Thursday May 21st 2020

Dear Parents and Carers,

We hope this letter finds all in our community safe and well. This unprecedented time we find ourselves in has been strange and interesting to varying degrees. As a staff we are excited to be seeing our students again. We are currently planning the logistics of all students returning, with a focus on our F-2 students as they start back first.

A reminder that Monday May 25th is a Pupil Free Day, there will be no work set for students and no access to on site attendance on this day.

This letter aims to provide you with details about the planned return to school for Tuesday May 26th and Tuesday June 9th.

We cannot wait to have all of our students returning to school. We look forward to your support to make sure the planned return is orderly while supporting social distancing of adults. Just in case you missed our video, something to make you smile - here is the link again - [Don’t stop](https://vimeo.com/420634825)

It is **essential your child does not come to school before 8.45 a.m**. When they arrive students will go directly to their classroom, they are not to play in the yard and there will be no lining up. If your child rides their bike they are to put it in the appropriate place and then move directly to their classroom, if they walk to school they should come into the correct gate and go to their classroom. Thank you for supporting us by explaining this change to your children.

**Social distancing between adults must be adhered to at all times, particularly whilst waiting at the school gates.**

**Dropping off students in the morning**

* We have broken the school into alphabetical groups to support families entering the school grounds. We have included in this message a picture of the organization of gates and entry points.
* Parents will not be able to access and enter the school grounds.
* We will have teachers at the gates from 8.45 a.m. who will welcome your children and make sure they get to their classrooms – especially our Foundation students who are still rather new to the school site.
* If your child is distressed call out to the closest staff member at the gate, if your child is not able to be brought in without distress please contact the office and we will arrange someone they know to collect them from a designated area.
* Many things impact families each morning so we hope you can support these new arrangements by getting your child to school on time so they can be greeted and welcomed to school.

**Before your child comes to school**

* We would like you to check their temperature, support them to thoroughly wash their hands and be ready to head into school. We will be working through the appropriate way to wash their hands with all students and we will have sanitizer available. We also ask that your child brings a bottle of hand sanitizer as well as a box of tissues with them to school.
* Bring one or two water bottles. Our students will not be able to use the drinking taps at school so please send them with one or two water bottles to make sure they stay hydrated throughout the day.

**Picking up students early**

Parents will not have free access to the school, you are not to enter gates and go to classrooms. If you need to collect your child early, please call the office on 9857 5157 and we will arrange for your child to be signed out and sent out of the school via the front door of the main building, up the path to the Almond Street Gate number 1. This will mean you may need to add extra time to your pick up for medical appointments, etc. As we work through the next few weeks we will be monitoring our processes. We have included Q and A slides from the Victorian Government about school return to add to your information.

**Students Late to School**

If your child is late to school you need to call the office on 9857 5157 and we will let you know where you need to bring them, your assigned gate may not still have staff on duty beyond a certain time, students should not be left at unattended gates.

**Dismissal of students in the afternoon**

* Stand so that students can move to their parents, but do not risk yourself or others by not staying at least 1.5m away from each other. Once you have your child or they are in your car please move off in a timely and safe manner.
* Students will need to pick up their younger siblings and then move to their gate to go home.
* Students will not be able to play in the yard after school, they will need to move directly to their gate and wait for you to collect them.
* As with morning drop off parents are not to enter the school grounds but to wait for their child - always ensuring social distancing is adhered to.
* Endeavour to make your pick up consistent each day, be in the same location and make arrangements with your child - this may need to change once all students are back on site as there will be more families using each gate.
* Students who walk home or ride to school will continue to do this, but must leave the school grounds immediately the bell goes via their assigned gate.

**If you are unwell you must stay home**

One of the most important messages needed across our community is **if you are unwell you must stay at home**, students cannot be sent to school if they are unwell especially if they exhibit symptoms such as a sore throat, dry cough or temperature. Any unwell child or staff member will be treated in the sickbay. If a child exhibits any symptoms of Covid-19 parents and carers will be called to pick up their child as soon as possible. Across the community we must be responsible for supporting the wellbeing of our students, their families and our staff. Some in our community will have compromised immunity, we need to protect them and each other by making sure we are all well when interacting.

**Camps, Excursions, Student Banking and Parent Volunteers**

We will not be able to undertake camps or excursions until further notice. To reduce the number of adults on the property we will not be having student banking, parents reading and assisting in classrooms, for now. We will all miss the involvement of our parents but we know you will understand the need to follow the directives of both DET and the Chief Medical Officer. We are reviewing all programs, including our gymnastics and swimming programs. We know you will appreciate there are many aspects we need to work through over the coming months. We will make sure you are informed in a timely manner.

**Borrowed equipment**

If we were able to support you with loaning iPads we would appreciate their return for use as all students come back to learning onsite. If you borrowed iPads for students in Foundation to Year 2 please return them to school with your child on Tuesday May 26th. If you borrowed iPads for students in Year 3-6 please return them with your child on June 9th.

All work books, readers, bags of equipment and other materials taken home to support your child with their learning this term should be returned with your child when they commence back onsite. Please sanitize what you can before returning it to school.

**Shared equipment**

Where possible we will limit the use of shared equipment, students will clean/sanitize their hands before and after using equipment. We will make adjustments to some programs because of the need to limit the use of shared equipment. We will look at making up individual packs of items for students to use. The Library will not open for the rest of this term.

**Cleaning**

The school has 6 hours of extra cleaning each day, this will be from 10am to 4pm, this cleaning will include high touch points, tables and chairs, toilets and shared spaces. There will also be some cleaning of playground equipment. This will continue for the rest of Term 2 and all of Term 3.

**OSHClub**

OSHClub will be operating as normal, if you need Before or After Care please contact them directly to make a booking on 0412 263 319.

As we move back to on site learning for all of our students, we will focus on wellbeing and support our students to return to school life. There will be changes to the learning program but we will work with you to ensure your child settles well. When your child returns to school please do not hesitate to contact their class teacher if you have any concerns about their wellbeing and learning.

We appreciate your continued patience and support. We look forward to seeing you all soon.

Stay well, stay home and stay safe.

Regards,

Susanne Lowe

Principal