



# **SCHOOL MANAGEMENT PLAN – COVID 19**

**VALID FROM MAY 26<sup>TH</sup> – JUNE 26<sup>TH</sup> 2020**

## **TIMELINE**

**Friday 22<sup>nd</sup> May** – P/1/2/3 students to return all learning materials, book boxes, school owned devices and books to school.

**Monday 25<sup>th</sup> May** – REMOTE LEARNING FREE DAY – all staff will be returning on site and be engaged in planning for return to on site learning. There won't be remote learning tasks this day.

**Tuesday 26<sup>th</sup> May** – Students in years Prep/1/2/3 will be returning. Whilst most schools will have P/1/2 students returning, we made the localised decision to return the year 3 students to keep them together with their classmates and teacher, as per department recommendations.

**Tuesday 26<sup>th</sup> May – Friday 5<sup>th</sup> June** - Year 4/5/6 students continue remote learning. Any year 4/5/6 students who cannot learn from home due to parents working and alternate arrangements cannot be made, need to complete an Onsite application form by 3pm of the Thursday in the week prior.

**Friday 5<sup>th</sup> June** – Years 4/5/6 students to return all learning materials, book boxes, school owned devices to school.

**Monday 8<sup>th</sup> June** – Queen's Birthday holiday

**Tuesday 9<sup>th</sup> June** – Year 4/5/6 students re-join the rest of the school on site and remote learning ceases.

## **RETURN TO SCHOOL**

Teachers delivering remote learning programs for Years 4-6 students will do so from school. Once students are to be back at school as indicated from dates above, remote learning will cease.

As the main risk of transmission of coronavirus (COVID-19) in the school environment is between adults, it is important that visitors to school grounds are limited to those delivering or supporting essential school services and operations.

**ALL UNWELL STAFF AND STUDENTS MUST STAY HOME.**

Parents/carers of students with complex medical needs (including those with compromised immune systems), should seek advice from the student's medical practitioner to support decision-making about whether on-site education is suitable, noting that this advice may change depending on the status of the coronavirus (COVID-19) pandemic in Victoria.

### **STUDENT PICK UP AND DROP OFF**

All students are to enter and exit the two front gates which will be supervised by staff in the morning and afternoon. Staff will guide students to their cars in the afternoon.

Morning drop off - Students are to exit their cars and walk to the allocated gate. Students make their way straight to the toilet block and wash their hands thoroughly with soap and water. They can then make their way to their classrooms to unpack their bags.

Afternoon pick up – Staff will separate students into families. At **3.05pm** the duty staff will take students with family names starting with A through to L to **Gate A** for dismissal. The staff member will instruct students when to walk to their car. At **3.10pm** a staff member will take students with family names starting with M through to Z to **Gate B** for dismissal. The staff will instruct students when to walk to their car. In the case where students have different surnames in the one family, they will go by the surname of the eldest in the family. Bus travellers will be taken by Tracey as usual.

**PLEASE NOTE – PARENTS ARE ADVISED NOT TO LEAVE THEIR CARS AND ARE NOT TO GATHER AT THE GATES / FRONT OF THE SCHOOL.**

### **EATING LUNCH AND RECESS TIMES**

To minimise students gathering in places of close confinement the following times will be used:

Prep/1 – eat in classroom/outside at 10.45am and sent out at 10.55am.

Year 2/3 – eat in classroom/outside at 10.50am and sent out at 11am.

Teachers to bring grades back inside separately.

Year 4/5 - eat in classroom/outside at 10.45am and sent out at 10.55am.

Year 5/6 – eat in classroom/outside at 10.50am and sent out at 11am.

Teachers to remind students to line up at separate doors.

Until the return of year 4 – 6 students, the on-site students will be treated as a year 4/5 class.

Similarly with the 2<sup>nd</sup> lunch break – grades P/1 and 4/5 will eat 5 minutes earlier and be sent out 5 minutes earlier.

