

Dear Parent,

Thank you for your email regarding the need for onsite supervision at school for your child/children.

In response to the current COVID-19 Health Crisis, the Premier of Victoria has directed all schools to move to remote/flexible learning from Term 2. We are in a public health and safety crisis. Safety is paramount to the health of our community and general population. It is safer for our children and staff to be at home to minimise exposure. It is therefore the expectation that reasonable adjustments must be made by the families for students to stay at home. The Victorian Government has stated that all students who can learn from home must learn from home. Exceptions will only be granted in extremely limited circumstances. This form does not guarantee that your child will be permitted to attend school. Permission will be granted by the principal on a case-by-case basis.

I have attached the Onsite Supervision Application request form and the Onsite Supervision Protocol. You must read both documents. If you still believe the family circumstances qualifies your child for onsite supervision, please complete the application form and email it to the school email, victoria.university.sc@edumail.vic.gov.au by 10:00am on Thursday. Your application will be considered and eligibility be determined. You will be contacted via email by Friday 3:00pm to inform you of the outcome.

Do not make the assumption that this application will be accepted as the process is mandated for the safety of our population to be at home.

It is likely that this process of onsite supervision will take some time and may not commence until Monday 20th April. We require time to review the applications, determine eligibility and ensure we have adequate safety and supervision in place.

This is consistent process of all network schools, reflective of Department of Education and Training guidelines.

Regards

Elaine Hazim
College Principal

VICTORIA UNIVERSITY SECONDARY COLLEGE

ON-SITE SUPERVISION REQUEST FORM

In response to the current COVID-19 Health Crisis, the Premier of Victoria has directed **all schools** to move to remote/flexible learning from Term 2. **We are in a public health and safety crisis. Safety is paramount to the health of our community and general population. It is safer for our children and staff to be at home to minimise exposure. It is therefore the expectation that reasonable adjustments must be made by the families for students to stay at home.** The Victorian Government has stated that all students who **can** learn from home **must** learn from home. Exceptions will only be granted in **extremely limited circumstances**. This form does not guarantee that your child will be permitted to attend school. Permission will be granted by the principal on a case-by-case basis.

I am requesting that my child attend on-site schooling because my child is unable to be supervised at home and no other arrangements can be made. By submitting this form, I declare that my child is well and I will collect my child as soon as practicable upon request of the school if my child becomes unwell.

Student's name:	
Student's date of birth:	
Student's year level:	
Parent 1 Occupation	
Work Location/Phone number	
Parent 2 Occupation	
Work Location/Phone number	
<p><i>The Victorian Government has stated that all students who CAN learn from home MUST learn from home.</i></p> <p><i>Please tick all of the boxes to the right to indicate that you understand the requirements and potential risks of on-site attendance during term 2 of 2020</i></p>	<p><input type="checkbox"/> I am requesting that my child/ren attend on-site schooling because my child/ren is/are not able to be supervised at home and no other arrangements can be made.</p> <p><input type="checkbox"/> I have no other family, carer, friends who can care for or supervise my child</p> <p><input type="checkbox"/> My school holiday care arrangements cannot continue during term.</p> <p><input type="checkbox"/> I confirm that there is no-one working or studying from home</p> <p><input type="checkbox"/> I understand that Victoria University Secondary College will provide as best it can a clean, hygienic and safe learning environment for my child, however the School cannot guarantee that my child will not be susceptible to the COVID-19 virus whilst in attendance as there will be children and adults from a variety of homes present in the one location.</p> <p><input type="checkbox"/> I understand that my child will need to, as best as possible, abide by all physical distancing, safety and hygiene requirements whilst in attendance, and if they do not, I may be required to collect my child immediately.</p> <p><input type="checkbox"/> I understand that my child will be engaging in the same remote learning plan as all other students who are learning from home, and that they will not be supervised by the same staff on any given day.</p> <p><input type="checkbox"/> I have read and agree with the Onsite Supervision Protocol Document</p>

Dates required:

Please note you need **to complete this process weekly** to ensure adequate staffing on-site.

