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**Belong to
something bigger.**

Term 4 Return to School

A guideline for Parents &
Staff - Primary

Please refer to the College COVIDSafe Plan for
further information



Guidelines for Return to School from Remote Learning

Assalamu Alaikum Dear Parents, Carers and Staff,

Thank you again for your remarkable efforts during these extraordinary times.

The following priorities for students coupled with the valuable feedback from our students, parents and staff have guided us in the development of our return to school for Term 4.

Priority 1: Wellbeing & Equity

The wellbeing, and particularly the mental health of every student is the highest priority. This means encouraging and sustaining motivation for learning, re-engaging students and families where needed, and supporting the social and emotional learning of children and young people alongside curriculum-based learning.

Priority 2: Learning & Excellence

We are determined to meet all our students at their point of need throughout Term 4. Literacy and Numeracy across the curriculum will remain a priority focus, with adaptations to our teaching and learning programs in Term 4 to be responsive to student needs.

Parents, families and carers can be confident that the best option for almost every child is to stay with their peer group. Repeating the current year level will not be pursued with students based on the recommendation available to us.

Our Student Services Department will facilitate additional initiatives to support students and teachers.

Priority 3: Transitions

A key focus of Term 4 will be to make every effort to ensure that end-of-year and beginning-of-year transitions occur as successfully as possible. We will continue to follow current health advice to determine appropriate ways to conduct orientations and end-of-year celebrations.

All students will return to school from Monday 12th of October and will resume regular school hours from 8:50am – 3:30pm (with a 10min early dismissal to encourage staggered dismissal).

All students will be expected to attend school as normal, with our remote learning program concluding for everyone on Friday 9th of October. 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. Except for medically vulnerable students who have complex medical needs. For those families, please contact us so we can make an appropriate plan.

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.

The most important action school communities can take to reduce the risk of transmission of coronavirus, is to ensure that any unwell staff and students remain at home, even with the mildest symptoms.

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 based on 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.

Health and Safety of Ilim College Community

Health and safety measures will be regularly reviewed in line with the changing context of coronavirus (COVID-19) in Victoria.

As Term 4 proceeds, based on health advice, some measures may no longer be required and/or new measures may be introduced. A combination of strategies is required to minimise transmission risk. We understand that no single strategy completely reduces risk and not every measure will always be feasible and applicable to all learning settings within our school.

These measures apply to all Victorian schools: specialist and mainstream, government, independent and Catholic.

The following COVIDSafe behaviours will be reinforced;

- **Stay home when unwell** even with the mildest symptoms or waiting for COVID test results
- **Practise good hygiene**
 - All staff, students and visitors to schools should undertake regular hand hygiene, particularly on arrival to school, before and after eating, after blowing their nose, coughing, sneezing or using the toilet. Staff should direct or supervise young students or where required.
 - Students should bring their own water bottle for use at school, as students should not drink directly from drinking fountains at this time. Taps may be used to refill water bottles.
 - Sharing of food should not occur.
 - Use non-contact greetings
- **Ensure physical distancing**
 - A variety of strategies to support physical distancing among all students and staff will be pursued where possible
 - Staff must practise physical distancing between themselves and other staff members or adults to the extent that is reasonably practicable. Staff should physically distance themselves from students where appropriate and feasible.
 - A face mask provides protection when physical distance cannot be maintained. Physical distancing is not practical when providing direct care. In this situation a face mask together with standard precautions, including hand hygiene, are important for infection control.
 - Students should practise physical distancing where possible. Maintaining a physical distance of 1.5 meters will not always be practical in the school environment and may be particularly challenging in the younger years of primary school. In these contexts, a combination of health and safety measures will be encouraged to reduce risk.
 - Density quotients of one person per 4m² do not apply in classrooms and other spaces for the purposes of student use, including corridors and other shared areas.
 - Density quotients apply to staff areas such as staff lunchrooms and areas accessed by the public, such as reception areas.
- **Avoid interactions in closed spaces**
 - Consider opportunities to adapt indoor activities outdoors, for example having outdoor meetings, holding classes outside, encouraging staff and students to eat outside.
- **Face masks in schools**
 - **Staff:** All school-based staff must wear face masks at school, and when travelling to and from school. Schools must ensure that staff wear face masks when required. A face mask that covers the nose and mouth is now the only permitted type of face covering. Face shields, scarves or bandanas do not meet these requirements. Teachers and education support staff are not required to wear face masks while teaching, but those who wish to do so, can.

- **Students:** Students who attend primary school for on-site supervision, including students in Prep to Year 6 who attend a P-12 school, are not required to wear a face mask. Students who are aged 12 or over by Year 6 who are attending primary school are not required to wear face masks at school.
- **Parents:** Parents and carers are required to wear face masks whenever they leave the house, including for school drop-off and pick-up.
*Some staff and parents may be exempt from these requirements.

- **Temperature screening**

- Based on the advice of the Acting Deputy Chief Health Officer, given the current levels of community transmission in Victoria, mandatory temperature testing of all students on arrival to schools will not be required in Term 4 as of Monday the 12th of October. However, should community transmission of coronavirus (COVID-19) increase, temperature checking may be reintroduced for some schools.

Managing safe school arrival and departure

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 carpark.

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.

