

25 March 2020

Dear Parents or Guardians,

At Mambourin we are always looking at how we can best support our customers. With revised government regulations in response to the COVID-19 (coronavirus) outbreak we began looking at options on how to best provide a service that is both safe and in accordance with government regulations.

We first introduced social distancing and constantly remind all our staff and customers about maintaining good hygiene habits.

As you are probably aware the government response to the pandemic is changing constantly and we as an organisation need to be prepared to meet any challenges that this rapidly changing environment presents to us. One of the recent ideas submitted is that we use a suitable platform that would allow our SLES participants to complete some or even all their training from home.

We would like to begin training the SLES participants to use the platform Teams. This would also allow our SLES participants to be involved in a program that is both new and exciting while still being able to participate in the program from home. It would also be beneficial for when they apply for jobs, as technology is utilised extensively in today's job market and having that background using Teams would be a great asset. It would mean we could all jump on at once from home; the learning and job seeking would continue and the SLES participant's goals will still be met and they will not be disadvantaged after all their hard work.

A little about Teams:

Teams allows communities, groups, or teams to join through a specific URL or invitation sent by a team administrator. Teams for Education allows teachers/facilitators to set up specific teams for classes, professional learning and staff members.



Teams is easy to use and will allow our SLES participants to have access to:

- **One on one meetings**
- **Group video conferences**
- **Screen sharing**

All we would need is that SLES participants have an iPad or computer/laptop to use at home. We will then get them all setup and ready for the online SLES program. I would train them in the next week and ensure that they are all able to gain access. For those without a device - we are looking into options to support you. Please contact me directly if you require assistance.

If you have any other questions or concerns please send me an email:

[brittany.fiumara@mambourin.org](mailto:brittany.fiumara@mambourin.org)

Kind regards,

Brittany Fiumara  
SLES mentor



