



ALBANY RISE PRIMARY SCHOOL

Covid-19 Return to School Parent Guide

2021

PRINCIPALS' MESSAGE

As we excitedly look forward to the return to school and the end of remote and flexible learning, we again congratulate all members of the community for facing the challenges of the COVID-19 pandemic and coping in the best way possible.

Appreciating these changes have impacted us all in different ways, our school's three collective priorities for this term are:

1. supporting students' mental health and wellbeing
2. identifying those who need help catching up and extending those who have progressed
3. preparing for successful transition – both back onsite 2021, and the pathway into 2022.

Upon returning to school students will be reminded of the following:

- practising good hygiene, including using hand sanitiser
- maintaining physical distance from others where they can
- wearing a face mask (with it mandatory for students Years 3 – 6, and children Foundation – 2 encouraged to do so when indoors. All staff when not instructing will be wearing a mask at school.
- staying home and getting tested if they are unwell.

We wish to sincerely thank everyone from our wonderful community for your efforts over the past days, weeks and months and look forward to supporting your family however possible through to the end of this year.

We look forward to having staff and students back at school.

Thank you and take care,

Judy Drew
Principal

RATIONALE:

The purpose of this guide is to outline how our school will be managing risk relating to Coronavirus (COVID -19) during key interactions between students, parents and staff upon the return to school in Term 4, 2021 and until such time as the Chief Health Officer advises it is no longer required.

Albany Rise Primary School is committed to providing a safe learning and working environment for our students and staff. We ask for the whole school community to follow this guide to enable us to provide the safest possible environment during this time. We all have a role to play in stopping the spread of COVID -19 in Victoria.



REQUIREMENTS

Albany Rise Primary School is following the advice from the Department of Education and Training including, Health and safety advice for return to onsite learning in the context of COVID -19 which can be found on the [Department's Coronavirus \(COVID -19\) website](#).

GENERAL INFORMATION

The purpose of this handbook is to outline how our school will be managing risk relating to coronavirus (COVID-19) during key interactions between students, parents and staff during the return to school in Term 4, 2021 and until such time as the Chief Health Officer advises it is no longer required.

Albany Rise Primary School is committed to providing a safe learning and working environment for our students and staff. We ask for the whole school community to follow this policy to enable us to provide the safest possible environment during this time. We all have a role to play in stopping the spread of COVID-19 in Victoria.

A pre-condition of Term 4's return is to ensure our school continues to remain a safe environment, and we continue to update our COVIDSafe Plan to ensure it reflects the expectations of the Victorian Chief Health Officer. We will continue to take the following steps to maintain a safe environment based on four key pillars:

1. reinforcing COVIDSafe behaviours, such as staying at home and getting tested when unwell, physical distancing and wearing masks
2. creating COVIDSafe spaces, including ensuring ventilation and regular cleaning
3. promoting COVIDSafe activities, such as limiting visitors to schools, and reducing mixing between groups
4. responding to coronavirus (COVID-19) risk.

We ask parents to please pay particular attention to reducing the risks associated with congregating at school gates and taking steps to ensure that physical distancing occurs at all times around the school.

Scope:

These guidelines apply to everyone in the ARPS community. This includes all members of staff (principals, teachers and education support staff), all parents/carers who interact with the school and all students. It also includes visitors to the school.

These protocols may be amended at any time as required by the DET, the Chief Health Officer (CHO) or Albany Rise Primary School (ARPS). Amendments will be communicated through Compass allowing suitable notification to members of our school community. As there are regular updates in requirements, members of our school community should expect changes and are responsible for reading and adhering to the necessary arrangements for the health and safety of all.



CORONAVIRUS (COVID-19) RESTRICTIONS REMAIN IN PLACE

If you are unwell, please stay at home.

Please do not enter if you have any of the following symptoms:

- loss or change in sense of smell or taste
- fever
- chills or sweats
- cough
- sore throat
- shortness of breath
- runny nose
- in certain circumstances headache, muscle soreness, stuffy nose, nausea, vomiting and diarrhoea may also be considered.



