

Merimbula Public School



Term 2 Organisation & COVID-19 Safety Procedures (April 24, 2020)

**Notes In white = Information from the department of education NSW regarding implementing the Australian Health Protection Principal Committee (AHPPC) advice on reducing the transmission in schools (April 24).*

Notes in yellow = Specific Merimbula Public School Procedures

Staff Development Days (SDDs)

- ▶ Term 2 will start with **two pupil-free days on Monday 27 and Tuesday 28 April**. Across the two days teachers will participate in professional learning and school staff will plan for the term ahead. Teaching and learning will resume for students on Wednesday 29 April (*Essential Service Workers (ESW)*). **Students whose parents are essential service workers ONLY will return from Wednesday 29 April. Other students will return on a scheduled day from 11 May – Week 3. Please contact the Principal should you feel your child needs to attend also.*
- ▶ **Merimbula PS Staff Development Days will include:**
All staff viewing a live broadcast from the Secretary of Education, Attending a Professional Learning Seminar online “Overcoming Struggle and Uncertainty” with Dr Adam Fraser, team planning, programming and school organisation planning. Executive Meetings and Principal Network Meetings will also take place in virtual meeting rooms.

School operations – Term 2

What will Term 2 look like?

Advice first published at 07:50am on 21 April 2020

Revised at 3:15pm on 23 April 2020 – Department of Education NSW

- ▶ Term 2 will begin as it finished in Term 1. The majority of NSW students will be learning from home. Schools will be open and operational for students that need to attend but where practical, parents are encouraged to keep their children at home.
- ▶ Teachers will plan the same learning for students at school and at home.
- ▶ **Key dates:**
- ▶ Monday 27 and Tuesday 28 April 2020: Pupil-free days/SDDs.
- ▶ Wednesday 29 April – 8 May 2020: Students learning from home where practical/able.
- ▶ Monday 11 May: Students attend school one day a week and learn from home on the other days.

What 1-Day Will My Children Attend?

- ▶ To support parents/caregivers who have multiple children (we have 367 students/250 families), we will be inviting students to attend on certain days based on which “House Sport Group” they are in (*in align with the Department of Education recommending around 25% of students attend 4 days per week*).
- ▶ “Tech Free Tuesday” for teachers (a time to plan, assess, work within teams) will be a day when no additional students attend school, aside of those whose parents/guardians are essential service workers.
- ▶ Weekly Attendance Days / Teaching Days:
- ▶ **Monday: Students in the BELLBIRDS (RED) house group** (*and ESW children)
- ▶ **Tuesday:** *Children of Essential Service Workers (ESW) ONLY will be supervised
- ▶ **Wednesday: Students in the SWANS (YELLOW) house group** (*and ESW children)
- ▶ **Thursday: Students in the PELICANS (BLUE) house group** (*and ESW children)
- ▶ **Friday: Students in the KOOKABURRAS (GREEN) house group** (*and ESW children)

Continuity of Learning

- ▶ For the first two weeks of Term 2 until Friday 8 May, schools will remain operational for students **who need to attend**. Where practical, parents are encouraged to implement learning from home.
- ▶ Learning from Home Timetables will continue to be shared each week via: our Facebook Page, Website and the Google Classroom virtual learning environments.
- ▶ To support the continuity of education for students and increase face-to-face teaching in NSW, a **staged return** to school model will be rolled out across Term 2.
- ▶ A **staged approach** allows school communities to balance the needs of students and staff, their families, personal circumstances and workplaces during the pandemic.

The Staged Approach

NSW Department of Education

At all times

- Schools are safe places for students, teachers and staff.
- All students engage with a single unit of work.
- Keep up-to-date with your school's communications to make sure you receive important messages about timetable changes.
- Any identified cases of COVID-19 will continue to be managed in line with health advice, including temporary school closures where necessary.

Learning from home

Practical resources and guides to support students are available at the department's [Learning from home hub](#).

PHASE 0

Schools are open for families who need it.

- Families are encouraged to keep their children at home wherever possible, with no student to be turned away.
- Students who attend school are supervised only, not in their regular classes.
- No excursions or inter-school activities.
- Continued enhanced cleaning and hygiene supply arrangements.

You must continue to

- Keep your child/children at home if possible.
- Support your child/children to continue learning at home.
- Communicate with your school via email and phone wherever possible.
- Follow the health advice and keep your child/children at home if they are unwell.

PHASE 1

Students at school at least one day per week.

- Schools have discretion for establishing which group attends on which day, with a preference to group siblings/families together.
- Families who need to send their child to school every day may continue to do so and no child will be turned away.
- Classes are split across different spaces and break times can be staggered.
- No excursions or inter-school activities.
- Continued enhanced cleaning and hygiene supply arrangements.

You can now

- Send your child/children to school one day a week.
- You are encouraged to keep your child at home for the rest of the week wherever possible.
- Check with your school to see which day of the week your child/children should attend.
- Use the school canteen and uniform shop where appropriate hygiene measures are in place.

You must continue to

- Follow your school's advice regarding changes to drop off and pick up, including staying in your car when dropping off and picking up your child/children if safe to do so.
- Maintain social distancing by avoiding gathering outside of school gates.
- Make sure your child/children have access to lunch and snacks, noting some canteens may not be operating at this stage.
- Support your child/children to continue learning at home on remote learning days.
- Communicate with your school via email and phone wherever possible.
- Follow the health advice and keep your child/children at home if they are unwell.

PHASE 2

Students at school at least two days per week.

- Schools have discretion for establishing which group attends on which days, with a preference to group siblings/families together.
- Families who need to send their child to school every day may continue to do so and no child will be turned away.
- Classes are split across different spaces and break times can be staggered.
- No excursions or inter-school activities.
- Continued enhanced cleaning and hygiene supply arrangements.

You can now

- Send your child/children to school two days a week.
- You are encouraged to keep your child at home for the rest of the week wherever possible.
- Check with your school to see which two days of the week your child/children should attend.
- Use the school canteen and uniform shop where appropriate hygiene measures are in place.

You must continue to

- Follow your school's advice regarding changes to drop off and pick up, including staying in your car when dropping off and picking up your child/children if safe to do so.
- Maintain social distancing by avoiding gathering outside of school gates.
- Make sure your child/children have access to lunch and snacks, noting some canteens may not be operating at this stage.
- Support your child/children to continue learning at home on remote learning days.
- Communicate with your school via email and phone wherever possible.
- Follow the health advice and keep your child/children at home if they are unwell.

PHASE 3

Students at school five days per week, with social distancing measures.

- Students with increased health risks may continue to learn at home to suit their individual needs.
- Students remain in the same classroom for the day, break times can be staggered to reduce mixing between class groups.
- No excursions or inter-school activities.
- Continued enhanced cleaning and hygiene supply arrangements.

