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Thursday 21<sup>st</sup> May 2020

Dear Parents/ Carers and Students,

We are now writing to provide you with the first stage of return to school arrangements relating to the continuity of learning for our school during Term Two. The advice from the Victorian Chief Health Officer (CHO) is that it is now safe for students, teachers and support staff to return to face-to-face teaching and learning. Very low levels of community transmission of the virus in Victoria coupled with little evidence of transmission between children in the school environment within Australia and globally, means the risk to staff and students returning to on-site schooling at this time is very low.

The Victorian Chief Health Officer and Victorian Government have approached the return of face-to-face learning and work in Victorian schools with utmost precaution and careful planning.

The key dates of return to school arrangements are as follows:

- Monday 25<sup>th</sup> May will be a pupil free day. All teachers and staff on-site to prepare for students' return
- Tuesday 26<sup>th</sup> May all Year 11 and 12 VCE and VCAL return, including Year 10 students studying a VCE subject
- Tuesday 9<sup>th</sup> June all Year 7 – 10 students return to on-site schooling.

During the two week transition period for Year 7 – 10 students (with the exception of Year 10 students studying a VCE subject in 2020) all children who **can** learn at home **must** learn from home – with exceptions only in extremely limited circumstances. If you believe you are in an exceptional situation in which remote learning is not possible, then please **email the college immediately** on [mordialloc.co@education.vic.gov.au](mailto:mordialloc.co@education.vic.gov.au) so that the most appropriate arrangements can be put in place at school to supervise your child completing their remote learning classes onsite at school. Students learning onsite will be supervised by an onsite teacher or causal relief teacher but the students will follow the teaching and learning program provided by their classroom teacher. Students will not receive direct instruction at school from the onsite supervising teacher.

Once each year level returns to on-site schooling, schools will no longer offer a remote learning program for those students. If parents choose to keep their child at home, they will be responsible for maintaining student learning.

This does not apply to children who need to be absent for health or medical reasons, such as children with a compromised immune system. For those families, schools will establish a plan to meet their circumstances.

Please take the time to read the following **Return to Onsite Learning Guide** for parents and students including:

- Student Expectations, including recess and lunch breaks
- Health and Hygiene including the extra measures the College has put in place
- Restricted parent access onsite
- Attendance and Timetables
- Wellbeing Support

Thank you for your continued support and patience during this time. We look forward to welcoming our students back to the classroom. Please note students should return wearing **full winter school uniform** (time to find your tie). If you have any questions, please call reception and they will direct your enquiry to the appropriate person.



Ms Michelle Roberts



Ms Tracey Bastin



Mr Andrew Moffat



Mrs Marina Walsh



Mrs Jo Greenhalgh



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## Return to School – Onsite Learning Plan

The information in this guide will help students to maximise their academic success and ensure continuity of learning as we begin to transition back to onsite learning. Mordialloc College staff have worked hard during this time to prepare for our return to school and to support students in their preparation, all to ensure continuity with their learning and deliver the best possible programs to all students.

## Expectations of Students

### General Expectations

1. If your child is ill or is feeling unwell, they must not attend school. They must remain home and seek medical advice. If a child feels sick during the school day they must inform their teacher straight away and they will be sent to sick bay and our first aid officer will call a parent/carer to collect.
2. While the Chief Health Officer has advised that students will not be required to maintain physical distancing at school, we will be encouraging students to attempt to maximise social distancing wherever possible.
3. Students will need to be respectful of staff personal space and the need to follow social distancing protocols with staff. Thus remain 1.5 metres from staff at all times.
4. Following set rules and directions from staff for common areas, bathrooms, canteen and classrooms.
5. Students must practise hand hygiene before and after catching school transport, before eating, after using the toilet and throughout the school day upon entering any learning space (either wash their hands with soap or use the hand sanitiser provided, as noted further down).
6. Students are not to rearrange desks or furniture.
7. Students should bring their own water bottle to school as drinking fountains will be switched off. Taps in designated areas may be used to refill water bottles.
8. No sharing of food or drinks or resources.
9. Canteen service will return from Tuesday 26<sup>th</sup> May. During canteen service students will be able to purchase or pick up food but should not linger in the area to socialise. Payment will be by card /mobile phone only.

10. Both students and staff can elect to wear a mask if this makes them feel more comfortable, however students will need to supply their own and take responsibility for maintaining the hygiene of the mask. We expect all students to be respectful of others if they do choose to wear a mask.
11. Students should avoid congregating for any length of time around the locker bays, and the school may release classes 5 mins early on a rotation basis to ease congestion at peak times.

Any student found in deliberate breach of essential rules will receive consequences in line with our student code of conduct.

