



# What you need to know about our return to school in Term 4

**Date: 13/10/21**

At Killara High School, we are excited about our return to face-to-face learning. This is a summary of what our parents and students can expect at our school. We will continuously evaluate our approaches and make changes where required. This document will be updated as required.

## Visitors

Non-essential visitors are not permitted on school sites. Parents should remain outside of school grounds and adhere to mask-wearing requirements. Some exceptions exist for vulnerable students or students with disability. In these instances, parents are required to follow the mask-wearing requirements.

Visitors attending our school site must comply with school protocols and check in. All visitors should enter the school through Gate 2 and report to Reception.

## Student attendance

Students should attend school unless:

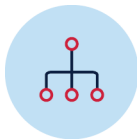
- they have a medical certificate which states that they are unable to return to school due to an ongoing medical condition and the expected timeframe
- they are currently unwell.

Parents and carers should not send children to school if they are unwell, even if they have the mildest flu-like symptoms. Students who are unwell or have flu-like symptoms will be sent home with their parent / guardian.

Anyone who is unwell or has even mild flu-like symptoms should have a COVID test through their local medical practitioner or one of the [COVID-19 clinics](#).

Students with flu-like symptoms will need to provide a copy of a negative COVID-19 test result before being permitted to return to school.

Students who live with a family member in one of the categories identified as being at increased risk, should attend school unless a medical practitioner advises otherwise. The parent or carer should provide written confirmation from the treating health professional that the student is unable to attend school.



## Key dates for our staged return

While we know there is excitement about the return to school it's important that we stick to the staged return to give us time to be ready to welcome back students onsite. Students will return to face-to-face learning in the following order :

- from 18 October – Year 12
- from 25 October – all remaining year groups.



## Our school's COVID-safe operations

Our COVID-safe return to school plan is NSW Health approved and includes numerous effective practices to support the health and wellbeing of our students and staff. These practices include vaccinations, mask wearing, reduced mingling of student groups and staff, ventilation in classrooms and continued good hygiene and cleaning.



## Keeping student groups together

As we return to school students will be kept in their cohorts to minimise opportunities for transmission of COVID-19 and to enable effective contact tracing and containment. This means minimising interaction between students on school grounds and keeping cohorts together where possible.

## Staggered arrival times for start of school day

To ease congestion in the morning, and to minimise the mixing of student cohorts, we encourage families to follow this staggered arrival structure, where possible, if your child is using private transport (i.e., car/walking/bike). If you have multiple students to drop off, please refer to the later time.

There will be no Home Group on Monday, Tuesday, Wednesday and Friday.

Students will attend Home Group only on Thursdays.

### Monday, Tuesday, Wednesday and Friday staggered arrival times. No Home Group.

- Years 7 and 8 arrive 20 minutes before the Period 1 bell.
- Years 9 and 10 arrive 10 minutes before the Period 1 bell.
- Years 11 and 12 arrive as per normal prepared for Period 1.

### Thursday staggered arrival times and then proceed to Home Group.

- Years 7 and 8 arrive 20 minutes before Home Group bell.
- Years 9 and 10 arrive 10 minutes before Home Group bell.
- Years 11 and 12 arrive as per normal prepared for Home Group.



## Drop-off points and entry gates

Wherever possible students should be transported to school by private vehicle to minimise mixing en route to school. Parents are encouraged to drop your independent child/ren at the drop-off points outlined below, to facilitate traffic flow and so students can safely walk to school.

- Year 7: Koola Avenue
- Year 8: Churchill Avenue
- Year 9 and 10: Safe parking zones around Killara Bert Oldfield Oval
- Years 11 and 12: East Killara Shops

While doing the school run, parents should follow the physical distancing requirements and avoid gathering outside school gates and remain outside school grounds. This includes staying in the car when dropping off and picking up children if it is safe to do so. We also encourage parents to adhere to mask-wearing requirements in accordance with the Public Health Order. Upon arrival at school in the morning, students should proceed directly to their allocated playground zone.

### Each year group has been allocated specific entry and exit gates.

- Year 7: Gate 2 (Crossing) entry and exit
- Year 8: Gate 10 (Churchill Avenue) entry and exit
- Year 9: Gates 5 & 7 (G & K Block) entry and exit
- Year 10: Gate 3 (Canteen Driveway) entry and exit
- Year 11: Gate 4 (Library Driveway) entry and exit
- Year 12: Gate 1 (Carpark) entry and exit. The staff carpark will be out of operation.

## Playground areas

Playground areas have been allocated to different year groups. This applies before school and during break times. Students should proceed directly to their allocated playground area when they arrive at school.

