



## Learning from Home Information – Week 6, Term 3

### *Week 1 of Learning from Home*

Sunday, August 15, 2021

Dear Parents and Caregivers,

As you would now be aware, stay at home orders came into effect across NSW from 5pm yesterday. As a result, all NSW schools will now be on Level 4 restrictions, *Learning from Home*, from tomorrow. Parents and carers, under these current stay-at-home rules, must keep children of all ages, across primary school and secondary school, at home unless they NEED to be at school.

There will only be **MINIMAL supervision** on site at our school for those students who cannot be educated at home, for example if their parent or carer is an essential/critical worker.

Classroom teachers will be working from home. A qualified non-classroom teacher will supervise students who are required to attend school, in one multi-age grouping. Students at school will be completing set tasks from the *Learning from Home* pack provided to students on Friday. These are the same tasks that will be completed by the students learning from home.

All students and families will be supported with *Learning from Home* materials and resources. Students who attended Merimbula Public School on Friday were provided with these resources. **Classroom teachers will communicate with parents and caregivers on Monday morning, via our Class Dojo messenger app, outlining Monday's work tasks.** These will ONLY be tasks from within the pack provided on Friday.

**If your child was not in attendance on Friday,** and their sibling did not collect their *Learning from Home* work pack, you can **obtain your child's work by:**

- Downloading it from **School Stream tomorrow/Monday morning** (your child's work pack will be accessible via their Stage/Class section on our School Steam app, from tomorrow);
- Emailing the school and **requesting a PDF of your child's Learning from Home Pack** to be forwarded to you;
- **Phoning our office** between 8.30am and 3.15pm and requesting a time that you can **pick up a printed pack** of your child's *Learning from Home* resources via contactless delivery, if your child did not attend school or bring their pack home on Friday.

### **How do I pick up a pack from school?**

- If you want to pick up your child's work from school, please phone our office between 8.30am and 3.15pm, or email us at: [merimbula-p.school@det.nsw.edu.au](mailto:merimbula-p.school@det.nsw.edu.au) to arrange to pick up a pack.
- A pack with your child's name on it will be available for collection at the designated time (between 10am and 2pm) in our bus bay.
- There will be a table near our front gate, where your child's pack will be available for collection.
- Staff on site are minimal and will not be able to meet with any parents or caregivers in any capacity face to face, even to deliver packs. This will breach physical distancing and NSW Health orders, and would result in staff/caregivers/parents becoming 'close contacts' should the worst happen. We will be doing everything possible to ensure everyone's safety at this time, as a precaution and in setting an example and high expectations, as required by the Department of Education.



➤ If collecting a pack, your child's pack will be labelled and placed on a table for collection, near the front administration office gate at our school (Randolph Street). Should you be collecting your child's pack in this way, you should access the bus bay via Munn Street and move slowly into Randolph Street, into the bus bay at your designated (non bus-zone time) to collect the pack. We will give you a time to collect the pack when you contact us. Only one parent will be able to collect a pack and get out of their car to do so in one time slot. If other parents are at the table when you arrive, please remain in your car until they leave, before collecting your child's pack.

## What work within the pack should my child complete each day?

Classroom teachers will continue to be in contact with families throughout the week, via arrangements shared in our *Learning from Home Precautionary Planning* note sent home on Friday. If they complete their work quickly, they can have some fun at home! Alternately, if they have access to the internet, they may like to work on *Mathletics* tasks. Your child's teacher can provide their password via Class Dojo messenger if needed. Additional work can be found on the *Learning from Home Hub*, including virtual excursions and live guest speakers at 10am most days.

➤ **Short Term Learning from Home:** A 1-week paper-based work booklet and related activity grid was sent home on Friday. As shared in the note on Friday, subsequent *Learning from Home* packs will be mailed out to all families.

As a precaution, we will be mailing out packs for next week (Week 7 of Term 3, beginning August 23) from tomorrow. This is JUST A PRECAUTION, as learning may/is planned to resume at school. Hopefully families will receive these before next week.

If you have changed residence/address lately, or if your child is in a shared care situation and will be at a different parent's/caregiver's house next week, please let our Administration Manager know tomorrow (ASAP) so that their precautionary pack for a second week of *Learning from Home* can be sent to their relevant home address ready for next week.

➤ **Marking/Returning of Work:** Should students be learning from home for longer than a week, student work can be returned to school for marking, in one of the following ways, as shared last week:

## Putting the work in a 'mail box' that will be located in the bus bay each Friday between 9.30am and 2.30pm.

If we find out that *Learning from Home* will continue, **we will let you know**. You may even find out before us! If *Learning from Home* does continue, and we ask you to drop work off on Friday this week, please ONLY do this if it is safe to do so and a continuation is confirmed.

