

Moonee Ponds West Primary School

2020

Information Handbook
for the return to
Face to Face Teaching at MPW
12th October 2020



150 Athol Street
Moonee Ponds 3039

moonee ponds west primary

WE THINK, CREATE AND LEARN TOGETHER

IMPORTANT INFORMATION FOR ALL FAMILIES.

5th October 2020

Dear Parents and Carers,

Firstly, thank you for your care and understanding throughout the last few months. It has been a hugely challenging time for everyone, but I cannot thank you enough for the way you have supported your children and our school. Term 3 remote learning was a challenge, but you were fantastic supporting your children and we learnt from before and made the experience generally supportive. Our collective thanks for your partnership of support, feedback and encouragement during this time of the pandemic.

Following advice from the **Victorian Chief Health Officer**, the Victorian Government has advised that schools can return to onsite learning for all students.

I now take the opportunity to outline the return to school arrangements we will be implementing.

We are welcoming all students from Foundation to year 6 back on Oct 12. We will be staggering the entry and exit gates and times to ensure safety of the children. We have completed this process successfully before and so are well versed to complete again. As Principal, I support the importance of all student returning as soon as possible and as part of the consultation in such matters, our School Improvement Team has endorsed this action.

Staggered Times

As mentioned, we are staggering the entry of student on Monday October 12th. I have attached an additional one page summary of the staggered times and other organisational structured so that you understand our intent.

Entry/Exit details are below:

Foundation and Year 1 will enter/exit via the **Lennox St** gate between 8.40-8.50am and meet their teachers. They will then move to their classrooms

Years 1/2: will enter/exit via the **Eglington St** gate from 8.40-8.50am they will proceed directly to their classroom where the teacher will be waiting at the door.

Year 3/4: will enter/exit via the **Athol Street** gate on the other side of the gym at 8.50-9.00am

Year 5/6: will enter/exit via the **Eglington St** gate near the entry to the BER/Performance Space from 8.50-9.00am . The 5/6 gate will be clearly identified as before.

Return to School Process:

We aim to reduce the number of adults in our school grounds at any one time and to ensure that strict social distancing is in place at all times. To this end, we ask that parents please adhere to the following guidelines:

1. The Chief Health Officer has stated that parents/carers are do NOT to enter the school grounds. Any communication with staff (including office staff) must be done via phone, COMPASS email or to the school email address
2. We ask that parents who drop their children off at school do so at the following times:
 - 8.40-8.50am Foundation and Year 1 (Lennox Street)
 - 8.40-8.50am Grade 1 and 2 (Eglinton Street entrance)
 - 8.50-9.00am Grades 3-4 (Athol Street gates on oval side of the Gym)
 - 8.50-9.00am Grades 5-6 (Eglinton St Street gate near the BER)

Please note that where there is a sibling, please enter and exit through the older sibling's gate. The older sibling may escort and collect the younger child to and from their class outside door as a support.

Riding a Bike or a Scooter: please enter via the Lennox Street gate and place in the Bike Enclosure.

3. **Specialist teachers** and the school **Leadership Team** will be outside at the gates from 8.40am to provide assistance for any student. Sanitization will be carried out at all gates. No temperature checking required.
4. Lunch and Recess times will be split and a sample is provided in the tables in Appendix 2
5. Students in Years 3-6 will dismiss from 3.15pm to enable the collection of siblings
6. Students will exit out the gates where they arrived. **All children will dismiss at 3.20pm at separate gates.**
7. Foundation students are to be picked up from the Lennox St gates at 3.20pm, except where there is a sibling
8. Grade 1 and 2 students will be dismissed by their teacher from the Eglinton St gate at 3.20pm
9. These procedures will be closely monitored. **Social distancing of adults** is the key to keeping everyone well and safe.

Other important information:

- **There will be restrictions on access to the school site for anyone other than immediate school staff and students.**
- If your child is ill or is feeling unwell, they must not attend school. They must remain home and seek medical advice.
- A staff member with First Aid level 2 Training will receive your unwell child at the First Aid room. They will do a temperature check on students who are unwell. Parents are to collect students that are unwell.
- Students will use sanitizer under the direction of the teacher. In classroom where there is a sink, students will be able to wash their hands thoroughly after every break.

- Students are to use own equipment (e.g. pencil case) and avoid any communal sharing. MPWPS has provided each child with a pencil case, pencils or textas and writing equipment. These will be 'topped-up' as needed. When using communal resources in the classroom the students will clean hands before and after use. Cleaning will be by either washing and or the use of sanitizer.
- Students are to bring their **own water bottles** and fill at convenient taps. Water fountains will continue to out of use. Students are also required to **bring snacks and lunch**, as there will be **NO LUNCH ORDERS available for Term 4.**
- Students are not to engage in **contact activities** or **activities where contact** is likely. Teachers on outside supervision will be managing this regulation.
- **Extra cleaning will continue during Term 4 including daily cleaning of 'high touch' areas such as handles, doorknobs etc. High touch cleaning is part of Department of Education OHS requirements.**
- There will be no assembly-type gatherings until further notice. Our Assembly (virtually) will continue on Monday at 2.30pm.
- There will be no staff gatherings until further notice. All meetings will be by WebEx until further notice.
- Term 4 requires children to wear hats

We understand that some families may feel anxious about this move back to classroom teaching and learning. We are here to support you so please reach out. The support services we can access are for your use.

