



# Yarrabah School's Parent Guide for returning to school

## Contents:

<b>Thankyou</b>	<b>2</b>
<b>Whole of School Key Messages</b>	<b>2</b>
<b>Important Dates</b>	<b>3</b>
<b>Pick Up and Drop Off Times</b>	<b>4</b>
<b>Specifics regarding picking up and dropping off</b>	<b>5</b>
Expectations	5
If my child is having severe separation issues	5
If you are running late	6
Gates, Entrances and Exits	6
Mill Street pick up and drop off	6
EEP	6
Primary aged students	6
Secondary Entrance / Browns Lane	7
Crown Buses	7
<b>Student Wellbeing</b>	<b>8</b>
<b>Student Onsite Behaviour</b>	<b>8</b>
<b>Around the school</b>	<b>8</b>
Homerooms	8
Sections	9
Curriculum Programs	9
Playgrounds	9
Specialist and Therapists	10
<b>School Safety, Hygiene and Cleaning</b>	<b>10</b>
PPE	10



Risk minimisation practices being implemented	10
<b>Coronavirus (COVID-19) testing</b>	<b>11</b>
<b>Modifying our Learning Environment</b>	<b>11</b>
<b>Visuals reminding us of new guidelines</b>	<b>13</b>
<b>Onsite visitors, casual relief staff, tradespeople or external therapists</b>	<b>15</b>
<b>School communications</b>	<b>15</b>
<b>Canteen</b>	<b>16</b>
<b>Preparing to return to school</b>	<b>16</b>
<b>Social Story about returning to school</b>	<b>16</b>
<b>Reporting</b>	<b>16</b>
<b>IEPs and Student Support Group Meetings</b>	<b>17</b>
<b>We are all in this together</b>	<b>17</b>

## Thankyou

I would like to sincerely thank the school community for your incredible support provided to children during these past six weeks of remote learning. Your job at home has been inspiring and is a testament to the importance of the caring community. We are so thankful to be a part of your world.

To the staff of the school, I extend a heartfelt thank you on behalf of the students and families. Your willingness to continually check-in and provide a unique and alternate program has been inspiring not just to the students we serve but the community abroad.

## Whole of School Key Messages

The school will focus on essential messages during the next four weeks of our return. These align closely with our purpose and REAL framework.

- **regulate before we educate**
  - we know that before students can learn they need to be ready to learn



- we will maintain our 'Alert' approach
- we will draw of School-Wide Positive Behaviour principles
- we will co-regulate
- **relationships result in learning**
  - we will make time now to build /re-establish strong, nurturing relationships with your students and families
  - we will have FUN together at school- play, listen and support
  - we understand that the next four weeks are not the time to be reaching for academic goals.
- **all behaviour is communication**
  - we will be using visual timetables, Now and Next schedules for routine and structure,
  - we will be using core boards and devices to provide our students with a voice and support understanding
  - we will be making time to check in using visuals, in the morning and over the day
- **It's going to be OK**
  - we know your children
  - we will refer to your child's support plans and profiles
  - we will use the outstanding support teams available onsite
- **hand hygiene and frequent cleaning is STILL our best form of defence in the fight against COVID-19**

## Important Dates

As you are aware, the Victorian Government announced specialist schools would return for all students from the 26th of May. The 25th is a student-free day and is being used to prepare for your child's return.

Day	Date	Activity
Thursday	14th May	Principals Morning Tea
Saturday	16th May	Newsletter outlines pick up and drop off
Wednesday	20th May	Parents Guide released



Friday	22nd May 2.00pm	Assembly - outlines return to school
Monday	25th May	Curriculum Day
Tuesday	26th May	Full return to school - all students return
Thursday	28th May 10.am	Virtual Family Morning Tea - QandA session
Thursday	28th May	Transition to School Survey
Friday	29th May	Newsletter
Friday	19th June	Mid Year reports emailed out
Monday-Thu	22nd-25th June	Report and IEP SSG meetings (WebEx)
Friday	26th June	Last day of term 2 (students dismissed at 2.30pm)
Monday	13th July	First day of term 3

## Pick Up and Drop Off Times

<b>Details</b>	<b>EEP</b>	<b>Primary (5-12)</b>	<b>Transition, Inters</b>	<b>Seniors</b>
Drop Off location	EEP courtyard	Entrance to section building	Entrance to section classroom	Entrance to section classroom
Pick up location	EEP courtyard	main school courtyard	Browns lane courtyard	School bus carpark space
Hours	Drop off at 9:00am. Pick up at regular time	Drop off at 9:20am. Pick up at 3:15pm	Regular times	Regular times
Buses arriving at school	NA	Drop off at front of school 8:50am. Pick up at 2:50pm	Drop off at rear of school from 9:20am. Pick up from rear of school at 2:30pm.	Drop off at rear of school from 9:20am. Pick up from rear of school at 2:30pm.
Buses picking up and dropping off at home	NA	No change	No change	No change