For detailed information visit:
www.coronavirus.vic.gov.au

Perhaps the most important action school communities can take to reduce the risk of transmission of coronavirus (COVID-19), is to ensure that any unwell staff and students remain at home.

This means that at our school:

- All unwell staff and students **must** stay home (incl. runny nose, cough, fever, etc)
- 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 onsite education is suitable, noting that this advice may change depending on the status of the pandemic in Victoria.
- Visitors to school grounds will be limited to those delivering or supporting essential school services and operations (e.g. cleaning and maintenance workers).
- We ask that parents or carers who need to contact teachers do so via Class Dojo or if contacting the office, email. Urgent matters can be communicated by phone to the office.
- Additional staff, including parent volunteers, will not be attending school or student support programs (such as morning reading or Parents' Association activities) until advice from the Chief Health Officer deems this to be safe. Activities dependent on and involving parents are cancelled until further notice.
- Where required, online video conferencing meetings (Webex) can be arranged with staff, including the Principal or Assistant Principal.
- School assemblies, excursions, camps and other non-essential large gatherings will be postponed until further notice.

A STAGGERED RETURN TO SCHOOL

To minimise community congestion we look forward to the return of year levels as follows:

- From Monday 18th October (Week 3)
 - All Foundation children attend onsite (Monday to Wednesday)
 - All Grade 1 and 2 students attend onsite (Thursday and Friday)
- From Tuesday 26th October (Week 4)
 - Year 3 and 4 return onsite (Tuesday and Wednesday)
 - All Year 5 and 6 return onsite (Thursday and Friday)
- From Friday 5th November (end of Week 5)
 - All students are expected to return to onsite learning full-time.

Year levels	From Monday 18 October	From Tuesday 26 October	From Friday 5 November
Prep /Foundation	Monday-Wednesday	Monday-Wednesday	✓
Year 1-2	Thursday-Friday	Thursday-Friday	✓
Year 3-4		Tuesday-Wednesday	✓
Year 5-6		Thursday-Friday	✓

Key: ✓ return to onsite five days

During the staggered return to school, vulnerable students and children of people on the authorised provider and authorised worker list are able to continue attending onsite.

Learning From Home will continue to be delivered to students on the days students are not attending onsite, with daily Webex meetings continuing to be central to the ARPS delivery of remote learning.

Please note that as all students are expected to return onsite (following the government roadmap above) we will not be able to provide Learning From Home activities where parents choose to keep their children home (unless this is based on medical advice and a certificate has been issued).

CHANGE OF TIMES FOR REMOTE LEARNING – WEEK 3

For next week (Monday 18th to Friday 22nd October) there will be a change in times for remote learning, with the whole school following the Junior Hub timetable (below). This is because we will have students on-site, as well as junior classes scheduled to return, and require staff to supervise recess and lunch breaks for all these students.

HUB	SCHOOL STARTS	Learning Time	RECESS	Learning Time	LUNCH RECESS	Learning Time	SCHOOL FINISHES
JUNIOR (F-2)	9:00am	110 mins.	10:50-11:10am	130 mins.	1:30-2:30pm	60 mins.	3:30pm

From week 4 (Monday 25th October), the whole school will begin running:

Junior Hub (F-2) and

Senior Hub (3-6) timetables.

(see next page)

JUNIOR SCHOOL (F-2) AND SENIOR SCHOOL (3-6) HUBS

To maximise social distancing and to ensure we have processes in place for contact tracing if required, we will be introducing two 'hubs', from Monday 25th October:

