

Return to school guide: A-Z for students and families

- The information in this guide follows the advice of the Chief Health Officer and the Victorian Department of Education.
- All students are expected to resume onsite school on:
 - May 26 for Years 11-12
 - June 9 for Year 7-10

There will be limited exceptions for medically vulnerable students

- If students are unwell, they should not attend school until their symptoms resolve (see further information about this below)
- This information is sorted alphabetically by topic for easy reference. Teachers will provide additional support and information on return to school.

Please note that the advice of the Chief Health Officer is that physical distancing, while necessary for adults, is not necessary for students in classrooms and other school spaces.

However, to protect the health and wellbeing of all of our school community, we will be putting in place a number of measures to reduce crowding and enable some levels of physical distancing for students where possible.

Topic	Action
Camps, Excursions and Incursions	<ul style="list-style-type: none"> • Will not occur until further notice. • There will be no interschool sports or interschool debating or other competitions until further notice. • Teachers in some subjects are working on arranging remotely delivered 'incursions' and other experiences to replace planned excursions.
Canteen	<ul style="list-style-type: none"> • Pre-ordering is strongly encouraged. There will be designated collection points to reduce queuing • Avoid using cash where possible • Use the hand sanitiser available at collection points



	<ul style="list-style-type: none">• Follow the physical distancing lines and barriers• Allow extra time and space in the queues. Tables and lockers will be removed from the Atrium to reduce crowding• Follow teacher instructions at all times
Cleaning, Hygiene and Sanitising	<p>Good hand and respiratory hygiene is essential. To support this:</p> <ul style="list-style-type: none">• Sanitising stations and tissues will be inside every classroom. Students will need to sanitise hands on the way in and out of the classroom.• Sneeze or cough in to a tissue or the crook of your elbow• Dispose of all tissues safely in the bin• Wash your hands thoroughly after the toilet and before and after eating• Shared drinking fountains are not to be used – they will be tapped off. Students should bring their own personal water bottles which they will be able to refill onsite• Avoid sharing food and utensils• Additional cleaning will be in place in classrooms and high touch points throughout the day• Students will be asked to clean shared equipment (eg. lab equipment, tools, keyboards) after each use• Wherever possible, windows / doors in classrooms and other spaces will be kept open to promote airflow
Contacting the school	<ul style="list-style-type: none">• School phone lines will resume full operation• Parents are asked to refrain from entering the school site: please contact us by phone or email if possible
Curriculum, Assessment and Reporting	<ul style="list-style-type: none">• Curriculum amendments (changed tasks, less CATs / SACs/ other assessments) made to accommodate Remote Learning will remain in place where practicable• Reporting and Assessment arrangements modified for Remote Learning will remain in place for Term 2• No end of semester exams for Year 10s and 11s. If subjects wish to conduct end-of-semester review tasks these will be done in class time.



	<ul style="list-style-type: none">• Adjusted end of Units 1&3 dates remain in place (end of Term 2)• There will be no SACs (except possibly some catch-up SACs) during the first week back at school
Emergency management and evacuation	<ul style="list-style-type: none">• Additional spacing of staff and students at evacuation points will be implemented• Normal evacuation pathway and lockdown procedures apply• Hand sanitiser will be included in emergency kits• In an emergency, the safety of staff and students overrides the need for social distancing (eg. in evacuation pathways)
Instrumental Music Program	<ul style="list-style-type: none">• Students in the IM program will have arrangements for classes and ensembles communicated to them directly in the coming days
Library	<ul style="list-style-type: none">• Library will be open for student use• Reduced numbers will be allowed in the Library and Library foyer: one student for every seat available
Lockers	<p>Physical distancing will be encouraged at lockers. You will need to allow extra time for getting in and out of your locker, and wait patiently for your turn. There will be:</p> <ul style="list-style-type: none">• 1 student at a time at each locker column of 3• Markers to indicate waiting areas for lockers• Extended time on warning bells at the end of Recess and Lunch, and music played during that time to encourage you to go to your locker• Teachers will allow a little extra time for students to get to class from the lockers <p>On Day 1, you will need to take your bag to your Connect class p.1. You will be allocated a time to go to your locker and put your books away.</p>
PE and Sport	<ul style="list-style-type: none">• Students should wear their PE uniform on the days when they have these classes, and avoid using the change rooms• Students will wait in the Gym courtyard, not the Gym or Gym foyer for their teacher (specific instructions will be given to each class)• Inter-school and team sports and training will not resume until further notice