## Specifics regarding picking up and dropping off



## Expectations

- families will be able to pick up and drop off onsite during allocated hours
- families cannot enter buildings, apart from office, following strict social distancing guidelines
- All building doors will remain locked from the outside during pick up and drop off times
- We ask parents to support our community by leaving school grounds straight after pickup and drop off times.
- All students will need to bring in extra layers of clothes as all classrooms will attempt to have windows open for ventilation and take extra breaks outside
- families who need to speak with the school should call, otherwise seek guidance from admin staff
- those families in need and requiring additional supports are encouraged to contact the school

## If my child is having severe separation issues

- please call the office, stay in your car and wait for a staff member to support you



## If you are running late

- all late school arrivals need to call the office, then wait at front or rear of school gates until picked up by a staff member

## Gates, Entrances and Exits

- all entrances and exits will be supervised until closing time
- the Mill Street front gate will be closed at 9.30 am
- the playground gate leading to lower, upper and middles will remain unlocked until 9.30 am
- garage exit gates will be supervised by a staff member from 9.00 - 9.30 am and 2.50-3.20pm
- the Browns Lane gate will be closed at 9.10am

## Mill Street pick up and drop off

- Mill Street entrance is reserved for EEP and Primary aged students and their families. Only EEP, Lower Junior, Upper Junior and Stefan, Rob and Zoe's families from middles will use the Mill Street entrance.

## EEP

- EEP drop off is from 9.00am
- EEP will drop off in EEP courtyard (refer to EEP correspondence)
- EEP pick up according to correspondence provided

## Primary aged students

- primary aged student drop off is from 9:20 am, unless there are exceptional circumstances.
- primary students pick up time is 3:15 pm
- exceptional circumstances should contact the office
- Lower Junior will drop off at the lower junior classroom doors and pick up from lower junior playground at 3.15 pm
- Upper Junior will drop off at upper junior classroom doors and pick up from the same outdoor area
- lower and upper junior families will depart via the garage exit (shown on map)
- Stefan, Rob and Zoe's families will drop off at Middles main door and pick up in the front courtyard



- Zoe, Rob and Stefans families will depart via the front courtyard (see map)
- Jade, Annemarie, Jimmy and Emily's families will drop off at their doors in the morning and pick up from the middle playground area in the afternoon. These families will enter and leave via the OSHC double gates leading to the Browns Lane car park

### Secondary Entrance / Browns Lane

- secondary aged students and families will be dropped off at the rear of the site (Browns Lane)
- families will drop their children off at the regular times in the morning from 8.50 am - 9.10 am and pick them up at 3.00 pm
- all senior section students will enter and leave via the nurture group gate
- Inters families will enter and exit via the regular gate
- Transition families will enter and exit via the playground double gates
- families of respective groups will wait in designated areas to minimise contact between adults.

### Parent Car Drop Offs

- car park drop-offs in the back car park will cease, unless a new arrangement has been made. Previous arrangements no longer apply. For exceptional circumstances please contact the school

### Crown Buses

- home pick ups and drop offs by the designated bus service remain the same. There will not be a change to the times your child is picked up or dropped off at home.





## Student Wellbeing

Student wellbeing will be our first and primary concern upon return. We will be supporting the personal, social and life skills needs of your child first and putting academics second.

Staff will be working to establish routine, a sense of safety, security and familiarity of environment. Staff will focus heavily on regulation, relationships and providing avenues for communication. These factors will be our main priority for students upon return.

If you have concerns about your child's return, please speak to your child homeroom teacher as soon as possible.

Those students who demonstrate a smooth and quick transition will be to school will be provided curriculum programming that meets their needs.