JUNIOR HUB (F-2) – School starts at 9:00am and finishes at 3:30pm

SENIOR HUB (3-6) – School starts at 8:45am and finishes at 3:15pm

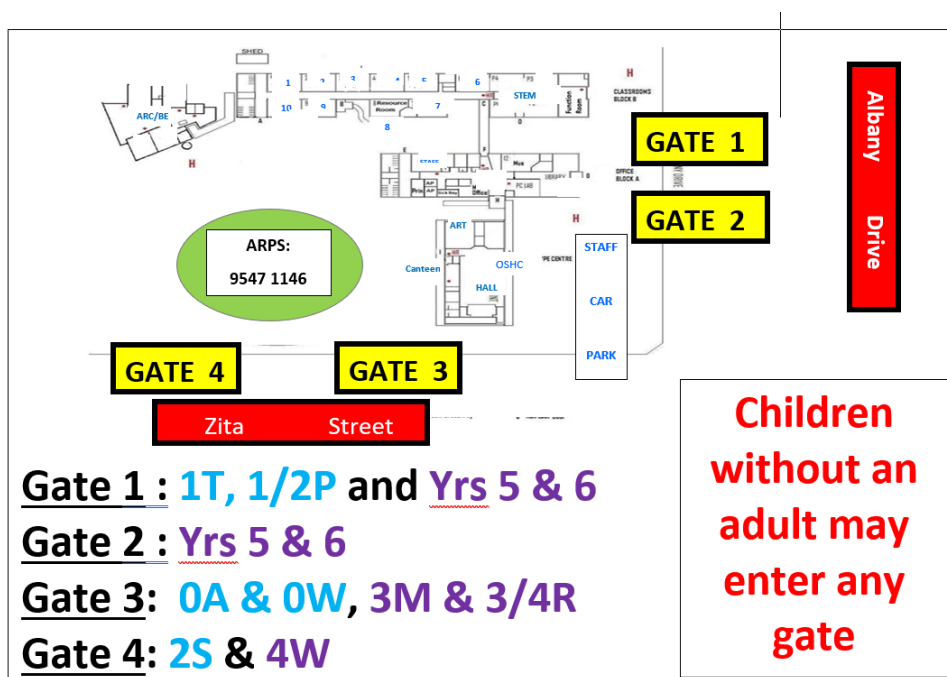
- Staff and students will be working on two different timetables, aiming to minimise interactions across the school.
- Includes separate play times, as well as a staggered start and finish for each hub.

HUB	SCHOOL STARTS	Learning Time	RECESS	Learning Time	LUNCH RECESS	Learning Time	SCHOOL FINISHES
JUNIOR (F-2)	9:00am	110 mins.	10:50-11:10am	130 mins.	1:30-2:30pm	60 mins.	3:30pm
SENIOR (3-6)	8:45am	100 mins.	10:25-10:45am	100 mins.	12:25-1:25pm	100 mins.	3:15pm

PICK-UP AND DROP-OFF

Drop-off (mornings)

- To minimise interaction of students and adults within the school and at entry points, we will open **four gate entry points for students** – located off Albany Drive and Zita Street.



- Signage will be visible to assist families. For example:

GATE 1 – 1T AND 1/2P

Students Enter – 9am

Pick-up – 3.30pm

Parents must not enter via this gate

Please call the office if you require urgent access on
9547 1146

To maximise social distancing, we request that:

- Foundation, Year 1 & 2 student drop-off time is 9:00am
- Year 3, 4, 5 and 6 student drop-off time is 8:45am
- Students will be collected from each gate at these times. Parents are advised to arrive at least 5 minutes before these times.
- Appreciating there will be an inconvenience during this time, we ask students to enter via the gates below (with siblings to exit together at the gate determined by the youngest sibling):

JUNIOR HUB (Foundation, Year 1 and Year 2)			
<u>Drop off Time</u>	<u>Gate</u>	<u>Class</u>	<u>Pick up Time</u>
8:45-9:00am	Gate 3 (Zita Street, bike shed entry)	0A	3:30pm
8:45-9:00am	Gate 3 (Zita Street, bike shed entry)	0W	3:30pm
8:45-9:00am	Gate 1 (Albany Drive Northern entry)	1T	3:30pm
8:45-9:00am	Gate 1 (Albany Drive Northern entry)	1/2P	3:30pm
8:45-9:00am	Gate 4 (Zita Street, gravel path entry)	2S	3.30pm

