

Returning to School

GUIDELINES FOR PARENTS AND STUDENTS

Frankston High School



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1. Welcome to Parents from the Principal

Dear Parents, Guardians and Students

I want to take this opportunity to thank everyone for their support as we navigated the uncharted waters of remote learning together. Our students and their families formed a strong partnership with teachers to make great strides in student learning in such a challenging environment. In the midst of all this uncertainty, families and teachers have remained resilient and optimistic, keeping our students calm and positive. You demonstrated and communicated to each other that the secret to getting through this period is to stay connected and to support one another, whilst focusing on the silver linings that life in isolation has brought many of us.

As we prepare to return to school, we need to accept that school will be different in so many ways as to how it was before this pandemic existed. The Chief Medical Health Officer and the Department of Education and Training (DET) have growing evidence, coupled with the measure of very low levels of community transmission in Victoria indicating the risk of transmission posed to staff and students returning to on-site schooling at this time is very low. However, despite such information, as a school we must take action to further minimise this risk.

One of the main priorities of this document is to outline guidelines that support the health and wellbeing of all students, staff members and parents as we return to school. According to the DET and the Chief Medical Health Officer the main risk of transmission of coronavirus (COVID-19) in the school environment is between adults. Therefore, it is essential we have guidelines whereby we can work to avoid close proximity between adult members of the school community and any authorised adult visitors to the school. Consequently, as you read these guidelines you will find access to our school for parents will be undertaken remotely until further notice. I am sure parents will understand that this action is necessary to support the health and wellbeing of all community members.

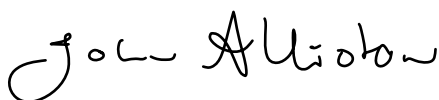
The DET and the Chief Medical Health Officer have stated that it is not practical or necessary to enforce physical distancing between students because of the low risk of transmission of COVID-19 from students. At Frankston High School, environmental cleaning, coupled with regular hand hygiene, will become even more important to reduce the risk of coronavirus (COVID-19) transmission for both staff and students. These guidelines will also outline even greater vigilant practices which address hygiene.

As we welcome staff and students back to Frankston High School, everyone will be required to learn and practice new behaviours to ensure all our staff, students and parents remain safe and well. I know I can rely on everyone to follow Frankston High School's 'RETURN TO SCHOOL' guidelines whilst remaining patient as we successfully progress through each of the government defined restriction stages. Let us all stay connected as we have done during the remote learning period and care for our own wellbeing and those of others.

As your Principal I am here for you and whilst there will be times of great challenge I know we will support each other as we always do to achieve great things and bring out the best in ourselves and each other. Please remember we are only a phone call or email or dare I say a Teams connection away, should you or your family requires any assistance.

I look forward to welcoming all our students back to school.

Kind regards



John Albiston
Principal

2. Return to school dates and stages:

Stage 1: 25 May – 5 June

In the **first stage**, students in senior secondary (Year 11, Year 12, VCAL and VCE) will return to school from **Tuesday 26 May**.

Year 10 students undertaking VCE studies, including VCE Vocational Education and Training (VET) studies, are also expected to attend school for their timetabled classes.

To support all school staff to prepare for this transition, **Monday 25 May** will be a student-free day.

Remote learning will remain for all Years 7-10 classes from 26 May until 5 June

Stage 2: 9 June

In the **second stage** of our return to on-site schooling, all Years 7-10 students will return to school. For those students regarded as vulnerable children, the existing model of on-site schooling will remain in place during the two-week period from Tuesday 26 May to Friday 5 June. The current process that we are using to enable parents and carers to indicate the days or part-days for which on-site schooling is required will continue for this two-week period.

Remote learning ceases when students return to school.

Once a year level has returned, all students will be expected to attend school as normal.

If you choose to keep your child/children home after their year level has returned to on-site schooling, we can no longer support their learning from home. This same approach is being taken by all government schools in Victoria.

Children who need to be absent for health or medical reasons will continue with their learning through Compass. Remote learning will not be available for these students.

3. Student Wellbeing

Getting back into school routine

Encourage your teen to take responsibility for getting back into the swing of things the week before school starts. Prepare uniform, books and equipment that will need to be bought back to school on their first day.