## **HYGIENE**

Students and staff are reminded to wash hands with soap and water at the following times:

- Upon arrival at school daily before touching anything
- Before eating
- Before returning to the classroom from recess breaks
- Before and after using any sports equipment
- After using the toilet

**\*\* ALL STUDENTS MUST USE THEIR OWN DRINK BOTTLES. PLEASE ENSURE YOUR CHILD HAS THEIR OWN DRINK BOTTLE DAILY.**

## **SIGNS AND SYMPTOMS**

Any students who show signs or symptoms of being unwell including fever, shortness of breath or flu-like symptoms such as coughing, sore throat or runny nose will be sent straight to the office. Parents will be phoned to collect immediately. In the event of a delay in being picked up and when treating a student, please note APPENDIX B will be adhered to. Sensitivity towards students will be shown at this time as we don't want to create unnecessary panic for that student or others.

## **SOCIAL DISTANCING**

All staff are to practice social distancing in the classrooms, staff room, office area and in the yard. Students are not required to adhere to social distancing however we will be aiming to reduce the times where students gather together. Students won't be allowed to play any contact sports eg. Team basketball, Football/Markers up. They can play kick to kick or individually shooting hoops. They are permitted to use sports equipment but must wash their hands prior to and after use. Cubby season is back however and cubby building is permitted.

We will organise an online assembly to be viewed in classrooms and streamed live on Facebook for parents. Staff will use outdoor areas for learning where possible. Adequate ventilation is also essential so windows will be open in classrooms. Given these guidelines there are to be no parents helpers in classrooms until further notice. Parents are only to access the office when a query cannot be managed via a phone call.

**PARENTS ARE NOT TO ACCESS CLASSROOMS.**

## **HEALTH AND SAFETY WELLBEING**

Any parents concerned about the wellbeing of their child should consult their family GP and arrange a time to discuss with your child's teacher, Mrs Gibbs (Wellbeing Coordinator) or Mrs Lovel.

## **ON SITE SUPERVISION**

Anyone who qualifies for on site supervision of their children in years 4-6 are to complete the on site supervision form (APPENDIX C) and submit by 3pm Thursday of the week prior.

## **RETURNING RESOURCES**

All students are required to bring back their book box, materials and any readers or library books. Any students with school devices are return them safely ensuring charging cords are included. All books returned will be put in a separate tub and wiped down before being put back into circulation. Prep/1/2/3 students need to do so on Friday 22<sup>nd</sup> May or Monday 25<sup>th</sup> May in order for staff to have rooms set up for learning on Tuesday 26<sup>th</sup> May. Years 4/5/6 students need to return their equipment/books/devices etc on Friday 5<sup>th</sup> June. Anyone not able to do so and requiring staff to pick them up please contact us so we can arrange a suitable time.

If you have any questions please don't hesitate to ask.