- Year 7: Main quad and quad COLA.
- Year 8: G Block terrace, K Block undercroft and part of school oval.
- Year 9: Front of school from A – G Block and COLA on the side of the canteen
- Year 10: Lower basketball court, COLA 5 and part of school oval
- Year 11: Top basketball court and COLA 2
- Year 12: Year 12 COLA

## Wet weather playground areas

In the event of wet weather, the following areas will be utilised for different year groups.

- Year 7: Main quad COLA and Canteen COLA
- Year 8: K Block undercroft
- Year 9: COLA at the side of the Canteen, covered areas around E and G Blocks
- Year 10: COLA 5 adjacent to lower basketball court, and D block
- Year 11: COLA 2 adjacent to top basketball court, and B block
- Year 12: Year 12 COLA and A block



## Activities in the playground

Students are not permitted to play any contact sports, and this includes basketball and soccer. Students may kick and pass, or shoot a basketball into the hoop, if there is no contact with other students. Handball is allowed. Masks are to be worn during these activities. We will update this document as more information becomes available about playground activities.

## Canteen

The canteen will not operate in these early stages. Students should bring food from home.

## Staggered movement to and from class

Limiting and managing student movement is a key part of our cohort model. We have created detailed plans for each part of our school day. The timings for each of these will be reviewed.

### Start of day:

There will be no Home Group on Monday, Tuesday, Wednesday and Friday, so students will begin at the start of Period 1 on these days. Students *will* attend Home Group and Extended Home Group on Thursdays.

### Recess A:

- Stage 4 leave class 5 minutes prior to the end of Period 1
- Stage 5 leave class 2 minutes prior to the end of Period 1
- Stage 6 leave class on the bell

### Recess B and Lunch:

- 10 minutes before the bell, Stage 4 move to playground areas escorted and supervised by classroom teacher until playground duty teacher arrives at the regular time.
- 5 minutes before the bell Stage 5 move to playground areas escorted and supervised by classroom teacher until playground duty teacher arrives at the regular time.
- On the bell Stage 6 move to playground areas. No teacher escort required.

### Moving back to class from break times

Students will return to class in cohort groups at the end of Recess B and Lunch. The Deputy Principals and the Principal will inform students of their time to return to class. Classroom teachers will meet students at their timetabled rooms.

## End of day departure (Mon, Tues, Wed & Fri)

Students departing school using private transport i.e., car/walking/bike will have an early departure time. Students catching a bus will remain in class with their classroom teacher and depart at the bell.

- Year 7 and Year 8: 20 minutes before bell
- Year 9 and Year 10: 10 minutes before bell
- Year 11 and Year 12: Regular bell time

## End of day departure - Thursdays

- Year 7 and Year 8: at the regular bell time.
- Year 9 and Year 10: finish sport at 2:40pm and depart.
- Year 11 and Year 12: no sport. Stage 6 students go home after Period 2.

## Toilet facilities

Toilet blocks will be allocated to different year groups. Toilets closest in proximity to designated playground areas will be allocated to each cohort.

- Year 7: C block
- Year 8: K block
- Year 9: E block
- Year 10: D block
- Years 11 and 12: A block

## Entry and exit for each school block

Each block will have an entry and exit point to help manage the flow of student traffic. Signage will indicate this in every block.



## Mask wearing for students and staff

Masks are required to be worn on school site by staff and students indoors and outdoors unless eating or exercising. Students should bring their own masks to school. If your child has a medical reason for not wearing a mask, please contact the school to discuss this situation with the Deputy Principal for your child's year group: Mr David Browne Years 8 and 9; Ms Kelly Johnson Years 7 and 12; and Mr Duncan Smith Years 10 and 11. In the event that a student provides medical information which qualifies for an exemption, the student will be issued with a mask exemption card, and classroom teachers will be informed.

When supporting and managing a student who does not have a reasonable excuse, and will not wear a mask or face covering, we will consider the following:

1. Teacher will encourage the student to wear a mask where appropriate.
2. If the student has a mask, can safely wear it and still does not comply, the teacher will explain that the issue will be escalated to the relevant Deputy Principal and then to their parent or carer.

3. A Deputy Principal will notify the parent or carer that the student is required to wear a mask. Non-compliance with this request will result in the student going home and permitted to return when wearing a mask.
4. Where a student chooses to continue not wearing a mask, they will be required to learn from home until a suitable resolution is established to return the student to school.

