

### Attendance on-site + Drop off

The Department of Education and Training (DET) advises that:

*Perhaps the most important action school communities can take to reduce the risk of transmission of coronavirus (COVID-19), is to ensure that any unwell staff, children and young people remain at home.*

*While the risk of transmission of the virus is very low, staff or students most at risk of severe illness should individually assess appropriateness for onsite attendance at this time with support from their medical practitioner.*

*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.*

Years P-2	Years 3-6	Years 7-10	11-12
<ul style="list-style-type: none"> <li>• P-2 students will enter via the gate on Islington Street from 8:30am</li> <li>• <b>Parents and Carers are not to enter school grounds unless they have made an appointment in advance</b></li> <li>• Prep teachers will be visible at the gate to ensure the collection of Prep students</li> <li>• Leadership and specialist staff will stay on to oversee children arriving after 8.45am.</li> <li>• At 9:00am the gate will be locked. Latecomers will be directed to use the front office entry point</li> <li>• Parents are asked to adhere to social distancing rules when waiting to drop off their children at the Vere St gate</li> <li>• 1.5m interval markers will be visible along the footpath in both directions</li> <li>• Parents asked to leave the area as quickly as possible</li> </ul>	<ul style="list-style-type: none"> <li>• 3-6 students with siblings from P-2 can also enter at the Islington Street Gate</li> <li>• Other 3-6 students can enter via the Hoddle street gate.</li> <li>• 3-6 students can walk straight to their classrooms.</li> <li>• <b>Parents and Carers are not to enter school grounds unless they have made an appointment in advance</b></li> <li>• Parents asked to leave the area as quickly as possible</li> </ul>	<ul style="list-style-type: none"> <li>• 7-10 students will enter via Hoddle street gate and afterschool care gate above loading bay.</li> <li>• Students will use external stairs to enter school on Level 1 unless it is raining.</li> <li>• Secondary staff will be allocated to the gates to welcome and guide students</li> <li>• Primary students NOT TO USE the afterschool care gate.</li> <li>• <b>Parents and Carers are not to enter school grounds unless they have made an appointment in advance</b></li> </ul>	<ul style="list-style-type: none"> <li>• 11-12 students to enter through administration. Students are encouraged to walk directly to classrooms and not congregate. This also applies when arriving from FHS.</li> <li>• Both students and parents are discouraged from congregating around school entrances and bus stops</li> <li>• <b>Parents and Carers are not to enter school grounds unless they have made an appointment in advance</b></li> </ul>

### Pickup + Departure

<ul style="list-style-type: none"> <li>• Parents of Prep students come to the Islington St gate to collect their children at <b>2:45pm. This has been working very well</b></li> <li>• Parents of Years 1 and 2 students collect their children at <b>2:50pm</b></li> <li>• Teachers will lead classes to line up as near to the gate as possible. The teacher will send the student when the parent has been sighted.</li> <li>• Students who will be using the OHSC program will be walked to the entry point near the canteen at 3:00pm.</li> <li>• <b>Parents and Carers are not to enter school grounds unless they have made an appointment in advance</b></li> <li>• Parents asked to leave the area as quickly as possible</li> <li>• Vere st entry/exit is closed.</li> </ul>	<ul style="list-style-type: none"> <li>• Parents of Years 3 and 4 students collect their children from the Islington St gate at <b>3:00pm</b></li> <li>• Year 5 and 6 students will be released from their classrooms at <b>3:00pm</b>. They should exit via the Islington or Hoddle St gates.</li> <li>• <b>Parents and Carers are not to enter school grounds unless they have made an appointment in advance</b></li> <li>• Vere st entry/exit is closed.</li> <li>• Parents asked to leave the area as quickly as possible</li> </ul>	<ul style="list-style-type: none"> <li>• 7-10 students to exit via mezzanine and through aftercare gate</li> <li>• Students can also exit via Hoddle street</li> <li>• Staff will be on duty to guide students to appropriate exit.</li> <li>• <b>Parents and Carers are not to enter school grounds unless they have made an appointment in advance</b></li> <li>• Vere st entry/exit is closed.</li> </ul>	<ul style="list-style-type: none"> <li>• Students are dismissed at <b>2:45 pm</b>. Students are encouraged to leave via front reception</li> <li>• <b>Parents and Carers are not to enter school grounds unless they have made an appointment in advance</b></li> <li>• Vere st entry/exit is closed.</li> </ul>
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Families with students across multiple year levels should email the front office at [collingwood.co@education.vic.gov.au](mailto:collingwood.co@education.vic.gov.au) to make arrangements as required (e.g. Older students could collect younger students at the earlier time and all leave together)