Talk through any issues or fears they might. Instead of focusing on hypothetical 'what ifs', focus on 'what is'...and what they can do to change the situation.

Returning to school may be a nervous time for parents as much as students, but it's important to try and keep your own anxiety levels under control. The more you can stay calm the better.

Student wellbeing support at school

Counselling services are available to help students with a range of issues. If your child requires wellbeing support on or before returning to onsite learning please don't hesitate to contact the school. The Wellbeing Team can support your child with any COVID-19 related concerns, reintegration back into school, or other wellbeing related concerns.

Meetings including Student Support Group Meetings between staff and parents will be held remotely on Teams or via telephone.

Visiting Frankston High School

FOR WELLBEING OF STAFF, PARENTS NOT PERMITTED ON SITE UNTIL FURTHER NOTICE.

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. Visitors to school grounds will be limited to those delivering or supporting essential school services and operations (e.g. student health and wellbeing services, specialist curriculum programs, maintenance

workers). Additional staff including, parent volunteers are not permitted to continue in their roles until further notice.

Parents remain in cars for drop off and pickups until further notice

At this stage Frankston High School is planning to run a normal school day with no staggered beginning or end to the day. The Chief Medical Health Officer has indicated that the main concern regarding this pandemic is in relation to transmission of COVID-19 between adults. Consequently, to protect our parents and staff, parents will not be allowed on the school site at any time including, when picking up or collecting their children. Parents must remain in their cars during drop off and pick up. Parents are encouraged to park cars in neighbouring streets and allow students to walk to cars to reduce congestion in the drop off and pick up zones. Parents who wish to walk with their children to and from school must meet with them off the school site and always maintain social distancing whilst walking to and from school. Students who live within walking distance from school are encouraged to walk straight to and from home prior to and at the end of the school day.

Parent visits and meetings conducted remotely until further notice.

Parents are not able to be on either campus of Frankston High School in person unannounced. Receptions will be closed and inaccessible for parents. Reception staff and teachers will make themselves accessible via phone, email or Teams as appropriate to communicate with parents. Such a requirement will help in ensure our school remains safe for everyone. Parents must ring or email beforehand if they wish to discuss a matter or have an inquiry. Meetings between staff and parents will be held remotely on Teams or via telephone until further notice.

Payments via the Finance office

All parent payments are to be made by EFTPOS online, over the phone, or on Compass when appropriate. No face to face transactions will be occurring at the Financial Office until further notice.

4. Delivery of curriculum

Upon return to on site learning all classes that were cancelled during the remote learning period will recommence. This includes Sport Ed and Tutorial in Year 7 and 8 and iSupport at Year 11 and 12. This includes any classes that were reduced during the remote learning period for Year 7 – 11 classes.

Excursions / Camps / Extra-Curricular Activities

All excursions as defined in the School's Camps and Excursion including incursions, local excursions, day excursions, adventure activities and camps are postponed until further notice.

Playing sport, PE classes, Semper Squad and PE uniform

In line with community advice, reasonable precautions are still advised to reduce the risk of coronavirus (COVID-19) transmission in the context of sport and recreation.

- PE and Sport Education teachers must ensure students use hand sanitiser before and after class.
- When setting up drills and PE games, attention needs to be paid to ensuring non-contact sports and games are played.
- Wherever possible, and accounting for weather, outdoor facilities should be utilised for these classes.
- Stadium gym facilities and pool will be closed for staff and student use until further notice.
- When using outdoor gym equipment and indoor gymnastics equipment, this equipment should be wiped down with hospital grade disinfectant/detergent wipes between student usage and at the end of the session.

Until further notice, students in Years 7-12 can wear their sports uniform on days during which they have Physical Education, Sport Education or VET Sport and Recreation. Full school uniform must be worn on all other school days.

- Year 7 students have Sport Education on Mondays.
- Year 8 students have Sport Education on Wednesdays.

Assemblies

All school assemblies, excursions, camps and other non-essential large gatherings will be postponed or adapted considering the use of technology.