Return of Epipens and medication	<ul style="list-style-type: none">• On Day 1, all students who have an epipen or other medication that should be stored at school should bring this with them, along with their medical plan• All medication must be clearly labelled• Students will give this medication to their Connect Tutor in Period 1, who will return it to the Office
Return of school equipment	<ul style="list-style-type: none">• Students who borrowed school equipment should return it to their teacher when they return to school.• Families who borrowed devices to support remote learning should contact Katie Archibald to discuss their future needs.
First week back	<ul style="list-style-type: none">• Period 1, Day 1 (26 May for 11-12; 9 June for 7-10) will be a Connect session for all students• On May 26, Periods 1 and 3 will be swapped for the whole school to facilitate the Connect session• The first week back for students will be a 'transition' week. Your teachers will focus on re-integrating you back in to face-to-face learning; reconnecting the class and finding out where you are up to in your learning.• There will as few SACs and CATs as possible due during the first week (some classes may have already had these set long in advance: some of these may stay).• Co-curricular groups may start to schedule re-connection activities
Room changes	<p>There will be a number of room changes put in place to minimise the movement of teachers around the school.</p> <p>Students should check their Compass timetable before their return for their new rooms.</p>
School expectations (phones, bags, uniform)	<p>Normal school expectations will apply, including:</p> <ul style="list-style-type: none">• Mobile phone ban<ul style="list-style-type: none">○ Senior students who go off-site at breaks are permitted to use their phone to operate the COVIDSafe app. Students are encouraged to use the COVIDSafe app to and from school.○ Exceptions may be granted should students need their phones to engage with a teacher delivering



	<p>content remotely (this will be on a case by case basis and approved by the leadership team)</p> <ul style="list-style-type: none">○ A temporary exemption during class time will be granted between May 26-June 9 for 7-10 students doing remote learning in onsite supervision <ul style="list-style-type: none">● No bags in class● Correct school uniform to be worn at all times.
Staggered break and finish times	<ul style="list-style-type: none">● Years 7 & 10 will be released by their teachers 10 minutes early for lunch. We are investigating arrangements for Year 7s to collect lunch orders and eat lunch in their classroom at the end of Period 3.● Years 8,9 & 11 will be dismissed at 3pm (2.50pm on Wednesdays) by their teachers.● Year 11 & 12 students who have late starts and early finishes are strongly encouraged to spend this time at home rather than at school.
Students - physical distancing	<ul style="list-style-type: none">● Students are not required to physical distance from each other. However, it will be encouraged where possible through the following means:<ul style="list-style-type: none">○ Student tables to remain spaced out in classrooms○ Signage around the school to remind students of physical distancing○ Controlled entry and exit to classrooms. Teachers will establish protocols as appropriate to the space with their classes.○ Traffic flow controls in Main Building corridors and other high-traffic areas. These will be indicated by signs and explained on return to school.○ Designated waiting spaces at lockers, canteen and school tramstop crossing (see more details in this document)○ Non-contact physical class activities where possible○ No year-level or large group assemblies (these may be held remotely if necessary)○ Limit to student numbers in Library, GCC, Middle Years and Senior Years Centres. Students must have a seat



	<p>available to them in these spaces, otherwise need to go outside</p> <ul style="list-style-type: none">○ Staggered break and finish times (see more details in this document)○ Driveway blocked off at peak times (see more details in this document)
Students (7-10) requiring onsite supervision until June 9	<ul style="list-style-type: none">● Existing arrangements will continue for students in Year 7-10 who require onsite supervision.● A room/s will be designated for these students to work● Additional support for vulnerable students will continue in designated areas
Students at demonstrated medical risk	<ul style="list-style-type: none">● Students at demonstrated medical risk may continue to learn remotely. Medical certificates or documentation will be required.● See the appendix to the document for general guidelines around medical risk● Individual arrangements for continuous learning will be made for these students● Parents who believe their child is at medical risk will need to contact Katie Archibald by:<ul style="list-style-type: none">○ Monday 25 May, 10am for students in 11-12○ Wednesday 3 June, 10am for students in 7-10
Students with medically vulnerable family members	<ul style="list-style-type: none">● The Chief Health Officer's advice is that it is safe for students with medically vulnerable family members to be at school
Teachers at medical risk	<ul style="list-style-type: none">● Some teachers will also not be able to return to onsite work. In this case, they will continue to deliver the learning remotely.● Students will attend their allocated classroom and will be supervised by a replacement teacher while undertaking the remote learning being delivered by their subject teacher.● All feedback and answers to questions are the responsibility of the subject teacher.
Tram stop	There will be changed arrangements to reduce crowding at the Tram Stop outside the school.