You can now

- Send your child/children to school every day.
- Access community services run on school sites, where they are not restricted by Public Health Orders.
- Use the school canteen and uniform shop where appropriate hygiene measures are in place.
- Walk your child/children into and out of school while maintaining social distancing.

You must continue to

- Follow your school's advice regarding changes to drop off and pick up, including staying in your car when dropping off and picking up your child/children if safe to do so.
- Maintain social distancing by avoiding gathering outside of school gates.
- Make sure your child/children have access to lunch and snacks, noting some canteens may not be operating at this stage.
- Support your child/children to continue to learn at home if they are required to learn remotely.
- Communicate with your school via email and phone wherever possible.
- Follow the health advice and keep your child/children at home if they are unwell.

PHASE 4

Students at school five days per week, with full school activities.

- Normal school breaks and entry/exit processes will resume.
- Infection control procedures will continue on a school by school basis.
- Communication to staff, students and families regarding NSW Health advice will continue.
- Continued communication to the Early Childhood Education sector regarding NSW Health Advice.

You can now

- Send your child/children to school every day.
- Participate in school excursions and inter-school activities.
- Use playground equipment at schools.
- Drop your child/children off at school as you would normally do.
- Participate in school based activities such as volunteering in classes and assemblies.
- Use services that usually operate at your school like canteens and other community run activities.

A managed return to school

Guidelines for families



A managed return to school

Phase 0



Keep your children at home if possible

- Visit education.nsw.gov.au/learning-from-home to support your child's learning



Schools will remain open for students who need them and no child will be turned away

- Follow health advice and keep your child home if they are unwell



Call or email the school if you have questions



For full details, visit
education.nsw.gov.au/managed-return

- ▶ Phase 0 – Week 1 (Commencing Wednesday April 29) to Week 2 (Friday May 8)
- ▶ Same organisation as Weeks 10 and 11 Term 1 (Supervision only for children of essential service workers **please contact the Principal should you believe your child is 'at risk' and may need to attend*)
- ▶ Students complete Learning From Home Packs
- ▶ Students with increased health risks continue to learn from home
- ▶ Staggered start/finish times may be introduced should physical distancing not be in place at drop offs and pick ups (ie: parents to stay in cars)
- ▶ Years K-6 drop off (8.30-9am)/pick up (2.50-3.10pm) on Randolph Street (bus bay houses side) – parallel park only

A managed return to school

Phase 1



1 day a week



4 days a week

Keep learning from home. You're doing great!



Schools will remain open for students who need them and no child will be turned away



Bring a packed lunch and water bottle



Keep your distance



Parents and carers, stay in the car for drop offs and pick ups



Visit education.nsw.gov.au/learning-from-home to support your child's learning



Follow health advice and keep your child home if they are unwell









For full details, visit education.nsw.gov.au/managed-return

- ▶ Phase 1 – Week 3 (Commencing Monday May 11) to Date TBC
- ▶ Monday: Bellbirds
- ▶ Tuesday: Essential Service Workers' Children (can come daily)
- ▶ Wednesday: Swans
- ▶ Thursday: Pelicans
- ▶ Friday: Kookaburras
- ▶ Students complete Learning From Home Packs (work explained and learning supported)
- ▶ Staggered break times
- ▶ Staggered start/finish times may be introduced should physical distancing not be in place at drop offs and pick ups (ie: parents to stay in cars)
- ▶ Students with increased health risks continue to learn from home
- ▶ Years 3-6 drop off (8.30-9am)/pick up (2.50-3.10pm) at back gate on Henwood Street), K-2 (and 3-6 siblings) drop off/pick up (same times) on Randolph Street (bus bay houses side) – parallel park only

A managed return to school

Phase 2

 2 days a week	 3 days a week
Keep learning from home. You're doing great!	

-  Schools will remain open for students who need them and no child will be turned away
-  Bring a packed lunch and water bottle
-  Keep your distance
-  Parents and carers, stay in the car for dropoffs and pickups
-  Visit education.nsw.gov.au/learning-from-home to support your child's learning
-  Follow health advice and keep your child home if they are unwell



For full details, visit
education.nsw.gov.au/managed-return

- ▶ Phase 2 – Date TBC
- ▶ Organisation/ Days to be confirmed
- ▶ Children of essential service workers can continue to attend each day
- ▶ Still no parents on the school site
- ▶ Canteen still closed (lunch order deliveries may be available)
- ▶ Students complete Learning From Home Packs (work explained and learning supported)
- ▶ Staggered break times
- ▶ Staggered start/finish times may be introduced should physical distancing not be in place at drop offs and pick ups (ie: parents to stay in cars)
- ▶ Students with increased health risks continue to learn from home
- ▶ Years 3-6 drop off (8.30-9am)/pick up (2.50-3.10pm) at back gate on Henwood Street), K-2 (and 3-6 siblings) drop off/pick up (same times) on Randolph Street (bus bay houses side) – parallel park only

A managed return to school

Phase 3



Students at school 5 days a week



Bring a packed lunch and water bottle



Walk your child in and out of school while maintaining distance



Follow health advice and keep your child home if they are unwell



For full details, visit
education.nsw.gov.au/managed-return

- ▶ Phase 3 – Date TBC
- ▶ Students attend 5 days per week
- ▶ Students with increased health risks continue to learn from home
- ▶ School organisation / procedures TBC
- ▶ Classes resume, with physical distancing and safety procedures still in place
- ▶ Students stay in the same room (ie: Library/Japanese taught from Home Classroom)
- ▶ Students still complete Learning From Home Packs/ one Unit of Work
- ▶ Staggered break times

A managed return to school

Phase 4



5 days a week



Students at school 5 days a week



School excursions and activities resume



Use playground equipment at school



School assemblies resume



For full details, visit
education.nsw.gov.au/managed-return

- ▶ Phase 4 – TBC
- ▶ All students attend 5 days per week
- ▶ School organisation / procedures TBC
- ▶ ‘Normal’ school time, lessons, drop off and pick up resume
- ▶ Excursions can again take place
- ▶ Use of the Library and Japanese Room for all classes