SENIOR HUB (Year 3, Year 4, Year 5 and 6)			
<u>Drop off Time</u>	<u>Gate</u>	<u>Class</u>	<u>Pick up Time</u>
8:30-8:45am	Gate 3 (Zita Street, bike shed entry)	3M	3:15pm
8:30-8:45am	Gate 3 (Zita Street, bike shed entry)	3/4R	3:15pm
8:30-8:45am	Gate 4 (Zita Street, gravel path entry)	4W	3:15pm
8:30-8:45am	Gate 1 or 2 (Albany Drive entries)	5SM	3:15pm
8:30-8:45am	Gate 1 or 2 (Albany Drive entries)	5/6N	3:15pm
8:30-8:45am	Gate 1 or 2 (Albany Drive entries)	6C	3:15pm
8:30-8:45am	Gate 1 or 2 (Albany Drive entries)	6F	3:15pm

- Parents should remain outside the gate at the Albany Drive and Zita Street entry points student.
- Students should enter and proceed to their 'dots' (Year 3-6) or follow the direction of the teacher at the gate (F-2).
- Parents requiring access to the office should phone ahead.
- Parents should only enter the pedestrian gate on Albany Drive and follow the walkway in 'one direction', remaining on the path at all times until reaching the Foyer.
- Parents are asked not to congregate in any areas along Albany Drive or Zita Street so all parents and students can move along freely.
- Parents should not use the staff car park. The staff car park will be closed from 8:40am.

Late arrival is strongly discouraged due to the need for careful measures at drop off time. In the event this does occur the following arrangement should be followed:

- Parents/children should enter via the Albany Drive pedestrian gate to the main foyer.
- Parents should sign children in at the sign-in table, located in the foyer outside the general office. Please fill out the late form and give child/ren a late slip to hand to their teacher.
- Children will be collected by another student and taken to their classroom.

Please note: Under no circumstances should children arrive late to sign-in without an adult

Pick-up (afternoons)

To minimise interaction of students and adults within the school and at entry points we ask that parents follow the staggered timetable for pick-up.

- Elder students with siblings will be allowed to join their younger siblings outside so they can exit together.
- Albany Drive: Parents should wait near the fence (socially distancing) so children can locate them before exiting through the gate.
- Zita Street: Parents should wait near the fence line (socially distancing) so children can locate them before exiting through the gate.
- Teachers will walk classes to their designated gates.
- Staff will be on duty at entry/exit points to manage these arrangements.

Children are asked to use the same gates as in the morning drop-off.

HEALTHY HYGIENE HABITS

Everyone can protect themselves and prevent the spread of coronavirus by continuing effective hand hygiene.

At our school:

- All staff and students will undertake regular hand hygiene, particularly on arrival to school, before and after eating, after blowing their nose, coughing, sneezing or using the toilet.
- In classrooms where soap and water are not readily available, hand sanitiser will be provided.
- Students must bring their own NAMED water bottles to school for use (and refilling).
- The Albany Rise PS 'Mobile Phone Policy' remains in place so students should still hand in their mobile phones at the office upon their arrival at school.
- Sharing of food is not permitted; the canteen will not be open until further notice.