	<ul style="list-style-type: none">• Students must wait in the 'holding area' (marked by the yellow lines), not on the footpath.• Student numbers in the 'holding area' will be limited to 20 at a time• All other students will need to wait further back, in the gym courtyard. The gate will be used to control entry to holding area.• Students who do not need to access the tram stop are strongly encouraged to use other crossings and exits (head north or south and use the lights further along).
Unwell students	<ul style="list-style-type: none">• All students who are well, and not medically vulnerable, must return to school. Teachers are not expected to provide work for students who are kept home by parent preference.• Students experiencing cold and flu symptoms associated with COVID-19 must stay at home until symptoms resolve (or until a COVID-19 test clears them of being a suspected case)• In this case, students should be marked as absent by their parents on Compass and maintain connection with their schoolwork via myNorthcoteHigh. Staff will not be expected to provide more than the usual level of information for these students, but are encouraged to continue using myNorthcoteHigh to store lesson resources and information. Staff are encouraged to grant extensions to students upon their return if they need to catch up.• Students who present as unwell at school will be compassionately sent to Sick Bay where parents will be contacted and appropriate quarantine procedures will be implemented. Additional Sick Bay and PPE provisions have been made.• If any student or close contact of a student returns a positive COVID-19 test, the family should notify Sue Harrap (Principal) immediately, at any time of the day or night, on 0477 332 673. The school's COVID-19 emergency plan will then be activated, with the support of the DET.
Visitors to the school	<ul style="list-style-type: none">• External visitors to the school, including parents, will be discouraged unless absolutely essential. Where possible, staff will conduct parent meetings remotely• Visitor instructions will be posted at the main door to safely manage entry to the building



	<ul style="list-style-type: none">• Parents will not be able to drop off or pick up students in the Circular Drive: it will be closed between 8.15-9.30am; 12.30-1.30pm; 2.30-4pm• Induction of any visitors will include sanitation and hygiene procedures. Health checks will be conducted for sub-contractors.• School tours will not re-commence until Term 4 at the earliest• School events such as Parent Information Nights, Subject Expo, City School presentations will be conducted remotely or alternative arrangements made
Webex use onsite	<ul style="list-style-type: none">• Students will need to bring headphones to school in case they need to use Webex in their classroom.• Sometimes, if staff have minor ailments that prevent them from being at school, they will use Webex or other remote learning tools to deliver the learning (under supervision by a replacement teacher).
Wellbeing	<ul style="list-style-type: none">• Student wellbeing and reintegration to the 'new normal' is of the highest priority. Teachers and Connect Tutors will be working with students to support their wellbeing• Support information for wellbeing can be found on myNorthcoteHigh. Students will also be able to access M11 (Student Services) on their return to school.
Wet Weather plans	<ul style="list-style-type: none">• Additional indoor spaces will be made available to students during wet weather to reduce crowding in corridors and reduce pressure on Library• Wet Weather plans will be communicated to students on return to school
Year 10 students in Year 11 classes	<ul style="list-style-type: none">• Students in Year 10 doing a Year 11 subject will need to come onsite for that subject only.• Students doing this must travel to and from school in break times. They are not permitted to remain onsite during the Recess or Lunch breaks.• They may work in the Library or the Middle Years Centre if there is an adjacent period between their Year 11 class and a break (eg. a Period 1 Year 11 class and a Period 2 Year 10 class).



Appendix: Guidelines for medical risk

Families who have children with complex medical needs should seek advice from their health practitioner regarding the suitability of returning to school.

Advice from the DET regarding this can be found here

<https://education.vic.gov.au/parents/Pages/Physical-distancing%2c-health-and-hygeine.aspx>

The medically 'at-risk' groups defined by the DHHS include:

People with compromised immune systems, including those who:

- Have haematological neoplasms: leukemias, lymphomas, myelodysplastic syndromes
- Are post-transplant: solid organ (on immunosuppressive therapy), haematopoietic stem cell transplant (within 24 months or on treatment for GVHD)
- Are immunocompromised due to primary or acquired immunodeficiency (including HIV infection)
- Are currently undergoing chemotherapy or radiotherapy
- Receive high-dose corticosteroids (≥ 20 mg of prednisone per day, or equivalent) for ≥ 14 days
- Receive all biologics and most disease-modifying anti-rheumatic drugs (DMARDs) as defined as follows:
 - Azathioprine > 3.0 mg/kg/day
 - 6-Mercaptopurine > 1.5 mg/kg/day
 - Methotrexate > 0.4 mg/kg/week
 - Prednisone > 20 mg/day. If < 14 days treatment, can resume work when treatment ceased
 - Tacrolimus (any dose)
 - Cyclosporine (any dose)
 - Cyclophosphamide (any dose)
 - Mycophenolate (any dose)
 - Combination (multiple) DMARDs irrespective of dose



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