Model Of Learning – *Department Times*

EARLY STAGE 1	STAGE 1	STAGE 2	STAGE 3	STAGE 4	STAGE 5	STAGE 6
TOTAL 2.5 hours + other	TOTAL 2.5 hours + other	TOTAL 3 hours + other	TOTAL 3 hours + other	TOTAL 3.5 hours	TOTAL 3.5 hours	Students in Year 11 and 12 will follow their usual pattern of study.
45-60 mins English	45-60 mins English	45-60 mins English	45-60 mins English	30-45 mins English	30-45 mins English	<p>The requirements for major projects in some practical subjects has changed.</p> <p>NESA will continue to provide updates and changes to major projects and/or assessments for specific subjects.</p>
30-45 mins Mathematics	30-45 mins Mathematics	30-45 mins Mathematics	30-45 mins Mathematics	30-45 mins Mathematics	30-45 mins Mathematics	
30-60 mins Other KLAs: Creative arts, HSIE, PDHPE, SciTech	30-60 mins Other KLAs: Creative arts, HSIE, PDHPE, SciTech	60-90 mins Other KLAs: Creative arts, HSIE, PDHPE, SciTech	60-90 mins Other KLAs: Creative arts, HSIE, PDHPE, SciTech	90-120 mins Other KLAs: HSIE, science, creative arts, languages, PDHPE, TAS	90-120 mins Other KLAs: HSIE, science, PDHPE and electives	
Other activities: wellbeing, sport, physical activity*	Other activities: wellbeing, sport, physical activity*	Other activities: wellbeing, sport, physical activity*	Other activities: wellbeing, sport, physical activity*	Other activities: wellbeing, sport, physical activity*	Other activities: wellbeing, sport, physical activity*	

Notes
KLA = Key Learning Area
*where social distancing allows

- ▶ Students learning either at home or in school will engage in a single unit of work provided by their teachers
- ▶ Schools will plan and communicate time allocation for learning

Model of Learning - *continued*

- ▶ The suggested hours provide the basis for programming decisions and reflect the learning that will occur for students **both at home and at school**, acknowledging **some students will continue to be learning from home throughout Term 2**. It is also acknowledged that **some teachers will be working from home**.
- ▶ With children being grouped in House Group classes, and with a maximum number of 10 children being in each classroom, and some staff working from home, **students may not be taught by their usual teacher or in their usual classroom**.
- ▶ Students attending school **MUST bring their Learning From Home Work Pack** to school, their pencil case, drink bottle, food and personal stationery as sharing will not be permitted. Kindy will be provided with pencils. These will not be shared. The Learning From Home Pack will be worked on by students both at home or at school.
- ▶ **On the 'House Group Day' students attend, they will:**
 - ▶ Complete the day's tasks;
 - ▶ Review the previous week's learning/completed tasks;
 - ▶ Hand previous work tasks in for marking (this will be provided to their class teacher);
 - ▶ Have the following week's Learning From Home tasks outlined to them.

Model of Learning - continued

- ▶ Students attending school **MUST bring their SCHOOL-OWNED DEVICE** to school with them if they have borrowed one. The device **SHOULD NOT BE TAKEN ON THE BUS.**
- ▶ Students who have not borrowed a device, or whom are catching a bus, will be **provided an iPad** to use on the day they attend. iPads (we have about 80) will be cleaned at the end of each day. They will not be shared between students.
- ▶ A focus on English and Mathematics in primary school reflects the expectation that approximately 50% of the school week is devoted to these subjects. Other subjects make up approximately 30-40% and schools have flexibility in how they implement these subjects.
- ▶ The daily times are indicative hours and schools may plan for educational delivery in a range of ways according to school practice (e.g. daily, weekly and/or fortnightly).

Learning From Home Timetable

Merimbula PS – Learning from Home: Term: Week: Class:

Monday Date:	Tuesday Date:	Wednesday Date:	Thursday Date:	Friday Date:
<p>Morning:</p> <p>Early Stage 1 (Kindy), Stage 1 (Year 1 and 2), Stage 2 (Year 3 and 4) and Stage 3 (Year 5 and 6): 45-60 min per day literacy recommended</p> <p>*Our literacy sessions will be over 4 days, so approximately 60-75 min</p> <p>60-75 min of literacy delivered via Google Classroom by the classroom teacher or face-to-face from Week 3 for: *Essential service workers' children; & *Students in the RED Bellbirds House Group</p> <p>Literacy Session: Welcome – Parent check-in giving Focus – Day Overview</p> <p>Task 1</p> <p>Fruit Break</p> <p>Task 2</p> <p>Brain Break</p> <p>Task 3</p>	<p>Time for Sport Tuesday with Mr Phil Jackson, Mr Mitch Wallis and/or Mrs Lara Lewis (Other activities) (approx. 45-60 min)</p> <p>Students will watch a short clip (shared via Google Classrooms, and * our School Stream App and Facebook* should size limits allow).</p> <p>Tasks will include games, ball skills, movement tasks and mindfulness activities. (Essential service workers' children will complete tasks where social distancing allows).</p> <p>Task 1</p> <p>Fruit Break</p> <p>Task 2</p> <p>Brain Break</p> <p>Task 3</p>	<p>60-75 min of literacy delivered via Google Classroom by the classroom teacher or face-to-face from Week 3 for: *Essential service workers' children; & *Students in the YELLOW Swans House Group</p> <p>Literacy Session: Welcome – Parent check-in giving Focus – Day Overview</p> <p>Task 1</p> <p>Fruit Break</p> <p>Task 2</p> <p>Brain Break</p> <p>Task 3</p>	<p>60-75 min of literacy delivered via Google Classroom by the classroom teacher or face-to-face from Week 3 for: *Essential service workers' children; & *Students in the BLUE Pelicans House Group</p> <p>Literacy Session: Welcome – Parent check-in giving Focus – Day Overview</p> <p>Task 1</p> <p>Fruit Break</p> <p>Task 2</p> <p>Brain Break</p> <p>Task 3</p>	<p>60-75 min of literacy delivered via Google Classroom by the classroom teacher or face-to-face from Week 3 for: *Essential service workers' children; & *Students in the GREEN Kookaburras House Group</p> <p>Literacy Session: Welcome – Parent check-in giving Focus – Day Overview</p> <p>Task 1</p> <p>Fruit Break</p> <p>Task 2</p> <p>Brain Break</p> <p>Task 3</p>
Flexible Times	Break	Break	Break	Break
<p>Middle</p> <p>30-45 min recommended for K-6</p> <p>*We are scheduling 3 Mathematics sessions of approximately 50 – 75 min</p> <p>Mathematics Session: Focus – Overview</p> <p>Task 1</p> <p>Task 2</p> <p>Brain Break</p> <p>Task 3</p>	<p>Other KLA's Session: Japanese Language Study With Japanese Teacher Mrs Amanda Fowler (approx. 30 min)</p> <p>Students may watch a short clip or receive instruction (shared via Google Classrooms) regarding online or paper-based learning tasks.</p> <p>An additional matrix of optional activities for Term 2 is provided in the Learning From Home Pack (sent home Week 3) for early finishers/interested students.</p> <p>Task 1</p> <p>Task 2</p> <p>Brain Break</p> <p>Task 3</p>	<p>Mathematics Session: Focus – Overview</p> <p>Task 1</p> <p>Task 2</p> <p>Brain Break</p> <p>Task 3</p>	<p>Mathematics Session: Focus – Overview</p> <p>Task 1</p> <p>Task 2</p> <p>Brain Break</p> <p>Task 3</p>	<p>Other KLA's Session: Fun Friday Kindy – Mrs Mary Pearce Stage 1 – Mrs Natalie Donald Stage 2/3 – Mrs Lara Lewis (approx. 30 min)</p> <p>Students will complete science and/or STEM (Science, Technology, Engineering and Maths) tasks. These will be shared via Google Classrooms. Some lessons will be online, some paper-based.</p> <p>Task 1</p> <p>Task 2</p> <p>Brain Break</p> <p>Task 3</p>
Flexible Times	Break	Break	Break	Break
<p>Afternoon</p> <p>*20-30 min approx.</p> <p>Other KLA's Session: Music Monday with Music Teacher Miss George</p>	<p>Other KLA's Session: Terrific Text Tuesday with Librarian Mrs Erin Feneck</p>	<p>Physical Activity Wiggle Wednesday with PE Teacher Mr Moses</p>	<p>Other KLA's Session: Think About Art Thursday with Art Teacher Miss George</p>	<p>Physical Activity Fitness Friday with PE Teacher Mr Moses OR Support Staff Mr Geoff Pursell / Mrs Kate Shook</p>