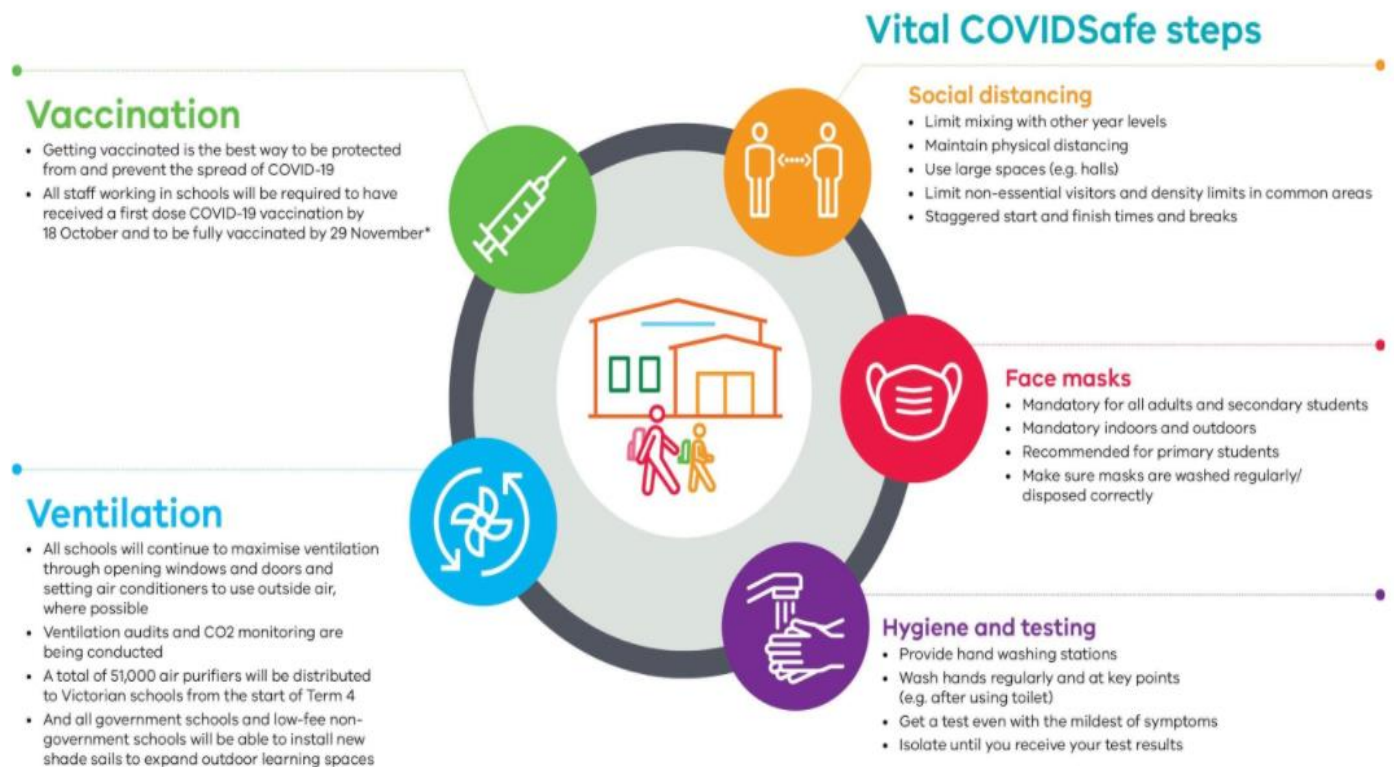
We ask families to return to school bringing their pencil-cases and stationery taken home for use during remote learning and don't forget – SCHOOL HATS!

- Students will use their own items such as pencils and equipment wherever possible. If students are required to share equipment during classes, they will be asked to sanitise or wash their hands, whichever is practical, before and after this sharing.
- Students bringing technology (Bring Your Own Device) will be expected to clean their equipment daily before school.
- Students having borrowed school devices (iPads or laptops) are to bring these to school each day and take them home each afternoon ... doing so in the case of a positive COVID community case.

- A reminder that all students must wear a hat throughout term 4. Please ensure your child/ren have these for their first day on-site.

The Victorian Chief Health Officer directs all school staff and students in Year 3 or older to always wear a face mask indoors at school, including when attending an Outside School Hours Care (OSHC) program, unless a lawful exception applies.

Three Vs: Ventilation, Vaccination and Vital COVIDSafe Steps



Staff and student vaccinations

- As part of the COVID-19 vaccination roll-out, all school staff and all students aged 12 and over are now eligible to receive a coronavirus (COVID-19) vaccine.
- The Victorian Chief Health Officer has determined that COVID-19 vaccination is mandatory for staff who work in schools. This includes principals, teachers, administration and education support staff, including casual relief teachers (CRTs), pre-service teachers, and Out of School Hours Care staff.

