

THPS Operational guidelines for returning to face to face teaching

Welcome Back!

From **Monday 12th October**, all students and staff are returning to on-site schooling. As on-site schooling resumes, we will continue to have in place strong measures to protect the health and safety of students, staff, families and the community. This includes staggering start and finish times, restricting parent access to school grounds and continued emphasis on hand hygiene and physical distancing where possible.

Please give particular attention to reducing the risks associated with congregation at school gates and taking steps to contribute to physical distancing within the school.

As your child is, or children return to face-to-face learning, please be assured we will be focused on three key priorities in Term 4:

Mental health and wellbeing

Our highest priority will be the wellbeing, particularly the mental health, of every student and member of staff. This means effectively mobilising all available resources to support our most vulnerable students and enabling staff to access the relevant support services.

Learning and excellence

Some of our students have thrived in the remote and flexible learning environment, others have maintained their learning progress, and some have fallen behind, despite their best efforts and those of their families and teachers. Our priority will be supporting both those who need it to catch up and those who have progressed to continue to extend their learning.

Transitions

We will make every effort to ensure successful transitions for children moving from kindergarten into Prep and our Grade 6s moving into Year 7.

We know via the media that some families are worried that their child may have to repeat a year due to the disruptions of coronavirus (COVID-19). There is little evidence to support the benefits of repeating a year to catch up. Instead, we will use teaching strategies that draw on the best evidence available to help students meet their learning needs.

Parents, families and carers can be confident that the best option for almost every child is to stay with their peer group, whether that is moving from kindergarten into Prep, moving from Grade 6 into Year 7 at secondary school, or students moving up any year level in between.

Our school, working with you, has shown it can be flexible and adaptable in responding to the challenges of coronavirus (COVID-19) and will continue to meet student needs as we look towards the end of the 2020 school year and ahead to 2021.

Key Points

- There will be staggered arrival and departure times most likely for the entirety of term 4.
- Parents/carers are permitted onto school grounds and must socially distance at designated pick-up times, but must not stay onsite afterwards.
- Parents/carers are not to come onto school grounds unless it is for essential circumstances and must do so via the school office.
- Hand hygiene practises will be embedded in the daily schedule.
- High-touch surfaces will be cleaned during the school day.

Attendance on-site

- All unwell students **must** stay home.
- Parents/carers of students with complex medical needs (including those with compromised immune systems), should seek advice from the student's medical practitioner to support decision-making about whether on-site education is suitable, noting that this advice may change depending on the status of the coronavirus (COVID-19) pandemic in Victoria. This is in line with the [DET Health Care Needs](#) policy.
- Visitors to school grounds are limited to those delivering or supporting essential school services and operations (e.g. student health and wellbeing services, specialist curriculum programs, maintenance workers).
- Parent volunteers will not be attending school at this time. Activities dependent on and involving parents are cancelled until further notice.
- School assemblies will be adapted with online technology and excursions, camps and other non-essential large gatherings are postponed.
- Students who elect to remain at home will not be supported by the school unless there are unique circumstances (i.e. medical condition supported with letter).

Hygiene Practises

- Enhanced hand-hygiene measures will continue for students:
 - Use of hand sanitisers (personal or school supplied) when entering their classrooms at the start of the day, after recess play and lunch play
 - Use of hand sanitisers (personal or school supplied) before and after eating
 - Use of hand sanitisers (personal or school supplied) after sneezing or blowing nose with a tissue
 - Use of soap to wash hands after toilet breaks
- Hand sanitiser will be available in all learning spaces (classrooms, gym, MPR, art room), at the front desk and in the staff room.
- Supplementary and enhanced cleaning of taps, door handles and communally used surfaces will be carried out throughout the day.
- Progressive cleaning throughout the day with a focus on:
 - high-touch surfaces (including all entry and exit points, shared surfaces including chairs and desks, benchtops, hand sanitising units)
 - bathrooms
 - classroom waste bins
 - high touch areas in playgrounds
- Computer keyboards (and iPads) and touch screens will be wiped down in between students using them.
- Students are not to use water bubblers and are to bring water bottles to school and fill up from taps. Those students who don't have one will be provided with recyclable cups.
- Use of shared items or equipment (e.g. shared computers, class sets of teaching and learning materials, musical instruments) will be carefully considered as necessity only.
- We will be practising hand hygiene immediately before and after use of shared equipment.

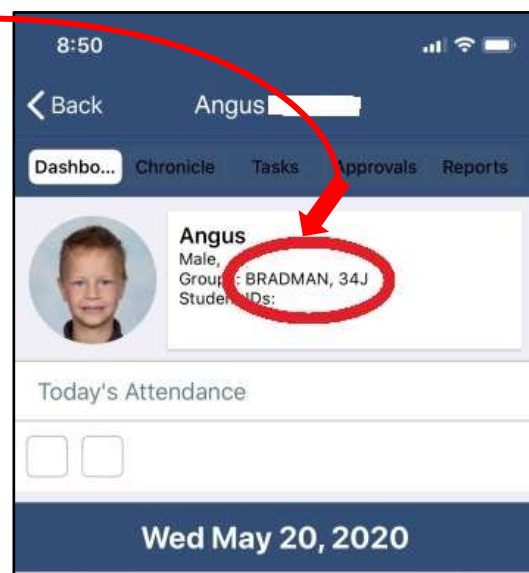
School Arrival and Departure

- We ask parents/carers to observe physical distancing measures (**and must wear masks**) by not congregating too closely in the middle yard while awaiting for their child at pick-up times. We ask that parents/carers meet the requirements of physically distance themselves by 1.5m.
- Parents/carers are not to come onto school grounds unless it is for an essential circumstances (must come to school office).
- If a child arrives late they can come into the school grounds unaccompanied by an adult. Otherwise parent/carer can walk them to the office door and knock.
- If a parent/carer needs to collect their child early, they are permitted to come to the office door and knock.
- Parents/carers are not permitted to use the staff carpark or park their car in the driveway of the staff carpark as this is extremely dangerous.