*Other KLAs include: Japanese, Music, Art, Library/Text Studies and Science/STEM.

- ▶ Merimbula Public School's Timetable looks like this.
- ▶ 4 mornings of Literacy (House Group Days).
- ▶ 3 middle session of Maths.
- ▶ 5 short Key Learning Area (KLA) Lessons (Highlighted Blue).*
- ▶ Physical Activity (Sport/PE) Activities (Highlighted Yellow).

Preventing the Spread

- ▶ The best way to help prevent the spread of COVID-19 is by continuing effective hygiene practices:
- ▶ Clean your hands for 20 seconds with soap and water or an alcohol-based hand sanitiser
- ▶ Sneeze or cough into your elbow or a tissue
- ▶ Stay home if you are sick.
- ▶ Students will be reminded of the above regularly.
- ▶ Signage is prominent and at all handwashing areas.
- ▶ We have even purchased water drums for handwashing to be able to take place on entry to school via the front administration entry gate.

Protect yourself from viruses



Clean your hands with soap and water, or hand sanitiser.



Cover your nose and mouth when you cough or sneeze.



Avoid close contact with anyone with cold or flu-like symptoms.



Stay home if you are sick.

Stay healthy



Clean your hands with soap and water, or hand sanitiser



Cover your mouth and nose when you sneeze or cough



Tell someone if you're feeling sick

How do you feel?



Sick



Worried



Happy



Sad

Want to talk to someone?

Kids Helpline 1800 55 1800
kidshelpline.com.au

Keep your distance



Please use hand sanitiser

An important message about our response to COVID-19

The health and safety of our staff and students is of the utmost importance to our school.

We have implemented a range of measures to help keep our school community healthy and reduce the spread of infection and illness. Some simple measures we ask that you adopt include:



Stay home if you're sick

If you have been unwell – with symptoms such as high temperature, cough, sore throat, and/or shortness of breath – please don't visit our school. Contact our office to speak to one of our staff.

Ph.



Maintain a healthy distance

For the health and wellbeing of our staff and students, please stand at least 1.5 metres apart while waiting in our office. Our visitors are encouraged to wait outside for their turn to speak with our office staff. We are also applying distancing requirements across all areas of the school as is reasonable and practicable.



Increase hygiene practices

Clean your hands regularly and thoroughly. Cover your cough or sneeze with your elbow or a tissue. Dispose of tissues properly.



Thank you for your patience

We know this is a difficult time, but we are doing all we can to support our staff and students.

We appreciate your patience and support while we work together to minimise the impact of COVID-19 in our community.



Please use hand sanitiser

Physical Distancing

- ▶ One way to slow the spread of viruses, such as COVID-19, is to implement physical distancing including keeping two arm lengths apart (1.5 metres) from each other.
- ▶ The more space between people, the harder it is for the virus to spread. There are many actions that can be taken within a school to promote physical distancing and help reduce the risk of COVID-19 infection.
- ▶ Our school will continue to encourage staff and students who are unwell to stay home. *(Following advice provided by the Department's Health and Safety Directorate, students who attend school unwell (and are sent home) will require a Dr Cert. to return).*
- ▶ Staggering the school day, including recess and lunch times, to enable staff and students to maintain appropriate distancing. **Essential Service Workers' children will be having different break times to House Group children. House Group children will be having breaks in a maximum group of 20 students. Different outdoor areas may be used for different groups also.**

Physical Distancing - Students

- ▶ Adjusting students Personal Learning Plans (PLPs) to account for the changing situation.
- ▶ Students in Support Classes and/or those with additional learning needs may have their Support Plans/IEPs updated, or be provided with Social Story support in order to be assisted in better understanding physical distancing.
- ▶ Family members of students who may be at increased risk if they contract COVID-19 because of a medical condition, are being advised to seek advice from their health care team about any specific risks, and to discuss these with the school and review current health care plans.
- ▶ Please phone the school on (02)64951266 and ask to speak to the Principal if you think that your child should Learn From Home only, and not attend school in Term 2, due to immuno-compromised family members etc.

Physical Distancing - Outside

- ▶ Providing clear markings to guide staff and students on appropriate social distancing where they are required to line up or queue such as canteens, hand washing, bathrooms, and entry at school gates. We have purchased several hundred marker dots (around the size of a saucer) from Wilson signs, to support students in knowing where to line up and how to physically distance. Marking lines, using tape, will also be used in classrooms. Outdoor handwashing stations in place, signed and with markers.
- ▶ Making use of outdoor learning spaces. Weather permitting, the Covered Outdoor Learning Areas (COLA) and outdoor seating areas may be used for some lessons.



Physical Distancing – Outside cont.

- ▶ Ensuring parents keep a distance from school wherever possible, using kiss and drop approaches and contacting the school by phone or email as required.
- ▶ A Staff Member will be at the **Randolph Street (Bus Bay) Crossing**.
- ▶ **Parents SHOULD NOT GET OUT OF THEIR CAR** or stay in the 5 minute parking for longer than it takes to drop off their child. Please stop safely in a legal parking space, allow your child to exit the car safely and **have them wait (distanced from other children)** to be escorted across the road.
- ▶ Students will be escorted to school. Parents/guardians will not be permitted on site as a COVID-19 precaution.
- ▶ Restricting access and where appropriate the use of playgrounds and high touch play equipment.
- ▶ The play equipment will not be used during Term 2, unless parents are notified otherwise. The 3-6 equipment is damaged and will be removed (and eventually replaced). The K-2 equipment will be painted (as was planned for January until the bushfire ash made such impossible). School billy carts and shared sporting equipment will not be used either.

