



St Therese's Bentley Park COVID-19 Return to school planning considerations

Considerations to support transition to school-based learning arrangements

Hygiene	
Required	Action taken
Provide tissues and facilities for regular hand washing or sanitising in every classroom	<ul style="list-style-type: none"> Tissues in classrooms Hand soap dispensers in all classrooms Hand sanitiser in all classrooms
Ensure adequate cleaning supplies, monitor and reorder proactively	<ul style="list-style-type: none"> Contract cleaners do all disinfecting and cleaning of classrooms and high touch areas Additional spray and wipe also given to teachers
Seek advice and assistance if unable to source adequate supplies.	Noted Supply through contact cleaners
Display student promotional materials promoting hygiene and physical distancing in appropriate locations	<ul style="list-style-type: none"> Daily routine poster provided to all classrooms for display – hand wash/sanitise before entering the classroom, before and after lunch breaks Remember to wash your hands sign provided to all classrooms for display How to hand wash/rub posters provided to all classrooms
Provide bins in every classroom for used tissues and empty them regularly throughout the day.	<ul style="list-style-type: none"> Large bins available in every classroom Bins emptied by cleaners every afternoon
Environmental cleaning	
Required	Action taken
Increased cleaning of staff rooms, calls rooms and general areas	<ul style="list-style-type: none"> Contract cleaners cleaning high touch areas – staff room, administration, library, classrooms each afternoon

Clean and disinfect frequently used high-touch surfaces such as bench tops, desks, doorknobs, taps, and handrails at regular intervals throughout the day with a detergent solution or detergent/disinfectant wipes	Contract cleaners cleaning high touch areas – staff room, administration, library, classrooms each afternoon with bleach solution
Clean toilets after each recess and at the end of the day, or at least daily.	Toilets cleaned by contract cleaners each day
Play equipment (both handheld and playground structures) should be disinfected daily, with a focus on high touch areas. For ease of disinfection, cleaners may use bleach in a 1:50 dilution. This can be sprayed onto equipment and left to air dry.	<ul style="list-style-type: none"> • Prep playground disinfected daily by contract cleaners • Lower oval playground – in full sun • Nature playground – currently not open. Opens in term 3. • Bleach solution given to HPE teacher for cleaning of sporting equipment
Continue to notify any suspected or confirmed cases of COVID-19 to DSE	Noted
General considerations	
Required	Action taken
Maximise airflow in enclosed spaces	<ul style="list-style-type: none"> • Email sent to teachers to not use air conditioners and to open windows to increase air flow (for Terms 2 and 3)
Consider using alternative spaces, including outdoors for learning	Noted
Manage access and physical distancing to school site by contractors	<ul style="list-style-type: none"> • Only using contractors during school term where necessary. Contractors are monitored when in school grounds. School holidays is main time contractors are booked to attend unless a more urgent repair such as broken glass doors.
Limit access to school site by non-essential visitors and other adults, including parents and carers	<ul style="list-style-type: none"> • Car park gates closed from 8am. Parents use stop, drop and go for drop off and pick up.
Ensure visitors and contractors clean hands and maintain physical distancing	<ul style="list-style-type: none"> • Hand sanitiser available in reception.
Social distancing and venue density	
Required	Action taken
Maintain 1.5m and 4m ² between adults	Social distancing reminder signs and standing spots marked in staff room. All staff meetings conducted via Zoom.

1.5 metres and 4m ² ruling for students to be maintained where practicable	Noted but not practicable.
Arrange furniture in classrooms to reduce distance between students	This is arranged where space allows.
Make arrangements for staff meetings to occur online or via teleconference	Staff meetings being held via Zoom
Advise DSE of any concerns about responses by parents/carers or other persons external to the school.	Noted
Manage and monitor student drop off and pick up including supervision at key times	Staff at stop, drop and go for morning drop off. Staff supervises students in afternoon transition to parents' cars at stop drop and go.
Manage access to and control of school car park	Car park gates closed from 8am.
Supervise movements between school gate and classroom for younger students and as required	Staff supervises students in afternoon transition until collected by parents via stop drop and go.
Consider reorganisation of the school day to decrease contact between classes and year levels (e.g. staggered start, break and lunch times where practicable)	Different year levels play in different areas of the school, i.e. lower oval for younger years and upper oval for upper years students.
Minimise or rearrange gathering points	2 stop drop and go areas – front of school and Robert Road.
Staffing	
Required	Action taken
Ensure unwell staff stay away from school	Staff advised by email of this requirement
Actively manage and allocate teaching and support staff (including casual and temporary) to support on-site and home-based learning	Relief staff are booked when staff are absent
Support vulnerable staff working from home, including the development of a work plan for these staff	No longer have any staff working from home since week 5.
Maintain regular communication with staff working from home about wellbeing and work performed at home	Not applicable since school resumed in week 5.
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	Regular relief staff booked for staff absences.
Consider alternative staffroom arrangements for staff where practicable	Visual social distancing reminders in staff room.

Continue to promote and monitor wellbeing in accordance with local school plan	Counsellor regularly sends out well being information.
Student wellbeing	
Required	Action taken
Ensure students with compromised immune systems remain home and are supported with learning materials	Tier system in place to support students not currently at school.
Maintain all student reporting requirements including attendance and student protection.	All requirements are maintained according to our usual processes.
Ensure unwell students stay away from school in accordance with Chief Health Officer directions	Email communication to parents about this requirement. Sick bay staff instructed to send sick children home.
Plan for monitoring and responding to increased wellbeing concerns	Counsellor regularly sending out information to teachers.
Establish regular communication with students about appropriate hygiene measures, including display of student posters on hand washing.	Posters displayed in classrooms to remember to wash your hands, daily routine and how to hand wash/rub. Daily routine – staff to ensure students follow hand wash/sanitise routine on posters.
Curriculum and school activities	
Required	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"> • athletics carnival cancelled. • Assemblies conducted via Zoom. • Interschool sporting events cancelled. • Gymnastics and swimming activities cancelled. • Camps and excursions suspended until further advice received.
Assess student progress levels and plan for an adapted curriculum on return to school	All teachers currently planning for an adapted curriculum.
Make arrangements for students learning at home	Process in place to support students learning from home. Best platform negotiated between parents and classroom teacher (hard packs or on-line).
Plan a revised assessment and reporting process aligned to school-based curriculum and timetable arrangements.	Currently in place for Semester 1 reporting process.

Communication	
Required	Action taken
Maintain regular communication with parents and caregivers about school operations and expectations	Weekly update emails to parents. Changed to fortnightly in Week 8.
Display promotional materials promoting hygiene and physical distancing in appropriate locations	Posters displayed in classrooms to remember to wash your hands, daily routine and how to hand wash/rub. Daily routine – staff to ensure students follow hand wash/sanitise routine on posters.
Advise staff of teaching, movement and office arrangements	Regular updates in staff communication platform – eNews, weekly updates at staff meetings.
Advise parents of learning arrangements	Weekly update emails to parents. Changed to fortnightly in Week 8.
Advise parents of car park, drop off and restricted access to school	Regular email and seesaw communication to parents with attached maps etc., of changes to drop off and pick up arrangements.
Ensure school staff are aware of departmental communication	CES emails received directly by staff. Communications/information passed on by principal.