

Wednesday 7<sup>th</sup> October, 2020

COVID-19

Return to School

Dear Parents,

Please carefully read the below information about the return to school for all students on Monday 12<sup>th</sup> October. Having a clear understanding of the information provided will ensure a smooth return to school for everyone. We ask that you are patient and considerate during this time and know that we will continue to be guided by the DHHS and DET whilst always keeping the health of our entire community as the ultimate priority. If you have any questions please don't hesitate to contact the school via email [coatesville.ps@edumail.vic.gov.au](mailto:coatesville.ps@edumail.vic.gov.au).

For the most part we will be operating as we did earlier in the year which was highly successful due to the cooperation and understanding of the whole community. It is important that each and every person does their best to follow the rules to help protect everyone in our community and ensure that our school can remain open for the rest of the year.

As school resumes and we see the 'new normal' in operation we will continue to review practices and procedures to ensure that we are meeting the needs of our community whilst adhering to our COVIDSafe Plan. This may be a time of upheaval and adjustment as we all return to some version of normal.

### **Preparing your child/children for returning to school**

We ask that you start spending time now to prepare your child/ren for their return to school.

Important things to consider:

- Morning Routine: Get back into a routine of being ready to start each day early
- Food: Start preparing snacks and lunches for the day
- Toilets: School is very different to home, start trying to take scheduled toilet breaks in line with school times. This will build the body's ability to lengthen the period between toilet stops. (Which is helpful at school).
- Return to a bedtime/sleep routine.
- Drop off and Pick Up: Reassure your child that the teachers are there to take care of them.

Primary school students are not required to wear masks at school, however, if students choose to wear a mask at school this is perfectly fine and this will be supported.

Thank you for your continued support and understanding.

Kind Regards,



Michael Jones

Principal

**This Operating Guide focuses on the on-site operations for the period of Monday 12<sup>th</sup> October** until further notice where relaxing of restrictions may be possible. All guidelines in this document supersede all other policies until further notice unless otherwise stated.

### Key Dates

Date	Event	Details
<b>Monday 5<sup>th</sup> October</b>	Term 4 Begins	-All students to continue Remote Learning.
<b>Wednesday 7<sup>th</sup> October</b>	School Operating Guide Published	-All information about the Return to School sent to parents via Konnective.
<b>Monday 12<sup>th</sup> October</b>	All students return to school	-Whole school staggered start: 8.45am-9.00am drop off -Prep, Grade 1 & Siblings finish at 3.15pm -Grade 2, 3, 4, 5 & 6 finish at 3.30pm -These arrangements remain in place until further notice.
<b>Friday 23<sup>rd</sup> October</b>	Grand Final Public Holiday	-No students at school -No vacation care.

### A Day at School

#### 1. Students that are unwell

1.1. **If your child is ill or is feeling unwell, they must not attend school.** They must remain home and seek medical advice.

'Unwell' includes but is not limited to; fever, cough, sore throat, a rash, runny nose, shortness of breath, headache, gastrointestinal symptoms.

1.2. **If your child presents as unwell at school you will be asked to come and pick them up from school immediately** and keep them home until you have sought medical advice and/or they are better.

#### 2. Staggered drop off to school

2.1. Students can be dropped off any time from 8.45am until 9.05am. All students will be temperature checked upon arrival.

2.2. Classrooms will be open for students from 8:45am. Students are to go straight into their classroom where their teacher will be waiting. There will be no play before school and the playground will not be in use.

2.3. Before school care will be running as normal, and students will be sent to their classrooms from 8:45am.

2.4. **No parents will be allowed on site during drop off** and we encourage parents to drop their children off near the most practical gate and let them walk the last part by themselves. Parents are asked not to park anywhere for long periods of time. We encourage students to walk, ride, scoot where possible to minimise congestion. **Parents must wear masks that cover their mouth and nose in accordance with DHHS guidelines.**

2.5. The following gates will be open as shown on the map at the end of the document: Mackie Road (**M**-front gate), Cecil Street (**C**-back gate), Soccer pitch (**S**-Cecil St), the new gate on Warwick Street (**W**) and Northern Teacher carpark Mackie Road (**N**) for **Prep only**. Please note: This will be a walk up gate only. You will not be able to drop at this gate.