To minimise interaction of students and adults within the school and at entry points we:

- **Drop-off details**

- Parent/carers **are not** to come on-site and are to “kiss and Drop” their child(s) at the gate.
- 8:45am - 9:00am Students in *Bradman* (blue) and *Goolagong* (green) Houses to enter school at High St gates.
- 9:00am – 9:15am Students in *Cuthbert* (yellow) and *Newcombe* (red) Houses to enter school at High St gates.
- If a parent/carer needs to speak to their child’s teacher, please contact them via email or phone the office.
- Staff will be at gates to ensure the practice of “kiss and go” is adhered to.



- **Pick-up details**

- 3:15-3:30pm Students in *Bradman* (blue) and *Goolagong* (green) House to be collected in the middle yard
- 3:30-3:45pm Students in *Cuthbert* (yellow) and *Newcombe* (red) House to be collected in the middle yard
- Parents/carers must leave the school grounds as soon as they have collected their child(s)
- If a parent/carer needs to speak to their child’s teacher, please contact them via email or phone the office.
- Staff will be in the middle yard at pick-up times to ensure this practice is adhered to.
- We encourage greater independence particularly with older students who may organise designated meeting points outside of the school grounds to meet their parents/carer.

Health Checks

- Students will no longer be temperature-checked when they arrive at school. This is due to the low rates of community transmissions.
- If school staff declare a child “ill” following a presentation during the day that child will be immediately sent home or isolated for the remainder of the day.

Teaching & Learning Environment and break times

Maintaining a physical distance of 1.5 metres will not always be practical in education settings. Physical distancing is most important between adults.

At our school we will:

- All school-based staff will be wearing face masks, except for times when teachers are teaching classes or Education Support Staff are engaging in work with children.
- Enhanced hand-hygiene measures for students (see Hygiene).
- There will not be staggered play times as the large area of the school grounds adequately allows for sufficient spacing. Students will be reminded of appropriate play during recess and lunch times. Ball games and tag games will be permitted as effective hand hygiene practises are in place.
- Minimise requirement of shared resources, encourage students to use pencil cases to store stationery. Students in F-2 have been provided with a pencil case. As an example take-home readers will still be part of our reading program, as enhanced hand-hygiene practices will be in place (see hygiene).
- Students to bring water bottles (and not use tap bubblers). For students that are unable to, recyclable cups will be provided.
- Keeping windows and doors open to promote fresh air flow indoors and external air for air conditioners.
- Sharing of food is (still) not permitted.
- Students and staff will largely remain in the same classroom areas where possible rather than moving for particular classes from room to room.

Personal Protective Equipment (PPE)

- Students who bring personal protective equipment from home will be encouraged to make use of it.
- All school-based staff will be wearing face masks at all times (asides when teaching or engaging in work with children)

Management of an unwell student

It is important that any student who becomes unwell while at school returns home.

- Students experiencing compatible symptoms with coronavirus (COVID-19), such as fever, cough or sore throat, will be isolated in an appropriate space with suitable supervision and collected by a parent/carer as soon as possible. Urgent medical attention will be sought where needed. Unwell students will not be permitted to travel home unsupervised.
- Where students are experiencing compatible symptoms with coronavirus, we will ensure hand hygiene, physical distancing and (where possible) use of a face mask.
- Health care plans, where relevant, should be updated to provide additional advice on monitoring and identification of the unwell child in the context of coronavirus (COVID-19).
- If a staff member is unsure whether a student is unwell in the first instance we will contact the parent/carer to discuss any concerns about the health status of the student, and we will take a precautionary approach, requesting the parent/carer to collect their child if concerns remain. A trained staff member may take the temperature of the student, where appropriate, to support decision-making. Gloves will be worn for the purpose of taking a temperature.
- Students experiencing compatible symptoms with coronavirus (COVID-19) should be encouraged to seek the advice of their healthcare professional who can advise on next steps. A medical certificate is not required to return to school after a period of illness, however staff and students should not return until symptoms resolve.
- If a student spreads droplets (for example by sneezing, coughing or vomiting), surfaces will be immediately cleaned with disinfectant wipes (and using gloves).

FURTHER INFORMATION AND RESOURCES

- The [Mental Health Toolkit](#) has advice and resources to support student mental health and wellbeing. This includes advice on positive mental health promotion, curriculum support, how to identify and access support as well as parent- and student-specific pages.
- In addition, the [Quick Guide to Student Mental Health and Wellbeing Resources](#) highlights the most relevant evidence-based resources for teachers, parents and students.
- Talking to your child about COVID-19:
 - <https://www.education.vic.gov.au/Documents/about/department/covid-19/talking-to-your-child-during-coronavirus.docx>
- DET Coronavirus (COVID-19) website:
 - <https://www.education.vic.gov.au/school/Pages/coronavirus-advice-schools.aspx>
- DHHS Coronavirus (COVID-19) website:
 - <https://www.dhhs.vic.gov.au/coronavirus>
- Department of Health and Human Services Coronavirus hotline – 1800 675 398 (24 hours, 7 days a week)
- Parentline (8am – midnight, 7 days a week) – 13 22 89
- Kids Helpline (24hours a day, 7 days a week) - 1800 55 1800 www.kidshelpline.com.au