

April 29, 2020

Return of International Languages Credit Courses Learning Materials and Resources

Dear Parents and Students,

I hope that this letter continues to find you and your families well during this constantly evolving pandemic landscape.

I am writing to you today to update you on the status of the return of outstanding learning materials and resources, such as textbooks and novels, that were lent to students who were registered in International Languages Credit Courses.

While we have received some returns of learning materials, there is still a number of outstanding International Languages Credit Courses learning resources across all programs that have yet to be returned to the Thomas Merton Centre for Adult and Continuing Education. These are resources that are urgently required for the 2020 – 2021 International Languages Credit Courses programs starting in September. We are asking the assistance of our International Languages student and parent community in helping us to retrieve these learning materials.

Next Steps

Thomas Merton will be extending the period for the return of International Languages Credit Course materials and resources. Students and parents can bring their borrowed learning materials and resources to the main entrance of the **Thomas Merton Centre for Adult and Continuing Education located at 171 Speers Road, Oakville from Monday, May 11, 2020 to Friday, May 15, 2020 from 8:00 a.m. to**

2:00 p.m. When returning their borrowed learning materials and resources, students and parents are asked to observe the following protocol:

- Students are asked to attach a piece of paper with their name, their International Languages Credit Courses course, and their teacher's name inside the front cover of their textbooks or novels. If students are in possession of other borrowed materials and resources, they are asked to attach the above information to the materials and resources by masking tape or post it note. **In addition, students are asked to please indicate on the piece of paper above if they wish to have their refundable textbook deposit cheque returned or destroyed by the Thomas Merton administration.**
- Students are asked to place their International Languages Credit Courses resources in a tied plastic bag and bring them to the main entrance of the Thomas Merton Centre for Adult and Continuing Education during the scheduled dates and times.
- The doors at the main entrance of the Thomas Merton Centre for Adult and Continuing Education will be open wide. Beyond these doors, students will find plastic blue boxes each labelled with their International Languages Credit Courses teacher's name and International Languages Credit Courses course name.
- Students are asked to place their borrowed materials and resources in the box that corresponds with their teacher's name and course and leave the school premises immediately. **Please do not enter the school.**

PLEASE NOTE: Please observe all mandatory physical distancing measures while returning materials and resources.

If students have any questions or concerns, please contact me at ArestaV@hcdsb.org.

Vince Aresta
Vice-Principal
Thomas Merton Centre for Continuing Education