Teachers understand the social and emotional needs of students. They will be supporting students for a successful transitioning back to class. A Social Story and a Parent Tip Sheet are attached

Learning at school will continue to strengthen what has been completed over the Remote Learning period. All students will be supported to ensure their learning is continuing. In some ways we could perhaps view the remote learning experience as similar to taking your child on a terms holiday, which doesn't seem to lead to parents thinking their children are slipping behind. It is an interesting thought to ponder I think.

However, if your child is not managing this transition please speak with the class teacher we can often help. Thank you for your continued support and patience during this time. We look forward to welcoming our students back to the classroom.

Yours sincerely,



Kerri Simpson PRINCIPAL
Moonee Ponds West Primary School

Appendix 1

	F-1	1/2	3/4	5/6
Arrival	Arrive at 8.40-8:50 to Lennox street entrance. F-1 teachers will be visible for chn. Teachers will be on duty for late comers and those children that may need initial additional support. No playing before school	Arrive at 8.40-8:50 to the Eglinton Street entry. Move straight to your class where your teacher will greet you. Two teachers on duty at the gate for late comers and those that may need additional support.	Arrive at 8.50-9.00 to the Athol St entry next to the Gym. Move straight to your class where your teacher will welcome you. There will be a teacher on duty at the gate.	Arrive at 8.50-9.00 and enter via the Eglinton St gates, and proceed to the external door of your class. There will be a teacher on duty at the gate.
Classroom Procedures	All students in each class will have their personal writing items supplied. The communal items needed for teaching (MAB, Counters) can be used. Students/teachers will sanitize/hand-wash before and or after use.			
Recess	Split recess and play areas. Time: 10:50-11:20 Play areas will be zoned.	Split recess and play areas. Time: 11:40-12:10 Play areas will be zoned.	Split recess and play areas. Time: 10:50-11:20 Play areas will be zoned.	Split recess and play areas. Time: 11:40-12:10 Play areas will be zoned.
Lunch	Split lunch and play areas. Time: 1:10-1:55 Play areas will be zoned.	Split lunch and play areas. Time: 2:00-2:45 Play areas will be zoned.	Split lunch and play areas. Time: 1:10-1:55 Play areas will be zoned.	Split lunch and play areas. Time: 2:00-2:45 Play areas will be zoned.
Personal safety procedures	Hand sanitizer when entering and exiting the class and or school. Hand washing stations where there are sinks in classes. Paper towel for hand drying. Individual Water bottles and lunches are to be with the children for each day.			
Dismissal	F-1 students will dismiss at 3.20 via Lennox Street Teachers will bring the classes to the dismissal point, and they will be dismissed in room order.	1/2 students will be dismissed at 3.20 through the Eglinton Street exit. The teachers will be visible during this time and they will be dismissed in room order.	3/4 students will be dismissed at 3.15pm via the double doors or external doors onto the Tiger Turf. The students will leave through the Athol St gate closest to the gym. A teacher on duty will be at the gates to ensure safety	5/6 students will dismiss at 3.15pm via the Eglinton St gate. They will leave their classroom via their external doors. The teacher on duty will ensure safety.
Parents	Parents are still to maintain social distancing and remain offsite. All students are to enter and exit the school on their own. Please speak to the class teacher if this is presenting as a problem.			
Staff	Two staff members will be on each gate to ensure safe entry and exit.			

Other relevant Information

- Students are not required to wear a face mask. Student mask wearing is for those over 12 year (year 7).
- Staff are required to wear a face-mask at all times except when teaching.

- Students and staff are not required to have their temperature checked upon entry.
- Students / Staff who are ill are required to stay at home.
- Adults coming to the school must come through the General Office, and only for essential reasons.
- Staff must visit a Sanitization Station before venturing to their class.
- Items of PPE are available for all adults on site.

Appendix 2

Sample of the Term 4 school day timetable.

F/1 & 3/4										
	9:00-9:50	9:50-10:40	10:40-10:50	10:50-11:20	11:20-12:10	12:10-1:00	1:00-1:10	1:10-1:55	1:55-2:45	2:45-3:20 (F/1) 2:45-3:15 (3/4)
	1	2	Sanitise and Eating time	30min Break	3	4	Sanitise and Eating time	45min Break	5	

1/2 & 5/6										
	9:00-9:50	9:50-10:40	10:40-10:50	11:30-11:40	11:40-12:10	12:10-1:00	1:00-1:50	1:50-2:00	2:00-2:45	2:45-3:20 (1/2) 2:45-3:15 (5/6)
	1	2	3	Sanitise and Eating time	30min Break	4	5	Sanitise and Eating time	45min Break	