Year 10 students completing VCE subjects

Year 10 students undertaking VCE studies, including VCE Vocational Education and Training (VET) studies, are also expected to attend school for their timetabled classes. During the two week period of reintroduction to onsite learning Year 10 students who need to remain on site to complete live lessons in the period prior to or after a VCE subject can remain at school in the JRC. Students are encouraged to return home as soon as possible (recess/lunch etc.). Year 10 students exiting the school prior to the end of the school day will be required to sign out of the school using the Compass kiosks on either Campus prior to departure. Negotiation beyond this guideline with families exceptional circumstances will occur.

Year 10 Work experience and Year 9 MEGAR week

Year 10 work experience and Year 9 MEGAR week have been cancelled for the 2020 school year.

Year 10 students can engage in work experience in the September or December school holidays should they want to reorganize their current arrangements. Individual students should discuss alternate plans with the Middle School Coordinators.

MEGAR week will not run in 2020.

Semester One Exams for Middle School and VCE students

Middle school examinations assessing Semester One content will not run at the end of Term 2. The end of year examination period will run as normal for all Middle School students at the completion of Semester 2 Subjects.

The Year 11 and 12 VCE Unit 1 and 3 examination period will take place in Week 2 and 3 of Term 3. Further information about these examinations will be provided in the coming weeks.

Senior School Arrangements

Use of Study Periods

Year 11 and Year 12 students who have a study period are to use the Silent Study Area or the Presentation Area (maximum of 2 students working together).

Year 12 SACs

With the return of Year 12 students to on site learning, all SACs will now take place at school and will not be delivered remotely. The SACs will be run under our VCE SAC policy guidelines.

iSupport

iSupport will continue with students in English groups in separate classrooms; a review of the iSupport program and timeline will occur. Where there is a whole cohort presentation by the Year Level Coordinators this will be adapted with the use of technology.

5. Health and Safety Measures

Cleaning

Extended and increased cleaning arrangements have been introduced and will continue. This involves progressive cleaning throughout the day to ensure that risks of transmission are reduced for high-touch services.

Hygiene

Everyone can protect themselves and prevent the spread of coronavirus (COVID-19) by continuing effective hand and respiratory hygiene. Enhanced hygiene measures should continue during the return to on-site teaching and learning.

- Posters will remain displayed around the school in all toilets and at all sinks and in public spaces reminding students and staff of appropriate hand and respiratory hygiene.

- All staff and students should undertake regular hand hygiene, particularly on arrival to school, before and after eating, after blowing their nose, coughing, sneezing or using the toilet. Soap Dispensers will continue to be provided in all toilets and at all sinks in the school.
- Hand sanitiser will be provided at all reception areas and in all Sub School Offices, which students are welcome to access. In addition, all teachers will be equipped with hand sanitiser and will be required to supervise students in the use of hand sanitiser before recess and lunch breaks, at the end of Periods 2 and 4. Parents are encouraged to provide their children with hand sanitiser to use throughout the school day.
- Students and adults are strongly recommended to use hand sanitiser before and after using any form of public transport.
- Students will not be permitted to drink directly from drinking fountains until further notice. Instead they should bring their own water bottle for use (and refilling) at school. The drinking fountains can be used to fill drink bottles.
- Frankston High School's Mobile Phone policy remains in place. Staff and students are reminded to clean their phone regularly. Phones should be turned on with the COVID SAFE app activated immediately before and after school. Schools are managed environments which include records of student, staff and visitor attendance, which can support contact tracing if required.
- Staff will try to reduce the necessity for using shared items or equipment at this time. Hand hygiene immediately before and after use of shared equipment will occur. Teachers will be provided with disinfectant/detergent wipes to provide students for the cleaning of such equipment before and after use.

Provision of routine care and first aid

Physical distancing is not practical when providing direct first aid care. In this situation, standard precautions including hand hygiene will be maintained for infection control.

Management of an unwell student

It is important that any student who becomes unwell while at school returns home immediately. While it is unlikely that a student who is unwell with flu-like symptoms will have coronavirus (COVID-19) there are some sensible steps Frankston High School will take while a student awaits collection by a parent or carer as a precaution.