**Cars leaving the staff carpark between 2:45 and 3:15 will exit via Cromwell St**

### ***Specific arrangements for teaching and learning environments and break times***

DET advises that:

*Maintaining a physical distance of 1.5 metres will not always be practical in education settings. Physical distancing is most important between adults.*

*Reducing mixing between different cohorts (either classes or year levels) is recommended as a precautionary measure to minimise risk of spread of transmission and aid containment in the rare event of a confirmed case of coronavirus (COVID-19) on site.*

<b>Years P-2</b>	<b>Years 3-6</b>	<b>Years 7-10</b>	<b>Years 11-12</b>
<ul style="list-style-type: none"> <li>• P-2 will be adhering to a normal school timetable</li> <li>• In the Primary School specialist classes including PE, Art, Chinese, Eurythmy, Performing Arts and Craft will run</li> </ul>	<ul style="list-style-type: none"> <li>• In the Primary School specialist classes including PE, Art, Chinese, Eurythmy, Performing Arts and Craft will run</li> <li>• No timetable change as such see break-time table below.</li> </ul>	<ul style="list-style-type: none"> <li>• In 7-10 specialist classes will resume as normal</li> <li>• No timetable change as such see next item.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Senior students</b> will finish <b>Session two 15 minutes earlier</b> to safely travel between FHS and CC</li> <li>• Finishing session 4 between 2.45pm and 2.55pm</li> </ul>

### **Distancing**

DET advises that:

*Maintaining a physical distance of 1.5 metres will not always be practical in education settings. Physical distancing is most important between adults.*

*Reducing mixing between different cohorts (either classes or year levels) is recommended as a precautionary measure to minimise risk of spread of transmission and aid containment in the rare event of a confirmed case of coronavirus (COVID-19) on site.*

At our school we will:

- Provide staggered breaks and separating groups and year levels when outdoors. Secondary school and Primary school students will have separate breaks and zones at lunchtime and recess.
- At lunch times:
  - High school students can use the back oval, upper mezzanine and gym
  - Primary school students can use the prep garden, front oval and undercroft
  - Students in grades 5-6 and the high school can be in the canteen at recess and lunch time if they are purchasing food (see below)
- Keep windows and doors open to promote fresh air flow indoors
- Maximising use of outdoor learning areas or environments with enhanced ventilation where possible and as practical depending on weather conditions
- The school has made efforts to guide students on appropriate sides of the corridor to assist social distancing as much as is practical
- The secondary school will closely monitor access to lockers
- Staff will maintain physical distancing as much as practical when working in a classroom together

### **Hygiene Practices**

Everyone at school is expected to follow all the necessary hygiene practices. For example:

- Undertake regular hand hygiene, particularly on arrival to school, before and after eating, after blowing their nose, coughing, sneezing or using the toilet. E.g.
  - cover your mouth and nose when coughing and sneezing with a tissue, or cough into the crook of your elbow.
  - dispose of the tissue into a bin and then wash your hands afterwards.
  - wash your hands often, after using the toilet, and before eating.
- Sharing of food is not permitted

- Students and staff must bring their own water bottles to school for use (and refilling). It is recommended that students do not drink directly from drinking fountains at this time. Taps may be used to refill water bottles. Signage is placed near drinking taps.
- Students are welcome to bring their own sanitiser to school should they prefer, however, there will be sanitiser available at school and sufficient hand washing facilities (please see below).
- Students and staff should not greet each other by shaking hands, hugging or kissing at anytime
- If catching a bus or using trains or trams, students should wash/sanitise their hands before and after