Information about vaccines and eligibility can be found on the coronavirus.vic.gov.au website.

Ventilation

- Ventilation will be increased at school with window and doors opened and opportunities to learn outside emphasised.
- Maximise the use of outdoor learning areas or environments
 - We will use outdoor learning areas when appropriate.
- Air purifiers
 - The Department is delivering air purifier units to schools. Air purifiers will be prioritised for higher risk areas. These areas include where high levels of mixing of staff and reduced mask use when eating, higher levels of exertion and increased aerosol projection, and areas of lower ventilation and possible exposure to illness (e.g. sick bays, staff rooms)

MINIMISING LEARNING DISRUPTION

Maintaining a physical distance of 1.5 metres will not always be practical in education settings.

Reducing mixing between different cohorts (either classes or year levels) is recommended as a precautionary measure to minimise risk of spread of transmission and aid containment in the event of a confirmed case of coronavirus (COVID-19) onsite.

In our classrooms, we will:

- Organise learning spaces according to DET recommendations and advice from the Chief Health Officer.
- Hold classes outdoors for small portions of the day, and when indoors, classroom windows and doors will be open where appropriate.
- Wherever possible, outdoor facilities will be used for physical education and recreational play. Where indoor facilities are used, we will limit the number of students to a single class.
- We will encourage non-contact sports at this time. Hand hygiene will be practised before and after use of any sporting equipment.
- Physical Education will be held outdoors, and if raining in the Hall.
- As outlined in the DET Term 4 Operations Guide singing cannot take place at school nor are *choirs and woodwind/brass instrument use is not permitted in schools. This is based on greater evidence regarding the potential spread of droplets from the use of instruments and singing and voice projection.*
- Until further notice there will be minimal mixing between classes – who will spend most of their learning time with their regular class members / teachers and support staff.

- Students will be strongly encouraged to keep social distance as much as possible and discouraged from touching or having physical contact with other students or staff.
- Playground equipment can be used at recess and lunchtimes only. However, students will be directed to practise hand hygiene before and after use. These areas are not for school use after hours as students are requested to leave for home promptly.

CLEANING AND FACILITIES MANAGEMENT

Environmental cleaning, coupled with regular hand hygiene, remains important to reduce the risk of coronavirus (COVID-19) transmission.

At our school we will:

- Continue extension of routine environmental cleaning, including progressive cleaning throughout the day to ensure that risks of transmission are reduced for high-touch services.
- Provide liquid hand soap and/or hand sanitiser for use of students and staff.
- Carefully consider the necessity of using shared items or equipment e.g. shared computers, class sets of teaching and learning materials, etc.
- We will be practising hand hygiene immediately before and after use of shared equipment.

HEALTH MANAGEMENT

It is important that any staff member or student who becomes unwell while at school returns home. While it is unlikely that a staff member or student who is unwell with flu-like symptoms will have coronavirus (COVID-19) there are some sensible steps schools can take while a student awaits collection by a parent or carer as a precaution.

This means that at our school:

- We reserve the right to take the temperatures of all/any students in attendance. In doing so, a trained staff member will use an infrared non-contact forehead thermometer.
- 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.
- 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 will take the temperature of the student, to support decision-making.

- Health care plans should be updated where relevant, to provide additional advice on monitoring and identification of the unwell child in the context of coronavirus (COVID-19).
- Staff or 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: DHHS Hotline 1800 675 398.
- If a student spreads droplets (for example by sneezing, coughing or vomiting), surfaces will be immediately cleaned with disinfectant wipes (and using gloves).

Managing a suspected or confirmed case of COVID-19

DET has comprehensive procedures in place with the Department of Health and Human Services to manage suspected or confirmed cases of coronavirus (COVID-19) in schools.



- We will contact the Department of Health and Human Services on 1300 651 160 to discuss what to do next if a student or staff member:
 - is a confirmed case
 - has been in close contact with a confirmed case
- We will inform the Department by making an [IRIS incident alert](#).