## Mask breaks

### During class time:

Students will be permitted to take a mask break. Students should request this from their teacher, and once permission is granted, the student should move outside the classroom whilst remaining in line of sight. This mask break will take place on an individual basis.

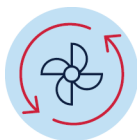
### During break times:

Students are permitted short breaks from mask wearing in the playground if they are away from other students. The school will show flexibility around this.



## Vaccinations

All staff required on site supporting the return to school will need to be fully vaccinated from 18 October. Then from 8 November all staff, contractors, volunteers and students on student placement on a school site will need to be fully vaccinated, including Outside of School Hours Care staff.



## Ventilation

Having open or well-ventilated spaces reduces the risk of transmission of COVID-19 because infectious particles are more quickly diffused in the open air. The department will continue to work with NSW Health to provide us with advice and guidance on maintaining good ventilation in our school and we will make use of our outdoor spaces wherever practical.

Doors and windows will remain open during lessons where possible.



## School activities

During Term 4 many school-based activities will remain on hold until NSW Health advise otherwise. This includes large celebrations like assemblies, presentation days and graduations, arts and sports events.

More information relating to school-based activities will be shared closer to each event.

## Practical PDHPE Lessons and Thursday Sport

**Practical PDHPE Lessons:** Years 7-10 practical PDHPE lessons will resume focusing on non-contact physical activities. Practical lessons will include individual practice and promote the development of movement, interpersonal and self-management skills and personal fitness.

**Thursday Sport:** Thursday Sport for Years 9 and 10 will resume. Sport will be run internally focusing on non-contact physical activities with students grouped in existing PDHPE classes. Year 11 students will not attend Thursday Sport and have now completed their school sport requirements. Year 11 can leave school after the conclusion of Period 2 on Thursdays.

**Practical PDHPE Lesson and Sport Uniform Procedures:** On days when students have practical PDHPE lessons or Thursday afternoon sports, they are permitted to wear sport uniform for the entire day.

**Face Masks in PDHPE:** Masks are not required to be worn while students are exercising, however, students should wear a mask at times during the lesson when not engaging with physical activity.

**Venues for Sport and PDHPE Lessons:** The school will utilise the regular spaces used for Sport and PDHPE lessons including school facilities as well as Koola Park, Killara Park and Allan Small Oval.

## Technological and Applied Studies (TAS) Practical Lessons

For all practical lessons, the TAS faculty will utilise the following measures where appropriate.

- Hand sanitiser at key locations, such as entry and exit points.
- Disinfectant surface wipes provided for any shared items.
- Tools or equipment used will be cleaned before and after use.
- All students and teachers wearing face masks



### Covid Communication

Parents and students will be notified if a decision is made to close the school due to a confirmed case of COVID-19. During this time we will continue to provide learning from home activities and we will let you know when we can return to face-to-face learning.

Information will be shared through email if this occurs.



### Preschool and out of school hours care

Out of school hours care, vacation care settings and preschools operating on school sites will follow the same COVID-safe guidelines as public schools including the requirement to be fully vaccinated from 8 November.



### Orientation and transition to school



Onsite orientations and transition programs are not currently allowed in person on school sites until we are advised differently by NSW Health. We'll share more information in the coming weeks about our school's virtual orientation and transition program.



## HSC student revision and support

Teachers of HSC subjects can be available for revision and support during their usual timetabled HSC classes. Schools will make arrangements to monitor these students while they are on the school site.

Students must stay within their study bubble groups and not mingle with other groups. Study bubbles are limited to a maximum of 5 students – the same 5 students are to stay together in their group while at school and can be in the school for up to 3 hours a day.

The HSC study bubble program concludes at the end of Week 2.

- **From 18 October during Weeks 3 & 4:** Year 12 students will have access to our school campus and their teachers. This will support Year 12 students in the lead up to their exams. During Weeks 3 and 4, Year 12 students will be attending regular face-to-face timetabled lessons.
- **Week 5, November 1<sup>st</sup> - 5<sup>th</sup>:** Year 12 students will have their study vacation.
- **Ekuba:** Thursday 4 November, Week 5, Year 12 will have their Ekuba graduation via Zoom in the evening.
- **Week 6:** HSC exams will proceed from Tuesday 9 November 2021 in a COVID-safe way, in line with NSW Health advice.



## HSC exams

We are putting in place and preparing COVID-safe arrangements for exams to minimise mixing between students. These plans include appropriate spacing for students and that exams are conducted in well-ventilated rooms and spaces, mask wearing for students and staff onsite. We are also organising alternative venues in the event we need to relocate the exams.