Physical Distancing – Classrooms

- ▶ Providing clear markings to guide staff and students on appropriate social distancing where they are required to line up or queue.
- ▶ As shared, dots and tape markers will be in place for April 29 when some students begin to return to school.
- ▶ Re-arranging classroom furniture to leave as much space as possible between students.
- ▶ Only 10 tables will be present in each room for a maximum of 10 students per room. Double room doors may need to be opened, therefore 15-20 tables may be present in a double room for a maximum of 15-20 students per double room. Students will not sit at a table or lounge with another child in the classroom.
- ▶ Making use of outdoor learning spaces.
- ▶ During outside learning sessions, only 1 child/staff member will sit on a silver seat. Only 2 students will sit at a picnic table (opposite/diagonal ends).

Physical Distancing – Activities

- ▶ Postponing all planned school excursions, sporting activities or other large gatherings.
- ▶ Our Ski/Snow Trip and Stage 2 Kianinny Excursions have been **cancelled** for 2020. Refund forms have been processed by the school. If you are awaiting a refund, it will be transferred to your account by the Department of Education.
- ▶ If you have not completed a refund form, please download one from our website, or call us to give a second copy to your child/post one home. It will need to be completed, scanned or photographed and emailed to the school, or mailed from the post office. Alternately if your child attends school, he/she can put it into their teacher's tray on the day (the teacher with them may change).
- ▶ Children will not be attending the office to collect/return notes.
- ▶ Students being administered medication (as per Health Care Plans) will attend the office to receive medications through the partitioning. These students are to bring a water-filled drink bottle to the office with them (as per Weeks 10 and 11 Term 1).
- ▶ Other event changes and postponed activities will be shared in upcoming newsletters.

Physical Distancing –Activities Cont.

- ▶ Year 6 Excursion – A decision has not yet been made as to whether we will have to cancel or postpone the Year 6 Excursion to Sydney (August 3 to 6). We are not taking any more payments at this time. We will let you know if the excursion will need to be postponed when we hear more. If the excursion does have to be postponed, an information note and new permission note will be sent home, as the Taronga Zoo Snooze activities and accommodation cannot take place after this date. The excursion will need to change slightly if it is postponed.
- ▶ Year 5 Excursion – As with the Year 6 camp, we will let you know more as we find out. We are not taking any more payments at this time. We will let you know if/when we will commence collecting payments.
- ▶ NAPLAN has been cancelled for 2020.
- ▶ The Festival of Instrumental Music Recorder Concert, for our students, has been cancelled. We have also postponed the Dentist Check-Up Visiting Clinic until Term 4 (no longer T2). Please see a local dentist if your child needs assistance.

Physical Distancing – Staff

- ▶ Providing additional space for staff to use during breaks from classroom teaching. Staff will have separate toilets and staffroom areas allocated.
- ▶ Utilising technology for gatherings and staff meetings. There will be no face-to-face staff meetings. They will only take place in virtual meeting rooms.
- ▶ Where groups of staff do need to meet on the school site, social distancing of at least 1.5 metres should be observed. The library will be used in this instance. Only two staff members are permitted in the Canteen/a classroom/an office at a time. A maximum of 5 staff members will be present in the staffroom at one time.
- ▶ Itinerant staff, such as Home School Liaison Officers, Aboriginal School Liaison Officers, Assistant Principals Learning Assistance, Itinerant Hearing and Vision teachers, and Out of Home Care teachers will continue to support students in and out of school. Additional risk mitigation should be put in place including calling ahead before visiting a student at home to check that no one is unwell, washing hands regularly and using hand sanitiser before and after any interaction. Any non-MPS staff member/worker/contractor wanting to come on site will need pre-approval by the school Principal at least 3 days prior to each visit.

Stay safe at school

Protect yourself



Clean your hands with soap and water, or hand sanitiser.



Cover your nose and mouth when you cough or sneeze.



Avoid close contact with anyone with cold or flu-like symptoms.



Stay home if you are sick.

Protect each other



Stay 1.5m apart



Use technology for gatherings and staff meetings



Spread out in available spaces

Keep your distance



Please use hand sanitiser

Physical Distancing – Other Areas

- ▶ Limiting non-essential access and use of the school site outside of school hours including the use of play equipment. **There will be no access to the school site unless in case of emergency.**
- ▶ Limiting additional visitors to school to essential providers only. Canteens and uniform shops may recommence as more students return to school. **Uniforms can still be ordered by parents calling the Admin Office and paying over the phone (we have several new enrolments coming in Term 2). Incorrect sized uniforms will not be returned).**
- ▶ **We will be considering re-opening the Canteen from Week 5 (lunches ordered and delivered by staff to rooms only. No canteen volunteers. No canteen windows open. Breakfast Club will not operate in Term 2. The canteen will not be open at recess.**
- ▶ Limiting additional visitors to school to essential providers only. Canteens and uniform shops may recommence as more students return to school. Out of hours school care is considered essential.
- ▶ Out of hours school care is considered essential. **We currently do not have a service at Merimbula Public School.**
- ▶ Processes will be in place to check that all volunteers/workers at the school (e.g. canteen staff) are well.

Protecting Vulnerable Populations

- ▶ Protecting vulnerable people within our school, both within our workforce and student cohorts, is a priority and is critical to making schools a safe environment.
- ▶ Existing advice will continue to be followed.
- ▶ We recommend that parents and carers of children and young people with complex medical needs seek medical advice from their health practitioner to support their decision about whether their child can physically attend school.
- ▶ There are a range of measures which will be implemented to provide a safe learning environment.

Safety Procedures

- ▶ We will continue to ensure that any student or staff member who is at an increased risk if they contract COVID-19 is supported to learn or work from home.
- ▶ We will continue following existing infection control procedures as required.
- ▶ We will be using Personal Protection Equipment (PPE) as recommended in the NSW Department of Education Infection Control Procedures (ie: in the sick bay, when cleaning, if supporting someone who is injured).
- ▶ Standard Precautions for Infection Control Infection control is a term to describe the actions required to prevent the spread of infection between people. Not all infections are known or diagnosed at the time of contact, therefore the Department has reminded staff that it is important to assume that every person is infectious and that they take appropriate precautions to prevent the spread of infection.

Departmental Standard Precautions

- ▶ Standard precautions and good hygiene practices include the frequent washing of hands as well as use of appropriate personal protective equipment (PPE) such as gloves, protective eyewear, masks and aprons. Precautions should also be taken when handling sharps, management of blood/bodily fluids or spills, handling and disposal of contaminated waste, and during the handling of laundry/soiled clothing and cleaning equipment.
- ▶ All body substances are potential sources of infection so proper hygiene practices must be followed at all times. Where there is a likelihood of splash from bodily fluids or potential risk of exposure to droplets, for example during administration of health care procedures or any interaction with a student which could result in staff being exposed to bodily fluids, relevant PPE must be used. Staff should also refer to and follow requirements outlined within each student's individual health care plan.