## Health and Hygiene

1. Sanitiser will be available in every classroom, school reception, entry gates and entrances into main buildings. Students may bring their own sanitiser as well.
2. Parent / Carers are required to check their child's health each morning before school and provide personal supplies of tissues and sanitiser if so inclined; flu shots are encouraged.
3. We encourage Mordialloc College community members to download the Australian Government COVIDSafe app.
4. All bathrooms and high-touch areas will be cleaned on an increased rotation throughout a day and bins emptied daily.
5. All staff will have a cleaning and sanitising kit to take to each lesson for extra cleaning if required.
6. Hygiene reminder signage will be placed around the school.
7. Staff will work in separate office spaces to comply with social distancing guidelines.
8. When traveling to and from school on public transport, students need to remember to keep your distance from other passengers and be respectful of everyone's personal space.

## Recess and Lunch Breaks

Local school arrangements to reduce mixing between students and staff from different classes or year levels outside of the learning environment will be used as a precautionary measure. Students will be asked to follow common sense in the yard and not have any physical contact with another student. In addition: -

1. During this time the oval access will not just be limited to students playing sports.
2. Year 7 students will be able to use the dedicated Year 7 area at the back of the LC and front of portables.
3. Year 8, 9 and 10 students will be in the general common area in front of the Hub, DC, EZ, Gym and Oval.
4. Year 11 and 12 students will be able to use the courtyard in between Administration and the Hub as well as the front area of the school (on Station St) to assist with social distancing outside of class time.
5. No groups of students will be able to socialise around the canteen area.
6. When inclement weather, the College follows a wet weather timetable allocating year levels during break times to various undercover areas/rooms within the school. This will continue with some modifications.

## Health and Wellbeing

Upon our return, the health and wellbeing of our students will be front and centre of our care. 'We are here for the students' so therefore our focuses will be:

1. The social and emotional wellbeing of students and staff. Time will be devoted to re-establishing authentic relationships between students, teachers and peers.
2. After such an experience we will focus on settling children back into some normalcy supported by our school structures and routines.

## The Wellbeing Team and their hours will remain the same:

Di Douglas	Director Student Wellbeing	(Monday-Friday)
Jo Emery	Mental Health Practitioner	(Monday-Thursday)
Katie Haywood	Youth Worker	(Monday and Thursday)
Linda Walsh	Chaplain	(Tuesday and Thursday)
Carly Schreiber	Adolescent Health Nurse	(Tuesday and Thursday)

## How do I arrange a referral to the Wellbeing Team??

You can contact the Wellbeing Team via the Wellbeing Team email [wellbeing@mc.vic.edu.au](mailto:wellbeing@mc.vic.edu.au).

A Wellbeing Team member will be allocated to you and contact you via email or phone initially to discuss your concerns and to organise an action plan with you to address concerns raised. This may include organising a time to book a check-in session for your child and a member of the Wellbeing Team. You can request a particular staff member if you have a specific need.

## Staff Members

1. Any staff member feeling unwell will stay at home, until given medical clearance to return onsite.
2. From Tuesday 26<sup>th</sup> May all staff will be following their normal school timetable with possible rooming changes as per Compass for Year 11 and 12 classes. Staff teaching Year 7 – 10 students during the two week transition period will deliver remote learning lessons from their agreed alternate teaching /office space.
3. Classrooms will be left open to minimise surface contact of doors. Students should line up in an orderly fashion in their designated areas and enter the classroom once invited by the teacher. (Windows and doors open – weather permitting). Students will not be permitted to enter classrooms during recess or lunch, unless we are running a wet weather timetable and a teacher is present in the room.
4. Frequent use of hand sanitiser and disinfectant in class with students is recommended
5. Staff will set up rooms to maximise social distancing as much as possible as a precautionary measure.
6. Main toilets will be open for students during Term Two, students will not use the sick bay toilets during class time. Only one student is permitted to leave class at a time. Plastic out of class passes will not be used.

## Attendance and Timetables

1. From Tuesday 26<sup>th</sup> May Year 11 and Year 12 students will be following their normal school timetable with possible rooming changes as per Compass.
2. From Tuesday 26<sup>th</sup> May Year 10 students completing a VCE subject only need to attend school onsite for this subject. It would be preferable to drop students off or collect early so they can complete their Year 10 classes via remote learning from home. If late drop off / early pick up isn't possible these Year 10 are permitted to be onsite all day where they will be supervised in the Hub where they will be able to complete their remote learning onsite. Students will need their own device for remote learning and headphones are recommended.
3. From Tuesday 26<sup>th</sup> May Year 7 – 9 students in an exceptional situation studying onsite will continue with remote learning supervised by an onsite teacher but the students will follow the teaching and learning program provided their classroom teacher. Students will not receive direct instruction at school from the onsite supervising teacher.
4. Year 10 and 11 students will be completing end of semester assessments during Week 8 (Year 11) and Week 10 (Year 10). Students only need to attend when an assessment is scheduled as regular classes for these year levels during these particular weeks will not be running. Students will receive an updated timeline and assessment timetable from the College on their return to school.
5. Students should use the staged return and pupil free days to complete any outstanding benchmark tasks and assessments. Please refer to progress check 3 or contact classroom teachers to ensure all outstanding work is

identified. For students who still have not completed outstanding work by full return to school on Tuesday 9<sup>th</sup> June additional after school study sessions will be offered to students.