2.6. An extended Kiss and Go Zone will be in operation along Cecil Street (**C & S** gates) and a new **Kiss and Go Zone** will be in use on Warwick Street, near the **W** gate. In the mornings these are to be used for drop off only, **you are not to leave your car whilst dropping your children off**. Please ensure that your **children** are ready to open the door and **let themselves out** as soon as you arrive. Please always drive to the far end of the Kiss and Go Zone to allow for others to drive in behind you. Staff will be at all gates directing children into school who have been dropped off.

2.7. **The Northern teacher carpark gate (N) will be opened for Prep students to be dropped off by foot** where practicable, allowing for direct entry for students into their classrooms. Older siblings can enter this gate with their Prep sibling. Staff will be present to receive Prep students and no cars will be moving through the car park during this time. Preps will be directed to their class by a member of the school leadership team.

2.8. **Parents must not congregate at the entrances to school or in the surrounding streets.**

### **3. During class**

3.1. Students will remain within their grade bubble where practicable.

3.2. All students will be asked to manage their own pencil cases to avoid usage of communal stationery.

3.3. Specialist teachers will operate in their spaces, except PE who will operate outside. Some shared equipment

3.4. Any shared equipment will be wiped down after use where practicable.

3.5. Hand sanitiser will be provided in each class, and students and staff will use it at regular intervals throughout the day along with hand washing at key times. **We encourage all families to buy a small bottle of hand sanitiser for your children** to have in their pencil case. Please ensure that your child's name is on it.

3.6. Doors and windows will be open to maintain ventilation where practicable. Students will need to **dress for the weather including Sunsmart hats**.

### **4. Recess and Lunch**

4.1. All students will have a 26 minute break for recess and 56 minutes for lunch.

4.2. **Children will need to bring their own drink bottle** – drinking taps will not be in use (except for refilling).

4.3. Students will be asked to practice physical distancing in the yard.

4.4. Playground equipment will be in use, however, students will be directed to practise hand hygiene before and after use.

4.5. The Canteen will be offering **lunch orders only** and **only via QKR, no cash sales** will be permitted for lunch orders and **no over the counter sales will occur**.

4.6. Students will be asked to wash or sanitise their hands after recess and lunch.

4.7. The oval will be open for student use.

## 5. Pick Up Procedures

5.1. Early pickups will need to be through the office, and parents will need to call the office ahead of arrival at school.

5.2. School will finish at 3.15pm for all students from Prep and Grade 1 along with their siblings. Parents will be allowed on-site for pickup only if necessary and must follow all health and hygiene rules for the duration of their visit including wearing of masks and social distancing.

5.3. School will finish at 3.30pm for all students from Grades 2, 3, 4, 5 and 6. No parents will be allowed on site to pick up.

5.4. Please ensure your child knows how they are being picked up. Please discuss the map of the school (see below) and select the best option for your family. We encourage parents to pick up their children at the most practical location. Parents are asked not to park anywhere for long periods of time. We encourage students to walk, ride, scoot where possible to minimise congestion.

5.5. The following gates will be open as shown on the map at the end of the document: Mackie Road (**M**-front gate), Cecil Street (**C**-back gate), Soccer pitch (**S**-Cecil St) , the new gate on Warwick Street (**W**) and Northern Teacher Carpark Mackie Road (**N**) for **Prep only** (foot traffic only, no car drop off at this gate).

5.6. An extended Kiss and Go Zone will be in operation along Cecil Street (**C & S** gates) and a new **Kiss and Go Zone** will be in use on Warwick Street, near the **W** gate. In the afternoons these are to be used for pick up only, **you are not to leave your car whilst picking up your children**. Please ensure that you have told your children to be ready to get into your car without assistance. Please always drive to the far end of the Kiss and Go Zone to allow for others to drive in behind you. Staff will be at all gates supervising pick up

5.7. The Northern teacher carpark (**N**) gate will be opened for Prep students to be picked up where practicable, older siblings can exit through this gate with their Prep sibling. Staff will be present to supervise Prep students and no cars will be moving through the car park during this time.