Hygiene

- ▶ Schools will continue to promote and encourage good hygiene practices in order to protect against infection and to prevent the spread of COVID-19.
- ▶ **Schools should continue to implement effective hygiene practices for both students and staff, including:**
- ▶ Washing hands for 20 seconds with soap and water at regular intervals throughout the day, particularly before and after eating and after going to the toilet.
- ▶ Immediate exclusion from the classroom of any students who are displaying symptoms.
- ▶ Placing used tissues straight into a bin. Also paper towels used for hand drying.
- ▶ Avoiding touching one's eyes, nose and mouth.
- ▶ Not sharing food or drink (staff and students). Water bubblers closed. Refilling drink bottle stations to be used only.
- ▶ Not sharing personal items such as mobile phones, pens and pencils etc. Or student keyboards/devices such as school iPads. (Students should not bring their own electronic devices to school. Only a loaned school laptop if they have one).

Stop the spread – protect yourself from viruses



Clean your hands with soap and water, or hand sanitiser.



Cover your nose and mouth when you cough or sneeze.



Avoid close contact with anyone with cold or flu-like symptoms.



Stay home if you are sick.



Please use hand sanitiser

Refill your water bottle here



Don't drink straight from a water bubbler

- ▶ Some of the posters we will have displayed across the school
- ▶ PLEASE REMIND YOUR CHILD to bring their DRINK BOTTLE

Have you washed your hands for 20 seconds?



Sing while you wash your hands

Happy Birthday to you
Happy Birthday to you
Happy Birthday, Happy Birthday
Happy Birthday to you

Happy Birthday to you
Happy Birthday to you
Happy Birthday, Happy Birthday
Happy Birthday to you

Repeat once!



Please use hand sanitiser

Be a hand-washing hero



Clean your hands
with soap and water



Cover your mouth and nose
when you sneeze or cough



How do you feel?



Keep your distance

- ▶ We have asked our students to sing 'The Alphabet Song' as some of their peers do not celebrate Birthdays
- ▶ It's also a great learning trick!

Hygiene *continued*

- ▶ Young students will be supervised and supported with hand washing to ensure they are practicing good hygiene while at schools. **Not when in the bathroom and they wash their hands, however on entry to school, on entry to the classroom and in the room prior to eating.**
- ▶ Bathrooms and high touch services will be wiped down during the day in addition to the enhanced schools cleaning program.
- ▶ Every school will have hand sanitiser distributed throughout the school for use by staff and students.
- ▶ Disinfectant wipes will be provided to clean high touch areas such as desks, chairs, photocopiers and computers.
- ▶ Used tissues and disinfectant wipes will be disposed of into a lined bin and gloves should be worn when required to appropriately dispose of the waste.
- ▶ If canteens are operational, the strictest hygiene practices in food preparation, will be promoted and adhered to. **(If we open the canteen in/after Week 5. The canteen will not open on Tuesdays).**

Routine Care

- ▶ Standard precautions should be followed when it is necessary to come into physical contact with someone for the purpose of providing routine care or assistance.
- ▶ Staff must wash their hands with soap and water or use a hand sanitiser before and after performing routine care.
- ▶ Hand sanitiser will be made available throughout the school.
- ▶ PPE will be provided to all SSPs and Support Units to support ongoing implementation of infection control procedures.
- ▶ Department infection control procedures should continue to be implemented.

First Aid

- ▶ Standard precautions will be adopted when providing first aid and the Department's First Aid procedures followed.
- ▶ Any student or staff member who is unwell will be isolated in an appropriate space and, in the case of a child, will be collected by a parent or carer as soon as possible.
- ▶ Each school will be supplied with additional resources for the safe operation of their sick bay (or alternate sick bay area/s if more than one is required to support physical distancing, and this may be an outdoor area if the class group is outside) including PPE and forehead thermometers.
- ▶ The Department's First Aid procedures and the school First Aid Plan must be adhered to as they provide specific guidance for all Departmental workplaces to guide first aid practices.

Environmental Cleaning

- ▶ NSW Health has provided advice to the Department on the appropriate cleaning standards for schools, and these are being implemented. COVID-19 can be readily inactivated by cleaning and disinfection, therefore to reduce the spread of viruses in the school enhanced cleaning measures are being implemented.
- ▶ Schools will continue to be cleaned each day by professional cleaners.
- ▶ All schools have an additional 25 per cent of cleaning hours each day to ensure that high touch surfaces are thoroughly cleaned every day and this will continue for as long as required. We received an additional 3 hours and 19 minutes per day from March 25. I have been advised by our cleaners that we should also be receiving an additional 3 hours during the day to clean toilets and handrails. Our cleaners are also leaving their disinfectant cleaner on surfaces longer, before wiping them.

Environmental Cleaning – Cont.

- ▶ Bathrooms, play equipment and high touch areas will be cleaned during the day including after recess and lunch. If play equipment cannot be cleaned between uses, then it should be closed. Our play equipment will be closed in Term 2. The sand pit and sand toys will also be out-of-bounds.
- ▶ Additional resources to support cleaning throughout the day will be allocated to every school, the type of resource will be determined in line with local contextual factors.
- ▶ Schools should continue to increase the amount of fresh air available indoors by opening windows or adjusting air conditioning. All classroom windows will be open as much as possible, weather permitting.

Environmental Cleaning – Cont. 2

- ▶ Water bubblers can only be used to refill water bottles and should be cleaned after recess and lunch. Our regular bubblers will be closed/out of bounds (the lids will be closed). Our two chilled water stations will be accessible for bottle refiling only, and the water spout will be taped up and inaccessible).
- ▶ Disinfectant wipes should be available throughout the school for use by staff and students as an extra precaution for wiping down hard surfaces if they are to be shared throughout the day, for example objects such as computers, photocopiers and sport equipment. Sport equipment used by an individual may be returned to a bucket for cleaning at a later time. Sharing of equipment will not take place.
- ▶ Schools will be thoroughly cleaned, to NSW Health standards, if there is a confirmed case of COVID-19 which has impacted on the operations of a school.

Psychological/Physical Wellbeing

- ▶ The Department is working hard to ensure the continued psychological and physical well-being of our students and staff.
- ▶ Student's' social and emotional wellbeing will be supported by the managed return to school.
- ▶ Student counsellors and itinerate staff continue to provide support to students and schools.

Wellbeing of Children

- ▶ We recognise that the COVID-19 pandemic might result in stress and anxiety for some of our students. Supporting the mental health and wellbeing of our students remains a key priority for NSW public schools. Our School Psychologist continues to support students and is working with students and families via phone and Skype bookings. Referrals can be made via emailing the school email account and getting in contact with the Principal.
merimbula-p.school@det.nsw.edu.au
- ▶ Strategies are in place so counselling services continue to be available to students.
- ▶ The School Services Learning and Support Teams continue to be available and are using alternative modes to deliver their continued support.
- ▶ Staff remain legally obliged to report risk of significant harm concerns to the NSW Department of Communities and Justice as well as to the Wellbeing Unit.
- ▶ Processes will continue to be followed to follow-up students who do not appear to be engaging with their school or teacher whilst learning from home.

