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Return to School

A guideline for
Parents & Staff



Ilim
College

Guidelines for Return to Face-to-Face Learning

Assalamu Alaikum,

Dear Parents/Carers and Staff,

Thank you for all your support during these past few weeks of remote and flexible learning.

Following advice from the Chief Health Officer, the Victorian Government has advised that schools can begin a staged return to on-site schooling.

STAGE 1:

In the **first stage**, students in Prep, Grade 1 and Grade 2, Year 11 and Year 12 will return to school from **Thursday 28 May**. School hours for students will be from **8:50am – 2:30pm**. Remote learning will continue for Grades 3-10. Primary classroom 9am live Zoom session will take place at 10am and Quran and Islamic Studies live Zoom session will be modified with new times being communicated via Schoolbox and Edmodo class pages. Secondary classes, Years 7-10, will continue their Zoom classes as usual.

To support all school staff to prepare for this transition, **Wednesday 27 May** will be a student-free Curriculum day. Staff will commence work on-site on this day resuming their regular workdays and hours. There will be no remote learning on this day.

STAGE 2:

In the **second stage** of our return to on-site schooling, all other year levels will return to school from **Tuesday 9 June** and we will resume regular school hours from **8:50am – 3:30pm** (with a 10min early dismissal to encourage staggered dismissal). Please refer to the table on page 8.

For those students who cannot be supervised at home and who are deemed vulnerable, the existing model of on-site supervision will continue from **Thursday 28 May to Friday 5 June**.

Once a year level has returned, all students will be expected to attend school as normal. With our remote learning program concluding for everyone on Friday 5 June. This means if you choose to keep your child/ren home after their year level has returned to on-site schooling, we can no

longer support their learning from home.

This does not apply to children who need to be absent for health or medical reasons. For those families, please contact us so we can make an appropriate plan. This same approach is being taken by all government schools in Victoria.

To support the health and wellbeing of all our students and staff, our school will continue an enhanced cleaning routine and will encourage frequent hand hygiene.

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

While the Chief Health Officer has advised that students will not be required to maintain physical distancing at school, there will be a number of important changes to our school operations, consistent with health advice to all schools that is available on the Department's website. You will find the details of the important changes in this guide. They will apply until further notice.

We understand that some families may feel anxious about this move back to classroom teaching and learning. We can assure you that this decision has been taken on the basis of the best health advice available to our state.

More information about the [return to school and coronavirus \(COVID-19\)](#) can be found on the Department of Education and Training website, which will continue to be updated.

Thank you for your continued support and patience during this time.

We look forward to welcoming our students back to the classroom.

Ilim College Leadership Team

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Health of Ilim College Community

It is important to stay informed and follow the guidelines of the College and Australian public health officials. If you are unwell and are concerned that your symptoms may be in common with those of COVID19, call the National Coronavirus Helpline for advice on 1800 020 080. Please keep your child at home if they are unwell. Parents/guardians should continue to remind students about healthy habits and reinforce precautions taken regularly to prevent the spread of germs, like washing hands with soap and covering their coughs and sneezes.

Victorian Health Authorities advise that masks should only be used by those infected and in self isolation. Personal Protective Equipment (i.e. masks) will only be used if required in the usual care of an individual student or first aid situation. Staff and students may wear a mask at school if they choose.

The College will not conduct wide-scale temperature checking of students as there is limited evidence to demonstrate the value of such checks. We have multiple infrared non-contact thermometers available at each campus, which will be used throughout the day as required as part of our regular management of unwell students and staff.

If a student is unwell with respiratory illness, fever, or cold/flu-like symptoms they must remain at home until symptoms resolve and seek advice from a medical practitioner. The family is to notify the school immediately and provide a medical certificate for the duration of period that their child stays home. The Victorian Government is encouraging anyone with even mild symptoms to come forward for COVID-19 testing as part of a heightened testing regime. Students or staff who have been identified as close contacts of a person diagnosed with COVID19 during their infectious period, must self-isolate at home and should not attend school or childcare settings until 14 days after their last contact with the infected person.

In the event that a student, staff, family member or someone from our community contracts the virus, our College's COVID-19 Emergency Response Plan will be enacted, and the School will follow the directives of the Victorian Department of Health and Human Services (DHHS). This may involve a period of campus closure and a cleaning and sanitisation program, alongside the DHHS contact tracing processes.

A decision to inform the School community will be made on a case by case basis, depending on whether there has been close contact with people at the School. The health and wellbeing of our community is at the heart of all decisions and we will follow all protocols, as advised by DHHS. Please note that Ilim College cannot share personal and confidential health information about any staff member, parent or student with other parents/guardians, in accordance with the Australian Privacy Principles. It is a collective responsibility of all staff, parents and students to uphold the individual confidentiality and privacy of affected members from our College community, as outlined in our Code of Conduct policies.