Further information and resources

- [DET Coronavirus \(COVID-19\) website](#)
- [DHHS Coronavirus \(COVID-19\) website](#)
- [DET Infectious Diseases Policy](#)
- [DET Health Care Needs Policy](#)

Mental Health and Wellbeing

We invite all families to reach out to a variety of services to support mental health and wellbeing:

- [Kids Helpline](#) — provides counselling support service for young people aged 5–25 years old and for parents, available 24 hours a day, seven days a week.
- [headspace](#) — provides tailored and holistic mental health support [from 9am to 1am](#), seven days a week, to young people aged 12–25 years old. The website also provides resources and a local directory for headspace centres.

- [The What's ok at home? Website](#) — provides information on family violence to children and young people aged 10–17 years old as well as information for adult allies looking to support the safety of children and young people.
- [Parentline Victoria](#) — provides parenting counselling support service [8am to midnight](#), seven days a week, including support for parents experiencing family violence.
- [The Lookout website](#) — provides statewide information on family violence and local services across Victoria.
- [Safe Steps](#) — Victoria's state-wide family violence support service, available 24 hours a day, seven days a week. Live online chat is also available weekdays [from 9am to 9pm](#).

Reminder:

Monday 1st November- Student Free Curriculum Day

MONDAY OCTOBER 18	TUESDAY OCTOBER 19	WEDNESDAY OCTOBER 20	THURSDAY OCTOBER 21	FRIDAY OCTOBER 23
Prep Onsite Learning	Prep Onsite Learning	Prep Onsite Learning	Prep Remote Learning	Prep Remote Learning
Year 1 & 2 Remote Learning	Year 1 & 2 Remote Learning	Year 1 & 2 Remote Learning	Year 1 & 2 Onsite Learning	Year 1 & 2 Onsite Learning
Year 3 & 4 Remote Learning	Year 3 & 4 Remote Learning	Year 3 & 4 Remote Learning	Year 3 & 4 Remote Learning	Year 3 & 4 Remote Learning
Year 5 & 6 Remote Learning	Year 5 & 6 Remote Learning	Year 5 & 6 Remote Learning	Year 5 & 6 Remote Learning	Year 5 & 6 Remote Learning
MONDAY OCTOBER 25	TUESDAY OCTOBER 26	WEDNESDAY OCTOBER 27	THURSDAY OCTOBER 28	FRIDAY OCTOBER 29
Prep Onsite Learning	Prep Onsite Learning	Prep Onsite Learning	Prep Remote Learning	Prep Remote Learning
Year 1 & 2 Remote Learning	Year 1 & 2 Remote Learning	Year 1 & 2 Remote Learning	Year 1 & 2 Onsite Learning	Year 1 & 2 Onsite Learning
Year 3 & 4 Remote Learning	Year 3 & 4 Onsite Learning	Year 3 & 4 Onsite Learning	Year 3 & 4 Remote Learning	Year 3 & 4 Remote Learning
Year 5 & 6 Remote Learning	Year 5 & 6 Remote Learning	Year 5 & 6 Remote Learning	Year 5 & 6 Onsite Learning	Year 5 & 6 Onsite Learning
MONDAY NOVEMBER 1 Whole school Curriculum Day – Student Free	TUESDAY NOVEMBER 2 MELBOURNE CUP DAY PUBLIC HOLIDAY	WEDNESDAY NOVEMBER 3	THURSDAY NOVEMBER 4	FRIDAY NOVEMBER 5
		Prep Onsite Learning	Prep Remote Learning	Prep Onsite Learning
		Year 1 & 2 Remote Learning	Year 1 & 2 Onsite Learning	Year 1 & 2 Onsite Learning
		Year 3 & 4 Onsite Learning	Year 3 & 4 Remote Learning	Year 3 & 4 Onsite Learning
		Year 5 & 6 Remote Learning	Year 5 & 6 Onsite Learning	Year 5 & 6 Onsite Learning