School Leaders & Staff

- ▶ School leaders play a pivotal role in supporting students and staff to adopt new ways of operating, teaching and learning at this time.
- ▶ School leaders will be supported through the continued use of hosting live streams and videos on a range of topics.
- ▶ The Department will continue to communicate with all staff to ensure consistent messaging across a range of key topics. The Learning from Home Hub will continue to be updated on the website to support staff with the delivery of education during the pandemic.
- ▶ Staff are encouraged to engage with their colleagues through online staff rooms and to share resources and experience to support one another.

Communication

- ▶ Clear and consistent communication will help to ensure that everyone has access to current and accurate information. This is particularly important in helping students, teachers and parents understand that we all have a part to play in slowing the spread of COVID-19.
- ▶ The Department website will continue to be updated with comprehensive information and advice for families and students about learning from home.
- ▶ Schools should continue to regularly communicate with their communities about social distancing, hygiene practices and what they should expect during the change to school operations.
- ▶ Schools will be provided with age appropriate posters to display key messages relating to physical distancing, hygiene and mental health. **We have already accessed and displayed a range of these throughout the school and in classrooms.**

Access To Digital Devices

- ▶ School principals are responsible for supporting students who require access to a digital device to support learning. We have already loaned around 150 laptops/Chromebooks to children. Please ring the administration office if you still require the use of a device. Our staff have made contact with all families who did not complete the Technology Survey Monkey Survey.
- ▶ We still have some devices available. In addition, we can loan some from the Department if we run out. Students in Stage 6 (Years 11 and 12) will be prioritised. Schools that have ordered devices, including devices to access the internet, have already begun to receive these items. More devices will begin to be delivered to schools from the start of Term 2 2020. Device orders for students in Stage 5 will be assessed, allocated and distributed in Term 2 2020.

Supporting Children at Home

- ▶ Parents and carers are advised to try to find an area for students to learn that is relatively quiet, especially if their child is in high school. The area should have access to an internet connection, if it is available at home. If possible, it would be somewhere where an adult can monitor their child's learning.
- ▶ **Helpful tips include:**
- ▶ Establish routines and expectations.
- ▶ Define a space for your child to work in.
- ▶ Monitor communications from teachers.
- ▶ Begin and end each day with a check-in.
- ▶ Take an active role in helping your children process their learning.
- ▶ Check our Term 1 COVID-19 Handouts (sent home March 18 and 19 for more details). They are available on our website.

Supporting Children at Home cont.

- ▶ Encourage physical activity and/or exercise.
- ▶ The sport/PE videos our staff have created, as well as other ones we share via our school Facebook site, are all great ways to encourage your child to keep active. Many of these sessions can also be repeated.
- ▶ Check in with your child regularly to help them manage stress.
- ▶ Mrs Kate Shook will be returning to our school in Term 2. She will be offering some activities to support children in engaging with Yoga and Mindfulness. The Karma Class also have some great (and free) online yoga and mindfulness activities for children on their website. Beth from the Karma Class hosted our Term 1 Staff Development Day! *You may see some familiar faces on her site!* <https://thekarmaclass.com>
- ▶ Monitor how much time your child is spending online.
- ▶ Keep your children social, but set rules around their social media interactions.

School Transport – Pick Up/Drop Off

Public transport for students to attend school will continue as normal.

Schools will determine if additional procedures need to be put in place to address access to bus and transport areas to ensure they meet health and safety requirements for students and staff.

As shared, parents should remain in cars. Staff will assist students at gates/crossing areas **between 8.30am and 9.00am PLEASE DO A LAP OF THE BLOCK IF THERE IS NOT A SAFE AND LEGAL PLACE TO PULL OVER / PARALLEL PARK.** If parents get out of cars or do not follow physical distancing or safety guidelines, our school may introduce staggered start times (ie: Year 1 commence at 9.30am, Year 2 at 10pm) and end times. To support parents with children in multiple grades, this may require children to have staggered start/end times based on surnames (ie: A-E families 9.30am, F-M 10am) and class groupings based on surnames not grades or stages.

LOCATIONS: Years 3-6 drop off (8.30-9am)/pick up (2.50-3.10pm) at back gate on Henwood Street), K-2 (and 3-6 siblings) drop off/pick up (same times) on Randolph Street (bus bay houses side) – parallel park only

School Transport - Buses

- ▶ **Sapphire Coast Bus lines will encourage physical distancing by:**
- ▶ Having students sit at least two seats apart where possible.
- ▶ Having students remain seated even after the bus stops, with drivers instructing the students when to alight 1 by 1 with 1.5m of physical distancing between them, where possible.
- ▶ The front seat is cordoned off from the driver and buses are disinfected twice daily.
- ▶ Please support your child in physically distancing at bus stops by reminding them/supervising them from your car.

Can I travel by bus during the Coronavirus crisis?



Yes. Under the national guidelines, travel to school, work and to shops to buy staples are all considered essential travel.

Please maintain a distance of 1.5 metres from fellow passengers where possible.

Please stay home if feeling unwell

Health and Safety in Schools

- ▶ NSW schools are safe, clean and secure places for students and staff.
- ▶ Schools are being sent additional provisions of soap and hygiene supplies, such as hand sanitiser.
- ▶ The Department will continue to work with schools to ensure they have access to sufficient supplies.
- ▶ NSW public schools are regularly and professionally cleaned. Enhanced cleaning is being implemented across all NSW public schools.
- ▶ Schools will continue to implement appropriate social distancing measures proportionate to health advice at the time.
- ▶ **Schools continue to implement good hygiene practices, including:**
 - ▶ Wash hands frequently with soap and water before and after eating and after going to the bathroom.
 - ▶ Cover your nose and mouth when you cough or sneeze.
 - ▶ Avoid touching your face.
 - ▶ Limit physical contact in the playground.

Assessment and Reporting

- ▶ Effective communication within school communities is more important now than ever. Schools should continue to provide parents and carers with informal opportunities to receive information about and discuss their child's learning. We are using Class Dojo to communicate in this way. Parents can also email the school email account and arrange a mutually convenient time for their child's teacher to call them.
- ▶ Schools will be required to provide at least one formal opportunity for parents to receive information on their child's learning from home and school. This information may be provided through discussions using online technology or via telephone. How we will do this in Term 2 will be shared in future communications.
- ▶ Reporting to parents should be focussed on the learning undertaken during learning from home or school and focus on individual student learning progress that supports parents to understand how their child is going and what can be done to support their learning growth. Semester 1 reports will look different than in past years. The Department of Education will be advising us as to what the new reporting requirements will be in the coming weeks.