#### ***Students sharing equipment:***

- When students need to share equipment (e.g. PE, Arts, Technology, Music etc.), they should be instructed to wash their hands before and after the lesson.
- Teachers should be mindful of the activities they require students to engage in to avoid unnecessary contact. E.g. no contact sports in PE. Please note group work is OK, just don't require students to make unnecessary contact.
- In subjects such as Kitchen Garden, again following appropriate hygiene practices will be necessary to ensure benches and all dishes are washed as per normal. Extra sanitiser will be provided for the kitchen to be used to wipe down benches also.

#### ***Management of an unwell student or staff member:***

- **Please DO NOT send your child to school if they are unwell**
- Any staff member or student who becomes unwell while at school returns home. A trained staff member will take the temperature of the student, where appropriate, to support decision making
- The Department of Education and Training has comprehensive procedures in place with the Department of Health and Human Services to manage suspected or confirmed cases of coronavirus (COVID-19) in schools.
- The School will contact the Department of Health and Human Services should a student or staff member be a confirmed case or has been in close contact with a confirmed case

#### ***Loaned (Laptop/tablet and Instruments) devices:***

- Students are to hold on to loaned devices for this time. We are discouraging sharing of equipment
- Students who do not have their own device or a loaned device can apply to be provided with one when they return to school
- Notebook/laptop trolleys will not be available for bookings. Some modifications to lessons may required
- Additional cleaning measures will be implemented for stand alone machines. For example ICT equipment in library

#### ***Mobile Phones:***

The DET *Students Using Mobile Phones Policy* remains in place. Staff and students should clean their phones regularly. Phones can be turned on with the COVID SAFE app activated immediately before and after school. Schools are managed environments that include records of student, staff and visitor attendance, which can support contact tracing.

#### ***Assemblies, Large Gatherings, Excursions and Camps:***

- Assemblies and large gatherings will occur digitally until further notice. This includes staff meetings, school tours and information nights. Face to face meetings should only be used if necessary and appropriate physical distancing can be maintained.
- All excursions, camps, events and other non-essential large gatherings are postponed or cancelled until further notice.
- All interschool activities that involve onsite attendance by students from other schools will either take place virtually or will be cancelled.

### **Canteen**

The canteen will be open from 10th June, offering a limited menu.

- Students in Prep to 4 must use lunch orders either:
  - Via the app “Flexischools” [www.flexischools.com.au](http://www.flexischools.com.au)
  - Cash in a paper bag or envelope with the order written on it (teachers can help with this if required)
  - Lunch orders will be delivered to the classroom
- Students in 5-6 and 7-12 can purchase food from the canteen at break times, and via lunch orders (strongly recommended)
- Staff on yard duty will be monitoring the canteen space

\*Ordering via the app assists us with distancing measures. It also helps with appropriate quantities, therefore reducing waste.

### **Further information and resources**

- [DET Coronavirus \(COVID-19\) website:](#)
  - <https://www.education.vic.gov.au/school/Pages/coronavirus-advice-schools.aspx>
- [DHHS Coronavirus \(COVID-19\) website:](#)
  - <https://www.dhhs.vic.gov.au/coronavirus>
- [DET Infectious Diseases Policy:](#)
  - <https://www.education.vic.gov.au/school/principals/spag/health/pages/infectiousdiseases.aspx>
- [DET Health Care Needs Policy](#)
  - <https://www.education.vic.gov.au/school/principals/spag/health/pages/healthcareneeds.aspx>
- [Talking to your child about COVID-19:](#)
  - <https://www.education.vic.gov.au/Documents/about/department/covid-19/talking-to-your-child-during-coronavirus.docx>
- Department of Education and Training COVID-19 Advice Line – 1800 338 663
- Department of Health and Human Services Coronavirus hotline – 1800 675 398 (24 hours, 7 days a week)