Mental Health and Wellbeing

The mental health and wellbeing of students and staff is an important consideration during the transition to school from remote learning.

Counselling services are available for students. Please speak to your child's classroom teacher, Senior Coordinator /Level Manager or Head of Student Services to initiate the referral and consent process.

Other services that can be accessed are listed in the Further Information section on page 10 of this guide.

Cleaning & Hygiene Practices

The cleaning contractors are following protocols to thoroughly clean frequently used areas and touched surfaces using hospital grade disinfectant cleaners. These include door handles, light switches, remote controllers, soap/paper towel dispensers, student desks, tables, chairs and bathroom fixtures. Additional hand sanitisers have been installed throughout the School.

As per guidance from Government health officials, students and staff are instructed to regularly wash their hands with soap for 20 seconds or use hand sanitiser when they arrive at school, when entering classrooms and common spaces, before they go home, as well as at other key points throughout the day; including after using the restroom, using shared resources and before consuming food. This is an important preventive step to reduce the possible spread of COVID-19 and other illnesses.

Other recommended hygiene practices include:

- Covering coughs and sneezes with one's elbow or a tissue and placing used tissues straight into the bin
- Avoiding touching one's eyes, nose and mouth
- Encouraging students not to share food or drink. All students are encouraged to bring their own water bottles as water fountains will not operate to minimise risk until further notice.

Other hygiene practices are also in place, such as anti-bacterial wiping of surfaces after use in common spaces.

Social and Physical Distancing

Ilim College will continue to encourage social distancing for students, staff and parents including:

- Avoiding activities that lead to mixing between classes and year levels, including reduced use of common areas
- Where possible, avoiding close-proximity queuing and encouraging increased space between students
- All school excursions, onsite assemblies, interschool sporting activities and other large gatherings remain cancelled until further notice
- Where possible, re-arranging classroom furniture to leave as much space as possible between students
- Staff monitoring students during non-class times to encourage distancing
- Staff maintaining 1.5m physical distance from other adults
- Additional staff workspaces will be made available in the library, PD room, IT Lab, Fun Club

Room etc. to encourage staff social distancing.

- Encouraging non-contact greetings
- Parents to keep a distance at school by dropping off and picking up from designated points, contacting the school by phone or email as required, and ensure they do not gather in groups
- Limiting visitors to the school to essential providers only
- Deliveries to a central distribution space on each campus
- Students to keep to their designated areas before and after school and during recess and lunch.
- Zuhr Prayer will be conducted in homerooms/classrooms. Students are encouraged to bring their own prayer mats.

Student Absences

All students in the year levels returning to on-site schooling are expected to attend school.

The College will not provide remote learning where parents elect to keep children at home, except where this is based on medical advice.

Students and staff in vulnerable categories, such as with compromised immune systems or other chronic medical conditions, should seek medical advice before returning to School.

Where parents elect to keep children at home, they will need to complete an Extended Leave form in order to be marked as 'approved absence'. Student learning activities will be provided upon request as per our Extended Leave form.

Families must notify the School daily of the absence by contacting the classroom teacher or responding to our automated SMS.

If a student becomes ill or is identified as being ill, with possible symptoms of COVID19 (fever, coughing, sore throat, fatigue, and shortness of breath), they must seek medical evaluation as soon as possible and not return to school until they have been evaluated and cleared to return to school. If the College is notified of an absence due to a student under quarantine – either recommended by health officials with a written notice or due to travel, the student will be marked as medically absent upon submitting the medical certificate to school.

School Drop-Off

Parents of students in Grade 2 – 12 must stay in their vehicle during drop off. This includes for regular school times, co-curricular activities, and late arrivals. Parents who walk to school must not go beyond the parent car park or drop off/collection points specified.

Parents/guardians are asked not to engage in socialising conversations during drop-off and pick-up, even between vehicles. This is to ensure that social distancing measures are adequately maintained and to enable manageable traffic flow during these peak periods.

Drop off for Parents/guardians of students in Prep and 1

When dropping off and picking up students, we encourage parents/guardians to stay in their vehicles if the drop off can be supported by older siblings.

Dallas Primary Campus: Drop off students to the gate located nearest to the library in the parent car park.

Glenroy Primary Campus: Drop off Prep students to the prep playground gate and Grade 1 students drop off via the double door entrance near the prep hub.

Doveton Campus: Drop off students at the main external gate located next to the recommended crossing point.

