



6 May 2020

Dear Parents/Guardians

It is exciting to be able to share further details with you regarding the return to school process. In particular I would like to highlight a number of the finer details that parents should be aware of with regards to College operations during the transitional period. Whilst we are returning to face to face learning there will be a number of aspects of the College day that will look somewhat different than to what they were Pre COVID-19. We need your cooperation and the cooperation of the students in order to help us promote a safe environment for our students and our staff.

### **Home Based Learning**

The 5 day online learning program will cease and a new transition timetable will be operational for weeks 4 and 5. This will involve face to face and home based platforms. All students return to face to face learning in Week 6.

Once full time face to face learning returns in week 6, all home based online learning will cease. Parents will need to apply to the Principal for Extended Leave should they choose not to return their child to school.

### **Kindergarten Return Week 3**

Kindergarten parents are to drop their children off at the Primary Pick Up Area only. Staff will be waiting there to greet your child in order to ensure a smooth hand over. Parents need to practise social distancing at all times during drop off and pick up times. Kindergarten parents are requested to pick up their children from 2.50pm in order to assist us with staggering pick up times thus reducing numbers of parents in the pick-up area. Again we reiterate there are to be no parents on the school site.

### **Year 12 Return Week 3**

Year 12 students are requested to enter the College via their car parking area or the front gate.

### **Timetable**

The College timetable for weeks 4 and 5 will operate as a Week A timetable for Years 11 and 12. A separate timetable for Years 7-10 for these weeks is attached to this letter. Secondary teachers of Years 7-10 will provide tasks for 2 days of home-based learning in addition to providing 2 days of face to face learning. Primary students will follow timetables developed by their class teachers. Primary timetables will be 2 days of face to face learning and 2 days of home based learning. When all students return in week 6 it will be Week B of the timetable.

### **Reporting**

We have a plan for reporting and students will receive a slightly modified report card for Semester One during the July holidays.



### **Canteen**

The canteen will be operating on an order only system, reducing queueing to promote social distancing. Parents need to be aware that this structure will be in place for the rest of the term.

### **Drop off and Pick Up On an Ongoing Basis**

Parents are requested to drop off and pick up their children where possible in order to reduce the number of students using public transport. Parents are asked not to get out of the car where possible and to avoid socialising due to social distancing rules.

### **Access to the Oval**

Oval access will be rostered to year levels and each year level will only be able to have access on the relevant day. This is to reduce crowding.

### **Movement around the College**

Students will be instructed to move in certain directions around the College in order to reduce crowding and physical contact when transitioning between lessons and at breaks.

### **Library**

Access to the library will be on a roster basis for all year levels. The library will not be open after school in the short term.

### **Lockers**

Locker area access will be out of bounds until Week 7. This will be reviewed after this time. Students will have supervised access on their first day back to collect all items.

### **Access to College Grounds**

Parents or visitors will not be permitted on the premises and the office will not be open for physical enquiries. The only exceptions to this will be parents of the ELC who have to take their children to the gate to sign them in. Parents will be respectfully asked to leave the campus if they are on site. All of these parental access rules are to reduce contact and gathering sizes among the community. We need your support with regards to College access.

### **Student Areas**

Students will be confined to set areas during recess and lunch. These set areas are for each year level and this has been decided upon to reduce the contact across year levels. Students will be asked to observe social distancing practices when eating lunch and when socialising during breaks.

### **Bubblers**

Students will be asked to not drink out of bubblers. Bubblers can only be used to refill water bottles.

### **PE Uniform**

On days when students have PDHPE or sport they will be permitted to wear their sports uniform to and from school. This is to eliminate crowding in change room areas.



**Timetables for Weeks 4 and 5 Years 7-10**

Students in these year levels should print a copy of the special timetable that has been developed for weeks 4 and 5. There will also be copies on display around the school.

**Sharing of Food**

Students are requested not to share food at any time. Unfortunately this means no sharing of birthday cakes.

**Staff Contact**

Parents should be mindful that when staff are teaching a full day on timetable that they may not get a response to their email until after hours or the next day.

**Health Reminder**

If your child is unwell in any way please do not send them to school. We would prefer that parents err on the side of caution at this time with regards to sending their children to school if they are not feeling well.

We appreciate that some of these measures may feel somewhat draconian. However, school will not look and feel the same as what it did before COVID-19 for some time. We can't wait for the time to come when school will look and feel normal again but until then we need to have these measures in place.

Yours sincerely

Mr Darren Parks  
Deputy Principal