Assessing Student Learning Progress

- ▶ Ongoing assessment of student learning throughout Term 2 will be important to enable teachers to provide feedback to students and guide their ongoing provision of appropriate learning tasks.
- ▶ Teachers should continue to plan for assessments as part of their teaching and learning plans for student learning from home and at school.
- ▶ Schools should continue to make adjustments to assessments as required for students whose learning is affected by disability and students learning English as an additional language.
- ▶ This should reflect the adjustments made to support the student's learning.

Attendance and Roll Marking

- ▶ Parents and carers are encouraged to send their child to school on the allocated time or day/s for that student's cohort.
- ▶ If a parent or carer deem there are personal circumstances preventing their child/children attending school on their allocated day/time, this is to be discussed with the school principal.
- ▶ Please email the school or phone the Administration Office to arrange a phone appointment.
- ▶ If you are keeping your child at home due to an underlying health condition, please advise your school to ensure the student is able to continue learning from home. Students who are participating in learning from at home or school will be marked as being present at school.

Attendance - continued

- ▶ Students are **not expected** to participate in learning if they are unwell and as such will be marked as being on sick leave pending advice from parents or carers that the student is unwell. If your child is unwell, and does not complete their Learning From Home, please message our office **using the School Stream app** (as per Term 1), email the school via **merimbula-p.school@det.nsw.edu.au** or call us on: **(02) 64951266**.
- ▶ If your child's House Group is in attendance at school (or class/group during Phase 2 onwards) and your child remains at home, **please contact our office to let us know if he/she is: (a) sick or (b) on leave for family reasons or (c) Learning 'Flexibly' From Home** (ie: if you have Principal approval for your child to continue Learning From Home as he/she/a member of the household is immunocompromised. If your child will be Learning Flexibly From Home for a month/the term, you can indicate this in advance using the above methods of communication.
- ▶ Students who are not at school and unable to be contacted by the school to determine their whereabouts, will be followed up using normal processes and marked as on unapproved leave.
- ▶ Home School Liaison Officers (HSLOs) and Aboriginal Liaison Officers (ALOs) will continue to follow up on students as is the current process.
- ▶ Schools and teachers are to maintain regular contact with students and families to support and provide feedback on student learning. This also allows teachers the opportunity to follow up on student wellbeing needs.

Supporting Vulnerable Staff

- ▶ We're supporting teachers and staff who are vulnerable, as well as those with responsibilities to care for vulnerable people.
- ▶ **AHPPC advice released on 16 April 2020, defines those at greater risk of more serious illness if they are infected with COVID-19 as:**
- ▶ People aged 70 years and over.
- ▶ People aged 65 years and over with chronic medical conditions.
- ▶ All people with compromised immune systems.
- ▶ Aboriginal and Torres Strait Islander people over the age of 50 with chronic medical conditions.
- ▶ *Vulnerable staff working in our schools and workplaces, including those who are pregnant and those over the age of 65, will continue to be supported through flexible working arrangements, supporting them to work from home.*

Vulnerable Students

- ▶ Parents and carers of children and young people with complex medical needs are encouraged to seek medical advice from their health practitioner.
- ▶ The school will work together with parents and carers and the student's health care team to ensure they have an appropriate plan in place to support the student at school or home.

Department Priority for Principals

- ▶ Principals have the responsibility for ensuring that **staff and student safety and wellbeing remain the overall priorities for the school.**
- ▶ Principals will work with staff to ensure educational provision can continue at school with the students who are attending, and that students at home are maintaining appropriate access to learning.
- ▶ Priority is to be given to teachers preparing and delivering lessons, responding to students and giving regular feedback on their work.
- ▶ Principals are expected to implement flexible working opportunities for all staff while balancing the needs of students learning at school.

Principals - *continued*

- ▶ Principals are encouraged to use the Department's casual and temporary school-based workforce to support learning from home and at school operational activities.
- ▶ Principals are to provide clear, timely, regular communication and reassurance to parents and carers.
- ▶ Department policies and procedures will continue to apply where students are not at school, and staff continue to deliver educational provision from a school or department site or, with approval, from their home.
- ▶ Principals, in consultation with staff, need to specifically plan for how best to use specialist staff (for example, ESL teachers, learning and support teachers, school learning and support officers and school administrative and support staff), if the entire school is working from home.
- ▶ However, some staff may be redeployed to other tasks as determined by the principal (for example, reviewing student health plans, reviewing and updating student records, supporting increased learning from home communications).

Casual and Temporary Staff

- ▶ NSW schools continue to value and rely on the support of our professional casual and temporary school-based workforce to support the education of our students.
- ▶ Contracts for temporary teachers and support staff that concluded at the end of Term 1 have been extended for the duration of Term 2, if agreed by the staff member.
- ▶ Casual school-based staff who worked 10 or more days during Term 1 2020 are eligible for a guaranteed minimum weekly engagement of one or two days throughout Term 2. The department will allocate eligible staff to a school based on their recent employment or in a school nearby where the support is needed. Staff are able to work additional days at the allocated school or another school via regular engagement.

Staff Entitlements

- ▶ Principals will work with staff to ensure that workloads reflect the usual provision of release from face to face (RFF) teaching in primary schools and teaching allocations and allowances in secondary schools.
- ▶ These conditions will be adhered to whether the teacher is in the classroom or delivering learning and teaching remotely from home.
- ▶ The hours of duty for teachers must reflect the conditions as outlined in the Department of Education Handbook. In some circumstances, principals may need to reschedule allocations of allowances, including RFF in order to meet educational provision and make sure staff entitlements are maintained.

Staff/Students Who Present Unwell

- ▶ **REMINDER:** It is critical that any staff member or student who feels unwell does not attend school until they are well in order to minimise the spread of any virus. If a staff member falls ill while at school, they must make arrangements to go home as soon as possible.
- ▶ If a student falls ill while at school, the department's current health care procedures apply including contacting the student's parent or carer to attend the school to collect the student. ***If the student's parent or carer is not available to collect their child, contact is to be made with the student's emergency contact who should be asked to collect the child.***
- ▶ Students and staff should not return to school until they are well and symptom free.
- ▶ As per Health and Safety Department (NSW Department Of Education) recommendations, students sent home unwell will require a Dr Certificate prior to returning to school.

#allinthistogether



Let's continue to work together, follow these health guidelines and ensure the wellbeing and safety of our students, staff, families and entire school and local/wider community.

Hopefully, by implementing these recommendations, we can stay resilient, overcome the challenges of COVID-19 and get back to engaging in all school programs; our exceptional face-to-face literacy, numeracy and extra-curricular activities; and amazing excursions - to further enhance school life at Merimbula Public School!