Do not leave your house if you are unwell or you are under stay at home orders. Do not feel obliged to return work should you need to stay at home and care for your family, or should your child not have completed all tasks. We will get there, together! Work can be marked at a later time, or discussed with your child over the phone.

If returning the work, and placing it in the mailbox provided: the box will be labelled. Please DO NOT get out of the car until the parent/carer in front of you has left. We do not want to have parents breaching health restrictions to return work.

**Library books that are finished with** can also be returned with completed work. We will not be loaning books out in the short term. It may be a good time for us to get our stocktake out of the way though!



Scanning the work and emailing it to the school email address, marked 'attention (ATTN)' to your child's class teacher in the email's 'subject' field. EMAIL: [merimbula-p.school@det.nsw.edu.au](mailto:merimbula-p.school@det.nsw.edu.au). Work can be scanned using your phone or iPad.

### How to scan documents using your iPhone/iPad/iPod touch:

1. Open 'Notes' and select a note, or create a new one;
2. Tap the 'Camera' button, then tap 'Scan Documents';
3. Place your document in view of the camera;
4. If your device is in 'Auto' mode, your document will automatically be scanned. If you need to manually capture the scan, tap the shutter button (thumb circle) or a volume button;
5. Tap 'Save' or add scans, then save – then share via email! (Alternately you can take a photo. Scans are usually better quality and are smaller documents that take up less memory/space though).

### How to scan documents using an Android device and Google Drive:

1. Open the 'Google Drive' app (this can be downloaded);
2. At the bottom right, tap 'Add';
3. Tap 'Scan', take a photo then crop the scan where necessary;
4. Take a photo again to re-scan the page;
5. To scan subsequent pages, tap 'Add +';
6. To save the document to your device, tap 'Done'.

### Posting it to the school

Our mailing address is: **PO Box 48, Merimbula, NSW 2548**

Should students return to school within the week, or early next week, the work can be brought back to school by your child.

➤ **Long Term Learning from Home (precautionary planning):** Should *Learning from Home* continue beyond a couple of weeks, additional technology-based learning activities may be introduced, together with Google Classroom, as was the case in 2020. As shared last week, any changes in this regard will be communicated with families via the communication modes mentioned in the following pages.

Prior to making any long-term *Learning from Home* decisions, especially those introducing technology, we would ensure that students have access to, or could loan, school technology in the interest of equity, accessibility and sustainability (reducing paper use). We would also make sure wifi access was available to all.

### What will be happening at school and what may change, during Level 4 restrictions/Learning from Home?

#### **Supervision and Learning:**

All students at school will be supervised by a teacher. This will not be their classroom teacher. All classroom teachers will be working from home. All students, whether they be at home or at school, will be completing the same tasks.

If your child is at school, they will be supervised and assisted where needed by the teacher at school. If your child is at home, your child's classroom teacher will be calling to see if your child needs any assistance. Teachers will endeavour to call you/your child at least once a week. We understand that you may require use of your phone for work purposes.



If you have a preferred call time, or should you miss your teacher's call, please message your child's class teacher via Class Dojo, with a range of times it would be appropriate for your child's teacher to make a return call. Further to this, should you/your child need support from your child's classroom teacher at any time during school hours, please contact them via Class Dojo. If you do not get a response, they may be on a call to another family, or may be in a meeting. Teachers may still take leave during the coming week/s. Therefore, you can also ring the school and we can arrange for another teacher or staff member to assist your child. On days when class teachers are absent, casual teachers will still be employed to assist classes. You may even get a call from one of our amazing and supportive casual teaching staff!

**All students learning at school will complete *Learning from Home in the Library*. On arrival at school**, students will only be able to enter via the front gate near the Administration Office. They can then take their bags up to the Library, and place them along the wall outside of the Library, before playing until the bell rings.

**Morning supervision** will be in the upper/primary playground only. Due to staff numbers being restricted under current guidelines, there will be no staff on crossing duties, one teacher on playground duty, one administration staff member in the office attending to calls, and one staff member on gate duty. We will only have a very minimal amount of staff members on site at any point in time as per current restrictions. Please remind your child of pedestrian safety.

**Student toilets used** will be the toilets downstairs in the upper primary playground, as well as, the upstairs toilets near the library. Additional toilet cleans will continue. If your K-2 child needs to attend school, please let them know to use the Library toilets during times when they are in the Library (as per normal), and the downstairs primary toilets during playtime. We will remind them too. With fewer students on site, using fewer bathrooms means more cleaning time can be spent on each one!