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

School Dismissal and Early Pick Up

Prep and 1 students who have an elder sibling will need to be collected from their class by their elder siblings. These parents are to remain in their vehicle during drop off and collection.

Parents of students in Grades 2 - 6 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.

- **3:20pm Dismissal for students with surnames A – H**
- **3:30pm Dismissal for students with surnames I – Z**

Collection Points for Prep and Grade 1 students WITHOUT siblings		
Dallas Primary Campus	Glenroy Campus	Dovefon Campus
Prep: Prep Playground Grade 1: The synthetic grass area in front of the exit gates near the library for parents to pick up	Prep: Prep Playground external gate Grade 1: Double Doors near the Prep Hub to access external Grade 1 classroom exit doors	Synthetic grass area between the internal and external gates

Promote COVIDSafe Spaces

- Make hand hygiene easy
- Keep surfaces clean and implement enhanced environmental cleaning and disinfection
- Promote outdoor air ventilation and do not have air conditioners on recirculate

Promote the following COVIDSafe Activities

- **Limit school access to outside visitors where possible**
 - Visitors to school grounds will be limited to those delivering or supporting essential school services and operations (such as student health and wellbeing services, and safety, cleaning and maintenance workers).
 - To support contact tracing, we will keep a record of all staff, students and visitors who attend on site for more than 15 minutes.
 - Additional staff, including parent volunteers, must not attend school at this time.
 - Parent-teacher information sessions, interviews and meetings must continue to be replaced with phone, online and video alternatives. Please contact the relevant staff member via email to book in an appointment time.
 - We will not conduct on-site school tours for prospective students and their families at this time. Exemptions can be considered at a local level to support essential educational planning and decision-making for students with disability or highly complex needs.
 - Visitors to school grounds must comply with physical distancing and face mask advice set out in this Operations Guide, and practise good hand hygiene.
- **Reduce mixing between groups and create work space bubbles***
 - Encouraging limited student traffic in corridors and canteen areas
 - Rainy-day timetables aim to maintain students in their allocated rooms as far as possible and avoid intermixing.
 - Working with staff to only share their allocated communal facilities and staff rooms with other staff and encouraging use of outdoor space.
 - Ensuring shared offices are only used by the staff allocated to the office (the same staff group) and using the phone or technology to engage with colleagues outside their usual workspace
- **Adapt, modify or defer higher-risk activities**
 - Face-to-face school assemblies and other non-essential large gatherings will be postponed or adapted considering use of technology.
 - Zuhr Prayer will be conducted in homerooms/classrooms between 1:50pm - 2:00pm. Students are encouraged to bring their own prayer mats.
- **Move activities outdoors where possible, weather permitting**
 - **Sport and recreation**
 - In line with community advice, reasonable precautions are still advised to reduce the risk of coronavirus (COVID-19) transmission in the context of sport and recreation.
 - Outdoor facilities are recommended for physical education and recreational play. Indoor sport is not allowed.
 - Non-contact sports should be encouraged. Hand hygiene must be practised

before and after use of any sporting equipment.

- Limit use of changing rooms by allowing students to wear sports uniforms for the entire day, stagger use of facilities to reduce occupancy and promote hand hygiene in and around these facilities.

Responding to Coronavirus (COVID-19) Risk:

- Keep records and act quickly if someone becomes unwell
- Use personal protective equipment
- Clean and disinfect appropriately if a staff member or student has been unwell at school
- Manage individual risk

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. 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 resume operating at our Dallas Main and Kiewa Campus in Term 4.

Canteen

The school canteen will be operating with limitations at each campus. Canteen staff will continue to adhere to food hygiene preparation standards. All food will be wrapped or served in containers.

Dallas Main campus: Over the counter service or purchases throughout the day will only be allowed for students in Grades 5 & 6. Pre-ordered lunch purchases only for Grades Prep – 4.

Glenroy & Doveton campus: Over the counter service or purchases throughout the day will not be allowed. Pre-ordered lunch purchases only.

School Office Hours 8am – 4:30pm

Our College operational hours have been changed to 8am to 4:30pm. The school will close at 4:30pm daily. All afterschool activities will also conclude at 4:15pm. Afterschool club for staff children enrolled at the College will run from 3:30pm to 4:30pm.

Procedure for Returning iPads

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.

Quick Reference of Permitted School Activities in Second Step

Promote COVIDSafe activities

Key actions	Metropolitan Melbourne (Second Step)
School tours	NO
Excursions	NO
Incursions	NO
School photos	NO
Camps and overnight stays	NO
Assemblies (whole school)	NO
Assemblies (year level)	NO
Formals	NO
Graduation ceremonies	NO
Kinder transition program (Small group)	NO
Year 7 transition programs	NO
Non-contact sports (indoors)	NO
Contact sports (indoors)	NO
Contact sports (outdoors)	NO
Non-contact sports (outdoors)	YES
Interschool sports (Outdoor only)	NO
Intraschool sports	NO
Other interschool activity (such as debating)	NO
Swimming (school-based pool) *Swimming Program scheduled for Term 4 will not go ahead	YES
Professional development (face to face)	NO

Respond to coronavirus (COVID-19) risk

Key actions for schools	Metropolitan Melbourne (Second Step)
Keep visitor records	YES
Maintain adequate PPE supply	YES