Dallas Girls Secondary: All entrance and exit for all secondary students is to be through the gate next to the admin building.

Kiewa Campus: Year 7-9 students must enter and exit through the main entrance at Kiewa crescent, Year 10-12 students enter from Dallas drive and exit from Romsey crescent.

School Dismissal and Early Pick Up as of the 9th of June until the end of Term 2

Parents of students in grades 2-12 must stay in their vehicle during pick up. Parents who walk to school must not go beyond the parent car park or drop off/collection points specified.

Dismissal time has been staggered to reduce the amount of adult traffic on campus and increase the ability for social distancing.

It is important that parents adhere to the drop off and pick up times.

Staggered dismissal Plan per Campus				
	Dallas Primary & Secondary Girls	Glenroy Campus	Kiewa Campus	Doveton Campus
3:20pm Dismissal	Students with surname A-K	Students with surname A-K		Students with surname A-H
3:30pm Dismissal	Students with surname L-Z	Students with surname L-Z	Year 7-12	Students with surname I-Z

Collection Points for Prep and Grade 1 students without siblings		
Dallas Primary Campus	Glenroy Campus	Doveton Campus
The synthetic grass area in front of the exit gates near the library for parents to pick up	Prep Playground external gate	Synthetic grass area between the internal and external gates

Note: Students will be supervised by staff to ensure they leave safely.

Visitors to the Campuses

External visitors are not permitted to enter or visit the school unless in an emergency, or critical to the School's operations. Parents/guardians are asked not to enter the grounds unless your child requires your urgent attention, which would be notified to you by the School.

Incursions, Excursions, Camps, Sport, Activities & Events

All incursions, excursions, camps, assemblies, interschool sports, congregational prayers, swimming and other onsite events have been cancelled until further notice.

All activities outside of timetabled lessons, both before and after school have been cancelled or will be modified with the exception of the Hifz Program. Modified programs which affect your child will be communicated to you in advance. This also includes campus-based events and parent volunteer programs.

Bus Service

The Bus service will not be offered in Term 2. Further notice will be provided to families for the Term 3 bus service.

Canteen

The school canteen will be closed to counter service or purchases throughout the day and will be limited to pre-ordered lunch purchases only.

Canteen staff will continue to adhere to food hygiene preparation standards. All food will be wrapped or served in containers.

Below are the operational guidelines:

- All lunch orders (staff and students) must be submitted by the end of period 1.
- Canteen will not be open during recess or lunch.
- Lunch order collection:
 - **Primary:** Lunch orders will be collected from the Canteen by student monitors and delivered to class.

- **Secondary:** Students are to use designated doors to pick up their pre-ordered lunch from the canteen

Procedure for Returning iPads

Primary

Primary students will be expected to hand their loaned iPads and accessories in on the first day they return to school. It will be the responsibility of the parent to place the iPad into the snap lock bag and place into the child's bag. The Classroom teachers will check off the returned iPads with the loan register to ensure a smooth and accurate process.

Secondary

Secondary students will be expected to hand their loaned iPads and accessories in at their campus **Library** on the first day they return to school. The library staff will check off the returned iPads with the loan register to ensure a smooth and accurate process.

Students who have not returned their loaned iPads, parents will be contacted to arrange collection of the outstanding loaned iPads.

Parent Teacher Interviews

Parent-Teacher interviews will be conducted via Zoom using an appointment System. Parents will be notified as to how and when this will take place in the coming weeks.

Future Students

2021 Enrolment applications are open and have been extended until the 22nd of June. An Application form can be downloaded from the College website. Complete Application forms will need to be submitted to respective campuses. Please contact the respective campus for further information.

Processes for interviews and assessments will be announced in due course.

Further Information

Further information and support is accessible from:

- [Department of Health and Human Services](#): For the latest health advice, information and resources
- [Services Australia](#): For information on Centrelink payments to support those affected by COVID-19
- [The Treasury](#): For information on the economic response to COVID-19, including support for affected workers, businesses and the broader community
- [National Coronavirus Helpline](#): The hotline 1800 020 080 operates 24 hours a day, seven days a week. If you require translating or interpreting services, call 131 450

- [National Mental Health Commission](#): The Commission provides mental health information and support for individuals that are feeling concerned, anxious or uncertain due to the COVID-19 pandemic
- All hours (24/7) support lines include:
 - Lifeline: 13 11 14
 - Beyond Blue: 1300 22 4636
 - Kids Helpline: 1800 55 1800
 - Men's Line: 1300 78 99 78
 - Suicide Call Back Service: 1300 659 467
- [Smart Traveller](#): Providing the latest advice on travel information and restrictions.