I am requesting the following days and hours based on my shift at work

Day	Date	AM, PM or ALL DAY Specific Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Additional Medical Information (Asthma, Anaphylaxis, Allergies etc... do we need to list more)

- ☐ I have included details of my Child's additional Medical Needs
- ☐ The School has a Medical plan for my child
- ☐ My child will have their medication with them, every day they attend school
- ☐ I have listed all details below

Emergency contact details:

Name:
Relation to child:
Phone number:

Name:
Relation to child:
Phone number:

Parent/Guardian name: _____

Signature: _____

Date: _____

Received and Processed by..... on (date).....



On Site Supervision Protocols– Term 2

*In response to the current COVID-19 Health Crisis, the Premier of Victoria has directed **all schools** to move to remote/flexible learning from Term 2.*

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Onsite supervision will be subject to very strict physical distancing and restricted access to play and socialising, to ensure safety for all. This includes staff who will be supervising students. 95% of our teachers will also be working from home and the volunteer staff on supervision are not available for direct instruction or any extra teacher support other than remote learning expectations

Students who have been granted permission to attend onsite supervision at school in extremely limited circumstances will have access to the following;

- Students will access site with significant distancing. All will sanitise before entering the administration area to sign in.
- Students will be supervised by an adult with a current Victorian Institute of Teaching (VIT) registration or Working With Children Check, and it may be a replacement teacher. This will not be your child's teacher
- All food, lunch, snacks and water bottles need to be supplied by families. Students cannot use the drink taps.
- Workspaces will be kept at a 1.5m distance to ensure adequate social distancing is maintained and students will be unable to socialise in groups
- Hand sanitiser must be used at the entry/exit point of the classroom and on entry to school each day as well as throughout the day. The classroom will be cleaned and sanitised daily
- Students will have to bring their device to school. (Note that most staff will be working from home and will not be teaching students on site)
- The program delivered on-site will be the same as the program delivered to students undertaking remote learning. Students on-site will be supervised by the onsite adult but will follow the remote program provided by their classroom teacher. This adult cannot assist the child within a 1.5m radius. The student will need to seek assistance from their teacher via remote learning.
- Break times will be provided, C-block court yard at the Junior Campus and in the B –block court yard at the Senior Campus and social distancing will be strictly adhered to.
- There will be no access to other parts of the school. Gym, drama room or other court yard areas.
- Students are required to wear school uniform while on-site at school
- No person will be able to bring a sick child to school, sick children will be isolated immediately and a phone call made for immediate pick up. **When no response from any parent or emergency contact, an ambulance will be called.**
- School hours are strictly from 8.50am to 3.03pm (Monday, Tuesday, Thursday & Friday). On Wednesday's school hours are from 8.50am to 2.08pm.

The only entry and exit point to the school will be at the Administration Office (only front gate will be open). The floor is marked to ensure appropriate social distancing of 1.5m. **The student will be required to sign in and out each day.** Students will work independently and check in on Microsoft Teams with their offsite teacher.

It is important that we work together and support each other during this challenging time. I understand that this new way of learning will present many challenges for parents, staff and students. I ask that you work with us as we navigate these uncharted waters.

As always, please don't hesitate to contact me if you need clarification in regard to onsite attendance.

Elaine Hazim

College Principal

Example of the a day for Onsite Flexible and Remote Learning

Start of Day

- No student will be admitted onsite unless permission is granted and on the approved list
- Each child sanitises their hand and bag and goes to designated table either in C-block at the Junior Campus or Study Centre at Senior Campus and sets up for learning
- Student starts learning (supervisor cannot help set up)

Supervisor

- directs students to online learning
- Announces break times
- Ensures all students adhere to 1.5m.
- Announce check in times so students go to Microsoft Teams
- No student can use the drink taps

Students

- will work independently and check-in when required
- will use Compass and Microsoft Teams independently
- will ask supervisor to go the bathroom
- will stay 1.5m away from all students and supervisors at all times.
- will use equipment provided or from home
- Sanitise regularly through the day
- cannot use the drink taps

Parents

- Adhere to signed consent from and ensure students are sent to school well and adhere to agreed times
- explain onsite learning requirements to student to ensure they understand social distancing and the environment
- Ensure students can independently use their device, Compass and Microsoft Teams and access online learning.

End of Day / student pick up time

- Hand sanitise before entering office area.
- Inform supervisor and email School website if circumstances change.