

COVID-19 Return to school planning considerations (modified from EQ)

Considerations to support transition to school-based learning arrangements

Required – refers to those actions/strategies that school must ensure are in place for the return of students to learning at school

School-based arrangements – refers to those actions/strategies that schools are advised to consider within their local context.

Health and hygiene	
Required:	<input type="checkbox"/> Action taken:
Provide facilities for regular handwashing and sanitising in every classroom	<ul style="list-style-type: none"> Increased hand hygiene practices including daily reminders for students when to wash hands – on entry to school, before eating, before and after play, after going to the toilet and after sneezing or coughing Hand sanitizer in every classroom and at front reception Karen Farina to ensure adequate hygiene and cleaning supplies through local suppliers Provide each classroom with hand hygiene posters for display Additional 1 hour per day of cleaning by school cleaner for outdoor surfaces Class teachers and school officers to complete daily cleaning of inside surfaces Daily cleaning of staffroom by rostered staff Minimise use of play equipment until full school return
Ensure adequate cleaning supplies, monitor and reorder proactively	
Display student promotional materials promoting hygiene and physical distancing in appropriate locations	
Seek advice and assistance if unable to source adequate supplies.	
Increased cleaning of: <ul style="list-style-type: none"> staff rooms classrooms play equipment high frequency touch points such as drink taps, door handles, hand rails and toilets 	
Continue to notify any suspected or confirmed cases of COVID-19 to DSE	
School based arrangements:	
	<input type="checkbox"/> Action taken:
Maximise airflow in enclosed spaces	<ul style="list-style-type: none"> Teachers advised to open windows rather than use of air conditioning and keep doors open
Consider using alternative spaces for learning	

Ensure hygiene for visitors and contractors

- Visitors to the school enter via front office, sign in and use hand sanitizer

Physical distancing

Required:

Maintain 1.5m between adults

Ensure physical distancing for employees in staff rooms, classrooms and other shared spaces

Make arrangements for staff meetings to occur online or via teleconference

Manage access and physical distancing to school site by contractors

Limit access to school site by non-essential visitors and other adults, including parents and carers

Advise DSE of any concerns about responses by parents/carers or other persons external to the school.

1.5 metres and 4sq metres does not apply to students but used as a guide a practically managed

Maintain spacing between students based on classroom size and number of students.

Action taken:

- Each room to have reminders for the numbers of adults for safe social distancing
- Staff meetings via zoom on Tuesdays and Thursdays at 3pm
- If possible contractors to be onsite out of school hours
- Parents and carers advised that they are not to enter the school grounds for drop off or pick up
- Parents advised to use stop, drop and go where possible
- Teachers advised to set up classrooms as "kids in grids"

School based arrangements:

Manage and monitor student drop off and pick up including supervision at key times

Manage access to and control of school car park

Supervise movements between school gate and classroom for younger students and as required

Consider reorganisation of the school day to decrease contact between classes and year levels (e.g. staggered start, break and lunch times where practicable)

Minimise or rearrange gathering points

Action taken:

- Additional staff to assist with drop off and pick up duties to support students with changes to routine
- Prep students to be escorted to the Prep area by Prep staff in the mornings and brought down to the front of the school at the end of the day
- Prep students to be picked up from Prep gate at the front of the prep playground to assist with physical distancing
- Lunch breaks to occur at normal times as SGM already has split play times and eating areas

Staffing

Required:

- Ensure unwell staff stay away from school
- Maintain physical distancing of adults in staff rooms and other shared spaces, including classrooms
- Conduct staff meetings online or via teleconference
- Actively manage and allocate teaching and support staff (including casual and temporary) to support on-site and home-based learning

Action taken:

- Staff have been advised that if they are unwell to stay home from school
- Signs on doors advising of the number of adults in the room to maintain appropriate physical distancing
- Staff meetings on Tuesdays and Thursdays at 3pm via zoom
- Supervision and face to face roster developed for Week 4-5

School based arrangements:

- Support vulnerable staff working from home, including the development of a work plan for these staff
- Maintain regular communication with staff working from home about wellbeing and work performed at home
- Ensure additional casual teachers and support staff are available and trained in the school's teaching and learning approach to manage staff absences and support different modes of learning
- Consider alternative staffroom arrangements for staff where practicable
- Continue to promote and monitor wellbeing in accordance with local school plan

Action taken:

- Vulnerable staff provided with support to continue working from home or working on site depending on advice from GP
- Staff working from home attending zoom meetings twice per week
- Relief teachers and school officers available to manage staff absence or additional needs
- 1 staffroom space available with some staff also utilising library or school officer rooms
- Twice weekly check ins with staff via zoom meetings
- School counsellor providing wellbeing support and ideas for staff as well as students

Student management

Required:	<input type="checkbox"/> Action taken:
Ensure students with compromised immune systems remain home and are supported with learning materials	<ul style="list-style-type: none">• Students with health issues will be provided with home based learning either via hard copy or online depending on the year level• Attendance and roll marking will return to normal for face to face classes and absences will be followed up by school administration as per normal procedure• Student protection processes as per normal• Parents and carers advised that students who are unwell are to stay home from school
Maintain all student reporting requirements including attendance and student protection. See:	
Ensure unwell students stay away from school in accordance with Chief Health Officer directions	

School based arrangements:	<input type="checkbox"/> Action taken:
Plan for monitoring and responding to increased wellbeing concerns	<ul style="list-style-type: none">• School counsellor and Student Welfare Worker to monitor those students who are on their regular caseload and support any additional wellbeing needs as advised by class teachers• Daily reminders of hand hygiene requirements and posters to be displayed in each classroom
Establish regular communication with students about appropriate hygiene measures, including display of student posters on hand washing.	

Curriculum and school activities

Required:	<input type="checkbox"/> Action taken:
Continued suspension of all mass gatherings of students, including: <ul style="list-style-type: none">• school assemblies• interschool activities• camps and excursions• sports and swimming events• arts events	<ul style="list-style-type: none">• No whole school mass gatherings will occur for the remainder of Term 2

School based arrangements:	<input type="checkbox"/> Action taken:
Assess student progress levels and plan for an adapted curriculum and timetable on return to school	<ul style="list-style-type: none">• Teachers advised to focus on literacy and numeracy for the remainder of Term

Make arrangements for students learning at home	2 and adapt other key learning areas to ensure any gaps in learning are filled
Plan a revised assessment and reporting process aligned to school-based curriculum and timetable arrangements	<ul style="list-style-type: none"> • Students learning at home provided with either hard copy or digital learning depending on year level • Consider a modified report card with 4 key learning areas, learning statements and a satisfactory or not satisfactory engagement and general comment

Communication

Required:	<input type="checkbox"/> Action taken:
Maintain regular communication with parents and caregivers about school operations and expectations	<ul style="list-style-type: none"> • Principal to continue weekly newsletter via email • Email letter to go out with additional information as required

School based arrangements:	<input type="checkbox"/> Action taken:
Display promotional materials promoting hygiene and physical distancing in appropriate locations	<ul style="list-style-type: none"> • Additional promotional material in various locations around the school re hygiene and physical distancing
Advise staff of teaching, movement and office arrangements	<ul style="list-style-type: none"> • Staff advised of supervision and duty rosters and share via google drive and on display in staff room
Advise parents of learning arrangements	<ul style="list-style-type: none"> • Parents advised of learning arrangements via school newsletter, email from principal and SeeSaw messages from class teachers
Advise parents of car park, drop off and restricted access to school	<ul style="list-style-type: none"> • Parents advised of drop off and pick up arrangements through school newsletter and email from principal
Ensure school staff are aware of departmental communication	