## Student Onsite Behaviour

- students who understand the rules of, 'I will be safe' yet choose to disobey those rules by absconding throughout the school, may be required to be picked up or be dropped off at home as a final resort.
- the school will not tolerate unsupervised or unsanctioned student roaming across the site, unless otherwise supported by classroom staff. This behaviour puts others in unnecessary risk
- some families will be called before the return of school ensuring all understand the plan and consequences of repeated absconding across the site
- all other behaviours will be managed in accordance with the school's behaviour policy with support from section staff and behaviour support plans

## Around the school

### Homerooms

- homerooms will plan to have regular outdoor/brain breaks (every 45minutes)
- all learning will occur in homerooms or section shared spaces, with students remaining in those areas for most of the day (unless done virtually)





## Sections

- sections will not mix with other sections - Section staff and students will stay in the same section and will not mix with others across the school (unless approved by the principal)
- sections will attempt to schedule two outdoor playtimes (recess) and two for outdoor lunch playtimes to minimise students in the playground during the same time.
- same class and playtime groupings should be maintained wherever possible
- inside play requires the scheduling of shared spaces
- section assemblies will not run with all the children in the same space (use tech options)
- playtimes and lunchtimes will be timetabled so sections don't overlap or cross over during transition
- Inters and Seniors will spread students across learning areas
- sections will develop a cleaning roster for bathroom, section hard surfaces and classroom cross infection

## Curriculum Programs

- Lower Junior, Upper Juniors, Middles, and Transition sections will put a pause on learning groups, until term three begins
- learning groups will still be planned for by the learning group teacher and shared across the section (possibility of maintaining a remote type mode of planning and delivery to support students and staff in the homeroom)
- homeroom program times can be modified to ensure distancing measures, playtimes and staff breaks are achievable (need to provide management timetable)
- all external school sports and rec programs are postponed
- camps are cancelled this year
- community walks are encouraged, but not to public venues (shops etc)
- school owned buses can be used to take students to public spaces, playgrounds and parks (when they are re-opened)
- nurture group program staff have been allocated to sections
- Nurture program will be limited
- a whole school breakfast program will be funded. Sections are encouraged to run a breakfast program, maintaining appropriate social distancing between groups of students and adults

## Playgrounds

- the Lower Junior playground will be used by Lower Junior students at this time



- middle courtyard can only accommodate 8 people at a time for periods under 15 minutes. These should preferably not be a mix of different sections (managed as best we can)
- middle playground, OSHC playground must be scheduled to reduce overlapping (middle and Upper Junior will need to schedule and then share with management)
- playground in front of Transition is allocated to Secondary school (timetable will be arranged between sections and shared with management)

## Specialist and Therapists

- specialist and therapists will be allocated to a section.
- specialist will prepare a remote style program to be delivered across the entire site each week.

## School Safety, Hygiene and Cleaning

### PPE

- face shields have been purchased for staff working with children with behaviours such as spitting; these will not be compulsory. It will be at the individual's discretion. These must be cleaned/disinfected frequently and after each use
- each classroom will have gloves, tissues, 20 and bactisan/hand sanitiser/baby wipes
- if using gloves staff will change them frequently to ensure minimised cross-infection
- each section will have a PPE emergency pack incl gown, goggles, face mask this will ONLY be used if a child becomes unwell and staff can choose to wear it to transfer them to sickbay
- staff will be encouraged to carry their own small bottles of hand sanitiser at all times. DET has supplied some small bottles and we will endeavour to purchase more prior to next week.

### Risk minimisation practices being implemented

- asking bus staff to sanitise all kids hands PRIOR to exiting the bus



- school nurse will undertake spot/random health checks. Nurse Jess may undertake temperature checks (of students who exhibit as unwell). This will provide parents peace of mind being vigilant around possible asymptomatic cases (this is still to be confirmed)
- daily health checks on students that staff are concerned about working with due to certain behaviours ie- frequent spitting
- any child who is unwell will be sent to sickbay straight away, and they will remain in sickbay until collected minimising the risk and exposure to other students and staff
- the sharing of computers and other personal items will be reduced
- students will be provided their own essential items for regular daily activities

## Coronavirus (COVID-19) testing

- voluntary prioritised coronavirus (COVID-19) testing is available for all Victorian school staff for a two-week period from the 13th of May 2020 to the 26th of May 2020.
- staff who are asymptomatic will be able to continue to work while they wait for their test results. Staff who are symptomatic will be considered a suspected case and required to self-isolate until test results are received. Any staff who are unwell must not attend school until symptoms resolve.
- any positive coronavirus (COVID-19) cases will be reported to DHHS as per current practice. In the event of a confirmed case, DET will contact the school to provide advice and support for enacting their coronavirus (COVID-19) management plan to contain any outbreak and commence contact tracing.