**5.8. Parents must not congregate at the entrances to school or in the surrounding streets. All parents must wear a mask that covers the face and nose in accordance with DHHS guidelines whilst picking up.**

5.9. All gates will be opened at 3.05pm for the small group of parents that need to come on site for pick up.

**5.10. Parents are not to gather on-site and are required to maintain physical distancing and keep their covering their nose and mouth at all times. Parents who do not follow these rules will be asked to leave the school grounds.**

5.11. Younger siblings are not allowed to use the playgrounds.

5.12. The following areas will be out of bounds for parents: areas surrounding the portable classrooms (Grade 1, 2 and Grade 4), in between the Prep and Grade 3 building. These areas are marked in red on the map.

5.13. Parents who do come on-site to pick up need to leave immediately after locating their children.

5.14. If you're running late to pick up your child, please call the office on 9570 1652 and further instruction will be given as to how you can pick up your child/children.

5.15. School **gates will be closed by 3.40pm** and all students and parents are asked to exit before then.

## Operational Changes

### 6. Health & Hygiene

- 6.1. Hand sanitiser will be available in every classroom. All students will be using hand sanitiser upon entry to their classrooms in the morning and washing their hands throughout the day. **We encourage all families to buy a small bottle of hand sanitiser for your children** to have in their pencil case. Please ensure that your child's name is on it.
- 6.2. Hand sanitiser stations will be located throughout the school for staff use. Hand sanitiser will be available in all classrooms for students.
- 6.3. Students will be educated about health and hygiene by their class teachers upon return and this will be revisited at regular intervals. Signs will be displayed around the school to encourage healthy hygiene behaviours.
- 6.4. To minimise health risks, no food, or other items (e.g. toys, pencils etc.) are to be shared, this means that **treats cannot be given out to celebrate a birthday**. Students celebrating a birthday during the week will be acknowledged in The Communicator.
- 6.5. Increased cleaning will occur throughout the day including a focus on high touch areas and playground equipment will be cleaned after school.
- 6.6. All staff will wear masks while at school, however are permitted to remove masks while teaching if necessary.

### 7. Physical Distancing

The Department of Education recognises that physical distancing in the education setting is not always practical, however the more space between you and others, the harder it is for the virus to spread. With this in mind;

- 7.1. Attendance on school site by non-essential visitors/parents should be limited.
- 7.2. **All office inquiries need to be via email or phone** where suitable. Any visitors to the office should wear masks and observe the physical distancing signs and spacing set out.
- 7.3. All staff will be practicing physical distancing and remaining 1.5m away from others.
- 7.4. Staff office spaces will be modified to maximise distancing.
- 7.5. Modifications will be made to the staff offices and facilities to allow for physical distancing.
- 7.6. Daily staff briefings will not occur, pertinent information will be sent digitally.

### 8. School Activities

The following activities will **not be occurring** until further notice:

- Assemblies
- after school activities
- whole cohort or mixed cohort activities
- excursions
- in person meetings with teachers or staff
- parent helpers
- PMP
- School Camps
- School Concert
- Interschool Sport
- private music lessons
- any other activities deemed unsafe due to health and wellbeing concerns.

## **9. Canteen**

9.1. The Canteen will be open as it was last term, with a limited menu and only be servicing lunch orders, no over the counter sales will occur.