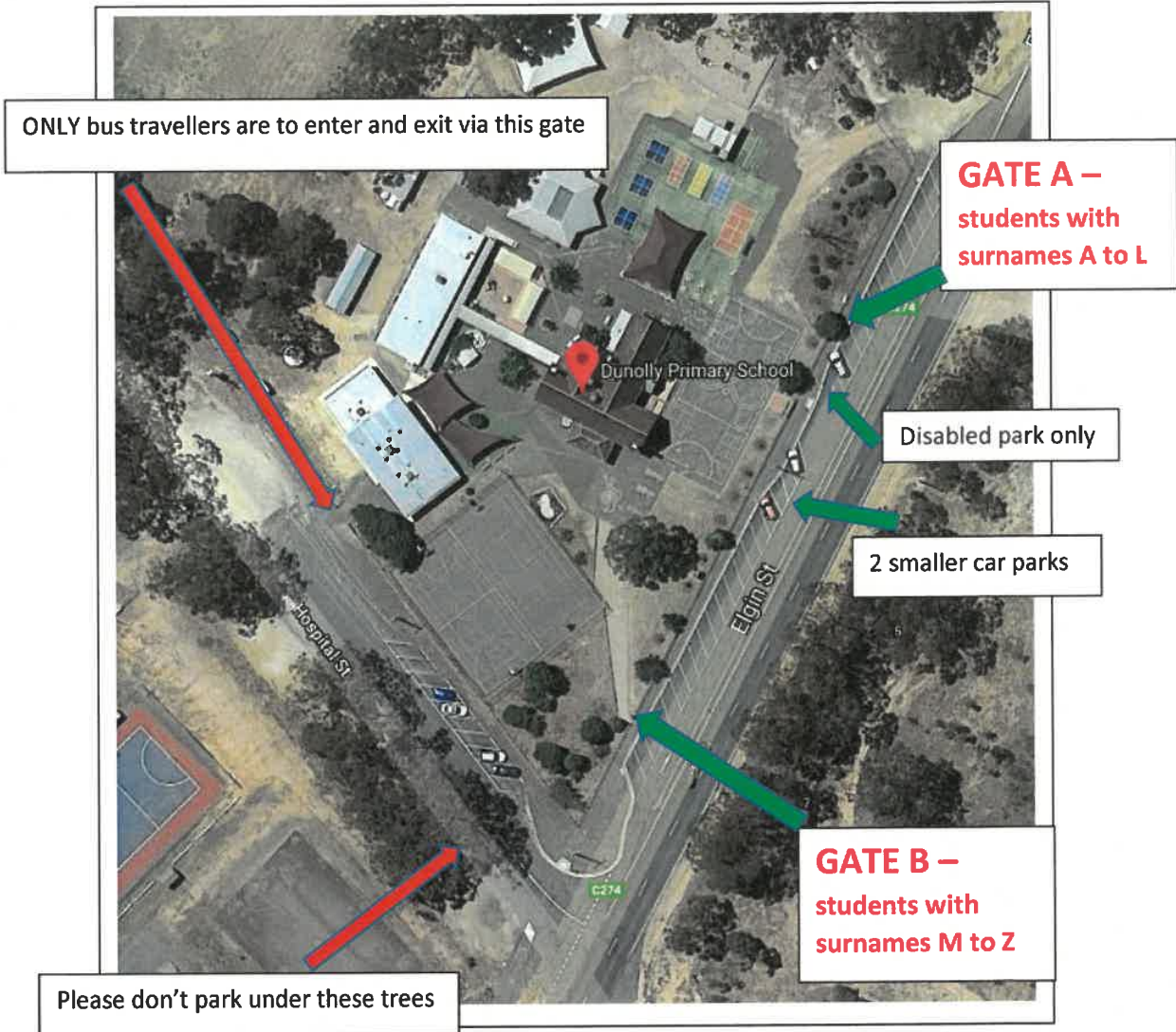
Regards,



Katie Lovel









# APPENDIX A



## APPENDIX B

**TABLE 1: APPROPRIATE USE OF PPE FOR STAFF CARING FOR CHILDREN AND YOUNG PEOPLE WHO ARE DISPLAYING SYMPTOMS OF COVID-19 AND ARE AWAITING COLLECTION BY A PARENT/CARER**

	 Hand hygiene	 Surgical mask	 N95/P2 mask	 Eye protection	 Gloves	 Fluid resistant gown/coveralls or plastic apron
An unwell staff member, child or young person	<b>YES</b>	<b>YES*</b>	<b>NO</b>	<b>NO</b>	<b>NO</b>	<b>NO</b>
A staff member providing non-contact supervision for an unwell child or young person	<b>YES</b>	<b>NO</b>	<b>NO</b>	<b>NO</b>	<b>NO</b>	<b>NO</b>
A staff member providing close contact supervision or care (cannot maintain physical distance of >1.5m) for an unwell child or young person.	<b>YES</b>	<b>YES</b>	<b>NO</b>	<b>NO</b>	<b>NO</b>	<b>NO</b>
In the context of schools supporting children with complex health needs, a staff member providing close contact supervision or care* (cannot maintain physical distance of >1.5m) AND supervision or care is to be prolonged for an unwell child or young person.	<b>YES</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>

## APPENDIX C



SCHOOLS



### ON-SITE ATTENDANCE FORM

Student/s name:

Student/s date of birth:

Student/s year level:

*The Victorian Government has stated that all students who can learn from home must learn from home.*

I am requesting that my child/ren attend on-site schooling because my child/ren is/are not able to be supervised at home and no other arrangements can be made.

By submitting this form, I declare that my child/ren is/are well and I will collect my child/ren as soon as is practicable upon the request of the school if my child becomes unwell.

Dates required:

Please note you need to complete this process weekly to ensure adequate staffing on-site.

Day	Date	AM, PM or ALL DAY
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Emergency contact details:

Parent/Guardian name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date:

Received and Processed by..... on (date).....