6. From Tuesday 9<sup>th</sup> June, all students return to onsite learning and schools will no longer offer a remote learning program. If parents choose to keep their child at home, they will be responsible for maintaining student learning. This does not apply to children who need to be absent for health or medical reasons, such as children with a compromised immune system. For those families, schools will establish a plan to meet their circumstances.
7. Practical Classes are allowed to continue and appropriate hand hygiene practices will be followed.

## Parents and Carers

1. Parents and carers should only enter the school grounds when it is essential to do so (pick up a sick child) and for the immediate future it is preferable that contact is made with the College by phone or email as required.
2. If you are feeling unwell you must stay at home and not visit the College.
3. Please observe physical distancing measures by not congregating on school grounds or outside in the pick-up areas at the start or end of day if you are collecting your children.
4. Entry into the College will be via the main front doors to the two storey building and report to reception.
5. Alternate arrangements for school council meetings have been made via WebEx platform
6. Parent and carers will be permitted to meet with teachers, Year Level Coordinators, Assistant Principals or the Principal and other school staff by appointment only. Meetings will take place on a prearranged online platform or as a conference call.
7. 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.

## Additional Information

1. There will be no camps and excursions for Term Two. We will update Term Three arrangements ASAP, once advice is released from the department.
2. Whole school assembly and Year Level Assembly information will be delivered via Mentor/Home group classes.
3. The Uniform shop will be open from 10:00 am – 3:00pm Monday – Wednesday. Online orders are also available.
4. School tours for prospective parents and students will not be running until further notice.
5. The Resource Hub will continue to operate as normal, although student numbers will be restricted during break times to ensure there is no overcrowding.

More information about the return to school and coronavirus (COVID-19) can be found on the Department's website, which will continue to be updated:

<https://www.education.vic.gov.au/about/department/Pages/coronavirus.aspx>

Note: During the two week transition period if further modifications are made to our operations, this will be communicated to families and students ASAP.

## FAQs

### **My child has woken up feeling unwell, what should we do?**

Now, more than ever, students who are feeling unwell (see COVID-19 symptoms below) should stay at home to rest and recover or see a doctor if necessary. Please notify the School Office if your child will not be attending school by calling 9580 1184 or putting the absence through Compass. For the health and welfare of all children, please only allow your child to return to school when you are confident he/she is well.

### **If I think my child has symptoms of COVID-19, what should we do?**

COVID-19 symptoms include fever, tiredness, dry cough, sore or scratchy throat, aches and pains, nasal congestion, runny nose, shortness of breath and diarrhoea. Children and young people are more likely to have a milder illness, and some may not have any symptoms. If you are at all concerned about your child's health, please see your doctor.

- The National Coronavirus Helpline (1800 020 080) is available to call 24 hours a day, seven days a week for further advice.

To find a testing centre nearest you, visit <https://www.dhhs.vic.gov.au/getting-tested-coronavirus-covid-19>.

### **What will happen if my child starts to feel ill or appears unwell at school?**

If any student is unwell at school, they will be sent to Sick Bay/First Aid room for further assessment. Upon arrival at the First Aid room, if the student is experiencing symptoms compatible with COVID-19 (see above), they will be isolated onsite in an appropriate place with suitable supervision. A parent/carer must collect students with symptoms of COVID-19 immediately.

### **Can my child come to school if we are awaiting COVID-19 test results?**

Any student who has been tested for COVID-19 must remain in isolation until the test results are confirmed.

### **What measures are in place for staff who are unwell?**

Staff members should not come to work if they are feeling unwell. If a staff member becomes unwell while at school, they are to contact a member of the principal class, leave immediately and contact the National Coronavirus Helpline (1800 020 080) or their doctor for further advice. If a staff member has been tested for COVID-19, they must remain in isolation until test results are confirmed.

### **What will happen if a student or staff member is diagnosed with COVID-19?**

If a staff member or student is diagnosed with COVID-19, we will contact the Department of Health, who will advise us of the next steps. It is likely the school will be shut down for approximately two days to allow for contact tracing and deep cleaning of the school.