9.2. Lunch orders must be ordered via QKR, no cash will be taken as payment.

## **10. Sick Bay**

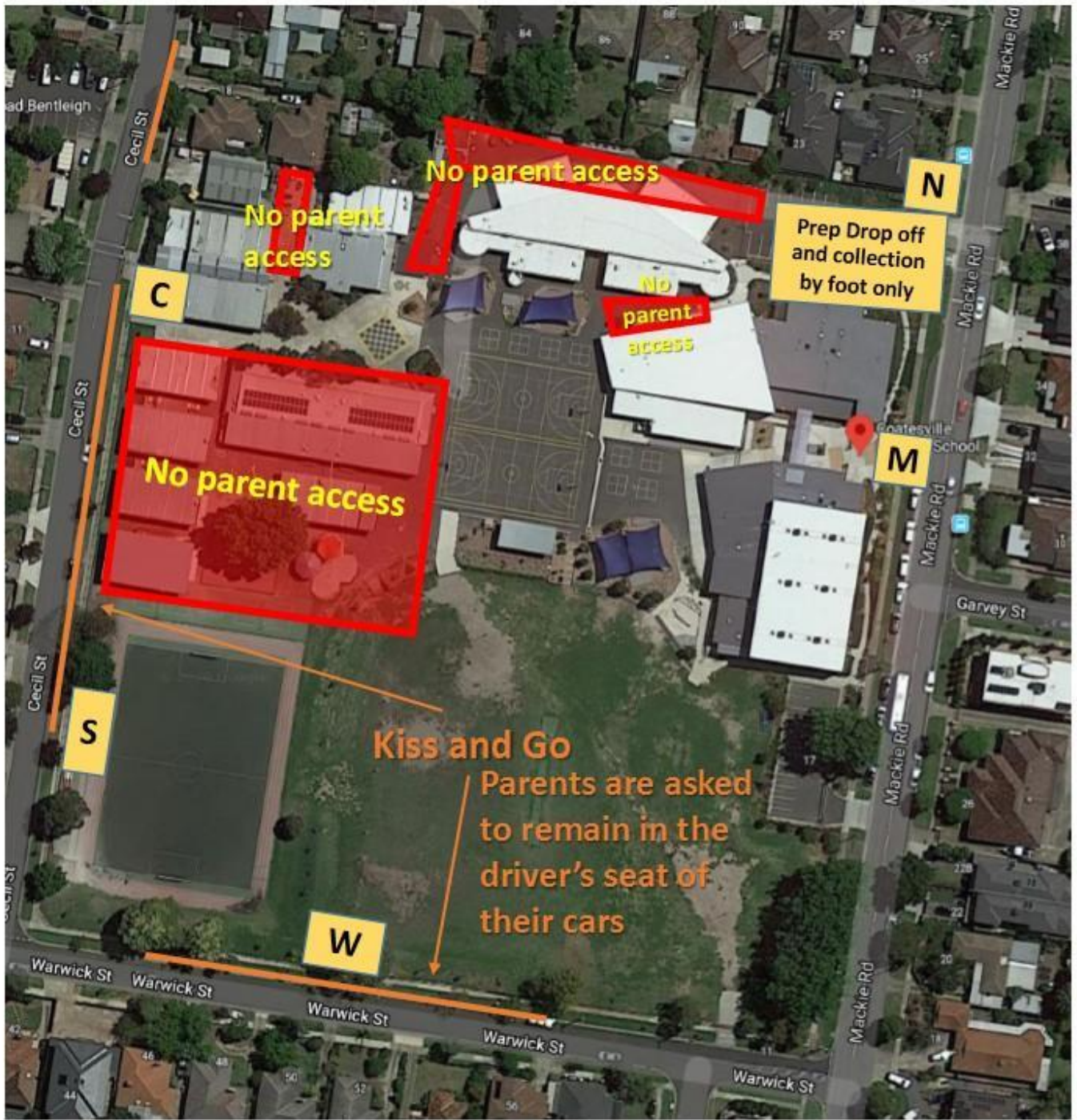
10.1. Any child that presents as unwell will have their temperature taken at sick bay by first aid trained staff.

10.2. While children are waiting at the Sick Bay they will be required to practice physical distancing and remain 1.5m apart.

10.3. A maximum of 3 children in Sick Bay at one time, and utilise the waiting bay / seating outside sick bay.

10.4. Surfaces and equipment will be disinfected immediately after first aid has been provided and cleaning will also be scheduled throughout the day. Procedures and practices at Sick Bay have been modified to suit COVID-19 protocols.

**Please see the next page for school map...**



No parent access

No parent access

No parent access

No parent access

Prep Drop off and collection by foot only

Kiss and Go  
Parents are asked to remain in the driver's seat of their cars

S

C

W

M

N