## Modifying our Learning Environment

At Yarrabah our non-negotiable *Post COVID19* classroom environments will include:

- 1) student check-in
- 2) individual student tables with at least 1.5m distance from each other (where space allows this)
- 3) use of the common spaces for minimising groups of students and adults
- 4) each student desk has visual supports, Now / Next, core, device, student materials (pencils, sensory toys, etc)
- 5) the use of outdoor environments should be scheduled each day (learning outdoors is safer)
- 6) example of learning outcomes made available to each student with scaffolds
- 7) Classroom posters identifying the importance of washing hands, keeping our hands to ourselves, sneezing into elbow etc



- 8) multiple means for self-regulating and scaffolds for how (**Alert**)
- 9) schools values, rules and expectations (related to how I can play with my friends - social stories)
- 10) display's identifying what social distancing looks like in the classroom, in the shared spaces and in the playground



Visuals reminding us of new guidelines

## CORONAVIRUS (COVID-19) RESTRICTIONS REMAIN IN PLACE

**If you are unwell, please stay at home.**

The greatest risk of transmission of coronavirus (COVID-19) is between adults. Please follow these physical distancing measures:

- avoid gathering in a group inside or around the school



- keep 1.5m between yourself and other adults



- avoid handshakes and hugs



- wash your hands regularly.





## CORONAVIRUS (COVID-19) RESTRICTIONS REMAIN IN PLACE

**If you are unwell, please stay at home.**

**Please do not enter if you have any of the following symptoms:**

- fever
- shortness of breath
- flu-like symptoms such as coughing, sore throat or runny nose.



This poster should be visible on the outside of the school leading to the office, back car park and at the main doorways or gateways of each section



## Onsite visitors, casual relief staff, tradespeople or external therapists

- until further notice, all parent volunteers, visitors, tradespeople, visiting teachers, student teachers, external NDIS funded therapist or department student support staff will not be permitted on site, unless agreed to by the principal or under extenuating circumstances.
- NDIS therapists who have pre-existing agreements between the school will need to contact the school. Until alternate arrangements are made, these services will be put on pause. Please communicate these changes to your child's private therapists
- all parent fundraising activities on site are postponed
- all parent social gatherings onsite are postponed
- parent to parent meetings are postponed
- student support group meetings will now take place online via video chat
- school council meetings will now take place via video chat
- the capital works builders will remain onsite and continue under the direction of the DET, Ireland Brown Constructions and Yarrabah School
- The school is working to minimise the use of external staff to fill staff vacancies, illness and leave. The school will be engaging with known and regular casuals, providing them longer-term commitments that secure placement at our school.
- In cases where a replacement staff member is not available, internal arrangements may be entered into of which will include the use of specialist staff, therapy support, or mixing homeroom groupings.

## School communications

- Seesaw remains the number one form of communication between you and your child homeroom teacher
- Over this period (next four weeks) a newsletter will be sent home each week.
- The school will provide a weekly assembly each Friday to announce critical events and changes related to school organisation and operations. These will be recorded and made available to all on our FB page each Friday and school portal.
- Families wishing to speak with school leaders can call the school
- Personal meetings can be scheduled and conducted onsite if deemed necessary via electronic means in a private room





## Canteen

- Unfortunately there will be no canteen this term. More information about Canteen will be provided over term 3

## Preparing to return to school

Your child teachers have been conducting more regular check-ins this week and activities to help prepare your child for school. There are several things you can try.

- re-establish the wake-up routine (wake up and get dressed at the time you would typically get up for school)
- re-establish a breakfast routine
- read and re-read the social story
- take a drive by the school (if that's your child cup of tea)
- begin introducing other non-screen type activity
- think about preparing a light snack, like your child might have a school each morning
- re-establish toileting patterns and timing
- reintroduce the drinking from a water bottle, if that's what they do at school
- ask your child to draw a picture or indicate what they are looking forward to or not looking forward to when they return
- roleplay with your child about returning to school
- role play schools with your child, substituting toys

## Social Story about returning to school

- Please use this social story about returning to school.

<http://bit.ly/2z3Pfbz>

## Reporting

- reports will be sent out on the 19th of June
- your child will not receive a level against curriculum areas on this report
- reports will include a detailed teacher comment and description of what was taught in each curriculum area



## IEPs and Student Support Group Meetings

- an opportunity to discuss the report and your child's IEP will be made available on the 22 - 25th of June
- you will receive an invitation from your class team to arrange a suitable time to meet online to discuss your child progress and goals for the remainder of the year

## We are all in this together

We will be OK. We are all in this together. Staff are looking forward to seeing your child again.

Yarrabah thrives on providing an individualised learning environment. During this time, we have maintained communications with you. There may not be the face to face contact that we are used to but we can continue to chat, speak to each other and generally communicate our needs in other ways.

We must stay in contact with the means available, and we have learnt that these are accessible ways to do this.

By working together we will help your child get back to routine, feel happy at school and settled here at Yarrabah School again.

Take care everyone.

