice about bushfire response is available via:

- ABC local radio (e.g. 891 AM)
- CFS Bushfire Information Hotline 1300 362 361
- CFS website www.cfs.sa.gov.au (click on ‘Bans and Ratings’ and then select ‘Mount Lofty Ranges’)
- Alert SA website www.alert.sa.gov.au
- Parent Bushfire Information Hotline 1800 000 279

Yours sincerely

Pam Ronan
Principal
LETTER 2 TEMPLATE: NOTIFICATION OF COLLEGE CLOSURE DUE TO BUSHFIRE ALERT

Date

Re: BUSHFIRE SAFETY ADVICE – COLLEGE CLOSURE
IMPORTANT INFORMATION FOR FAMILIES, STUDENTS and STAFF

Dear parents, caregivers and staff

(if relevant) Further to yesterday’s early notification of a possible temporary College closure.

The Bureau of Meteorology is predicting extreme bushfire weather conditions for the name of area Total Fire Ban District tomorrow day/date and has rated it as a day of Catastrophic (Code Red) (n.b. for Mount Barker and Stirling this may occur on a day rated as extreme) fire danger.

Due to the extreme conditions and in the interest of safety for all students and staff, the Department for Education and Childrens’ Services (DECS) has instructed a number of DECS sites in the affected areas to close. As a consequence the Director of Catholic Education, has authorised the closure of St Francis de Sales College.

As a result, families will need to make alternative arrangements for the care of their children tomorrow. No care or supervision will be provided at the College.

I understand and regret that this late notice may result in inconvenience for families, however I am confident that you will understand and support this decision which has been made taking into account the significant community safety concerns which now exist.

Naturally we all hope that tomorrow will be incident free and I wish you and your family every blessing and God’s care.

Further information, resources and advice about bushfire response is available via:

- ABC local radio (e.g. 891 AM)
- CFS Bushfire Information Hotline 1300 362 361
- CFS website www.cfs.sa.gov.au (click on ‘Bans and Ratings’ and then select ‘Mount Lofty Ranges’)
- Alert SA website www.alert.sa.gov.au
- Parent Bushfire Information Hotline 1800 000 279

Yours sincerely

[Signature]

Pam Ronan
Principal