- In the case of an unwell or injured child that needs to leave school, a staff member will contact parents to collect their child from school. Parents will ring from the carpark to state they have arrived at school. Then it will be discussed as to whether the parent can come into the school to escort their child to their car or whether it may be more appropriate for a staff member to escort the child to the parent's car. When it is considered an emergency situation the school as is normal practice will contact emergency services for an ambulance and then inform parents.
- Students experiencing compatible symptoms with coronavirus (COVID-19), such as fever, cough or sore throat, will be isolated in an appropriate space with suitable supervision and collected by a parent/carer immediately. Urgent medical attention should be sought. It is not suitable for an unwell student to travel home unsupervised.
- Students experiencing compatible symptoms with coronavirus (COVID-19) will be required to seek the advice of their healthcare professional who can advise on next steps. A medical certificate is not required to return to an education setting after a period of illness, however students should not return until symptoms resolve.
- Thermometers can be used by trained staff when you suspect a student is presenting with symptoms. Blanket testing at the front gate is not to occur and has been deemed as an ineffective way of detecting the virus.

Managing a suspected or confirmed case of coronavirus (COVID-19)

The DET has comprehensive procedures in place with the Department of Health and Human Services to manage suspected cases of coronavirus (COVID-19) in schools. Suspected cases are those that have experienced 'close contact' with a confirmed case. Close contact is when a person has:

- had at least 15 minutes of face-to-face contact with a confirmed case of coronavirus (COVID-19)
- shared a closed space for more than two hours with someone who is a confirmed case.

Parents are required to inform a Principal Class member or reception staff immediately if they or their child are known to be a confirmed case or if they or any of our students have been in close contact with a confirmed case.

Junior Resource Centre

To ensure staff and student safety when we return to school:

- Students will be strongly encouraged to borrow books from our eBook library (*ePlatform*), which can be accessed from Compass.
- Our physical books and shelves will be closed to student access.
- Students may still borrow a physical book if it's not available online, but this must be organized through a librarian.
- Laptop loans will continue to be to one student only.
- Headphones and board games will no longer be available for use. Chess sets may only be borrowed during Chess Club and will be sanitized afterwards.
- All returned books will be decontaminated before returning to circulation – plastic covers disinfected, then quarantined for 24hrs (lifespan of COVID-19 on paper products).
- High contact points, including door handles, desks, switches, photocopier buttons, will be disinfected regularly.
- Good hygiene practices will be encouraged with hand sanitizer and tissues available at the library desk.

These guidelines have been created in conjunction with recommendations from the Australian Library and Information Association (ALIA).

Food Technology

At the beginning of each Food Technology class students will continue to be supervised by their teachers to wash their hands thoroughly before the lesson begins. They will be using paper towel to dry their hands.

All Food Technology workstations are equipped with individual sets of equipment for each student with a few exceptions. Where equipment is shared the particular piece of equipment will be washed in hot soapy water then dried before being passed onto another student for use.

Students will continue to share washing and drying duties as normal, since hot soapy water will be used for such an activity.

At the end of each Food Technology class students will continue to be supervised by their teachers to wash their hands thoroughly. They will be using paper towel to dry their hands.

Uniform Shop protocols until further notice

Families **must pre-order** their uniform items using:

- **FHS Website** (available from **Saturday 23 May**) <http://www.fhs.vic.edu.au/uniform-store/> or by
- **Email** uniformshop@fhs.vic.edu.au

Once order has been submitted you will be informed with a collection time.

Payments can be made on via website ~~Compass~~, over the phone or EFTPOS at the shop.

- Only students can visit the Uniform Shop for purchases, fittings and pick up during lunchtime or between 3:00-4:00pm on Thursdays. (Parents must remain in the car while student tries on uniform or is picking up an order)
- Parents and students can access the Uniform Shop between 10:00-12:00pm Saturday mornings to **pick up pre ordered** uniform, except:
 - **Saturday 23 May** pick up of pre-ordered VCE uniform only
- We are currently not accepting cash, with families asked to use our Compass cashless payment system instead or EFTPOS.

School Canteen protocols until further notice

Canteen service on both campuses will be closed until further notice. Students will need to bring their own snacks and lunches from home.

The heat and go room on the 7-10 Campus will not be available until further notice.