HSC Students will receive detailed information relating to their HSC examinations, and processes around arrival, exam completion and illness/misadventure processes in the coming weeks.



## Parent Quick Reference Guide

- ✓ From 25 October, learning will happen face-to-face and on-site for all year groups – this is a single mode of learning.
- ✓ Masks are mandatory for students. We have processes to support students with this requirement.
- ✓ Our canteen will not operate in our initial phases. We will review this regularly.
- ✓ Home Group will only take place on Thursdays
- ✓ Sport will happen on Thursday for Years 9 and 10 only, with COVID safe modifications.
- ✓ Classrooms will be ventilated and opened as much as possible.
- ✓ Extra-curricular activities (such as ensembles, debating, external sport) all remain on hold for now.
- ✓ Schools are required to adopt a cohort model. This means we will keep students in their Year groups within the school day where possible. See summary table:

	Parent Drop / Pickup	School Gate Entry / Exit	Cohort Playground	Cohort Toilet Facilities	Cohort Movement Recess B and Lunch *	End of School Day (Mon, Tues, Wed & Friday) **
Year 7	Koola Avenue	Gate 2	Main quad and quad COLA	C Block	Leave class 10 minutes early – move to cohort playground with teacher	Day ends 20 mins early
Year 8	Churchill Drive	Gate 10	G Block terrace, K Block undercroft and part of oval	K Block	Leave class 10 minutes early – move to cohort playground with teacher	Day ends 20 mins early
Year 9	Safe parking areas around Killara Bert Oldfield Oval	Gate 5 & 7	Front of school from A – G Block and side canteen COLA	E Block	Leave class 5 minutes early – move to cohort playground with teacher	Day ends 10 mins early
Year 10	Safe parking areas around Killara Bert Oldfield Oval	Gate 3	Lower basketball court, COLA 5 and part of school oval	D Block	Leave class 5 minutes early – move to cohort playground with teacher	Day ends 10 mins early
Year 11	Safe parking areas around East Killara Shops	Gate 4	Top basketball court near Kerrabee and COLA 2	A Block	Leave class on bell – move to cohort playground	Day ends normal time
Year 12	Safe parking areas around East Killara Shops	Gate 1	Yr 12 COLA	A Block	Leave class on bell – move to cohort playground	Day ends normal time

\* **Recess A:** Stage 4 leave class 5 minutes prior to the end of Period 1. Stage 5 leave class 2 minutes prior to the end of Period 1. Stage 6 leave class on the bell

\*\***End of day departure – Thursdays.** Year 7 and Year 8: at the regular bell time. Year 9 and Year 10: finish sport at 2:40pm and depart. Year 11 and Year 12: no sport. Stage 6 students go home after Period 2.

## Regular School Bell Times

Period	Monday/ Tuesday	Wednesday	Friday	Period	Thursday
<b>0</b> <i>(Yr 12 only)</i>	7.30 - 8.44		7.30 - 8.44		
<b>Home Groups</b>	8.50 - 9.00	8.40 - 8.50	8.50 - 9.00	<b>Home Groups - ALL</b>	
				8.40 - 8.50	
<b>1</b>	9.00 - 10.14	8.50 - 10.00	9.00 - 10.14	<b>Whole School &amp; Stage Assemblies/ Year Meetings/ Extended Home Groups</b>	
				8.50 - 9.20	
<b>Recess A</b>	10.14 - 10.23	10.00 - 10.05	10.14 - 10.23	<b>Recess A</b>	9.20 - 9.25
<b>2</b>	10.23 - 11.37	10.05 - 11.10	10.23 - 11.37	<b>1</b>	9.25 - 10.40
<b>Recess B</b>	11.37 - 11.57	11.10 - 11.30	11.37 - 12.02	<b>Recess B</b>	10.40 - 11.00
<b>3</b>	11.57 - 1.11	11.30 - 12.40	12.02 - 1.16	<b>2</b>	11.00 - 12.15
<b>Lunch</b>	1.11 - 1.51	12.40 - 1.20	1.16 - 1.51	<b>Lunch</b>	12.15 - 1.00
<b>4</b>	1.51 - 3.05	1.20 - 2.30	1.51 - 3.05	<b>3</b>	1.00 - 2.15
<b>PLTM</b>		2.40 →		<b>4</b>	2.15 - 3.00

PLTM - Professional Learning Team Meetings – all staff

[Here is a link to the NSW DoE's Level 3 Plus school procedure page](https://education.nsw.gov.au/inside-the-department/covid-19/advice-for-school-based-staff/level-3-plus-schools)

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