**All non-core curriculum related activities are required to cease on school sites.** As a result;

- **Allied health professionals**, such as speech pathologists, physiotherapists, counsellors, psychologists etc **are not permitted onsite.** If your child accessed these services at school via your NDIS or private funding, please contact the service directly to confirm alternate arrangements, if any. You may even be required to make cancellations;
- **School Learning Support Officers (SLSOs)/aides** **may not be on site** due to limits on staff attendance;
- **Scripture and Special Religious Education** classes are **cancelled** until further notice;
- **Active After Schools AFL** is **cancelled** (Please contact the SCAFL Coordinator if you have any questions. Contact details can be found on the permission note, located on our website. This is a service/activity external to the school, therefore alternate arrangements/refunds cannot be arranged via our school);
- **Future gymnastics lessons** have been **cancelled**. Should the lessons resume later in the term, a new permission note will be sent home outlining changes. Should lessons not be able to take place, refund forms and a note explaining the cancellation will be sent home;
- **PSSA Sport** **has been cancelled** until further notice;
- **Canteens** must be **closed**;
- **No visitors, parents, caregivers or minor works contractors can come on site.** Should a child present to the sick bay, and need to be collected by a parent/caregiver, they will be escorted to the front gate for pick-up;
- **No work, devices or learning packs can be delivered** to families/homes **by staff**;
- **All staff must wear masks at school at all times** – this includes when they are in the playground.

As shared, during *Learning from Home*, our school has provided a program of learning for students who attend school, and students who are learning from home. This learning will be the same whether being completed at home or in school. If daily work is completed early, students may have extended break times, or be given a book to read or items to draw with. They may access *Mathletics* or the *Learning from Home Hub* if time/staffing support permits.



## Who will be at school?

**Non-essential visitors are not permitted on school sites.** As shared, for the few staff attending the school site, NSW Health current advice requires that all of these staff must wear a face mask at all times, including when working outdoors – this includes in playgrounds and in all locations on school grounds. These staff will not be classroom teachers or learning and support teachers.

Small group learning support will not take place during Level 4 restrictions and this time of *Learning from Home*.

- At no time can parents or caregivers attend the school site;
- **Kindergarten orientation and transition activities** will be delayed until early Term 4. Parents/caregivers will be contacted this week to reschedule their enrolment tours/interviews;
- **Canteens and uniform stores** are not to operate;
- **No community use arrangements** are permitted;
- **No P&C activities** are permitted on school sites;
- **Opportunity class exams will be delayed.** The Opportunity Class Placement Test has been rescheduled to Wednesday 6 October 2021. This is due to the increased health and safety risks which prevent large groups of external students mixing and mingling with local school students. In mid-September 2021, parents will receive their child's 'Test authority' advice which will confirm where their child will sit the test;
- **Cleaners:** Continued enhanced cleaning and hygiene supply arrangements will be maintained for the staff/students who are required to attend our school site;
- **Minor works** cannot take place. **Contractors may come on site** for major capital works or emergency work. These staff will need to adhere to the NSW Health guidelines of the day, including the current 2 people indoors and 5 people outdoors restriction.

If you are working from home, and your child is able to be educated from home, please keep them at home. The less movement we have in the community, the safer it will be for everyone at this time. We thank you for your support in this regard and look forward to our school operations returning to pre-Level 4 restrictions ASAP!

As per last week, students and staff should not attend school if they are unwell or presenting with flu-like symptoms. If they do, they will be isolated until collected and will be required to obtain a doctor's certificate or negative COVID-19 test, or have 10 days off school, before they return. Negative test results (containing identifying information such as your child's name/date of birth) and doctor's certificates must be emailed to the school so that our administration staff can confirm that your child can return to school.

## Will buses be operating?

**Buses will be operating for students who need to attend school.** All timetabled services including school, public and on demand services will operate. Please contact *Sapphire Coast Bus Lines* on (02) 6495 6452 for more information.

## Drop off areas:

Due to minimal staffing, the **back gate will NOT be open** at any time for drop off or pick up during Level 4 restrictions. Students walking to school from the Short Point, Bar Beach or Henwood Street areas should be reminded of pedestrian safety and to walk around to the front administration office gate to enter the school.



With minimal staff attending school each day, the staff car park will not be busy in the morning/afternoon (so crossing this driveway will be safer).

**Walking line and bus duty supervision** will all be supervised by staff members, via the administration office gate.

## How will we communicate during *Learning from Home*?

- **Class Dojo Messenger:** Teachers will communicate with parents via Class Dojo Messenger. If you do not have this app already, please email Merimbula Public School at [merimbula-p.school@det.nsw.edu.au](mailto:merimbula-p.school@det.nsw.edu.au) and provide us with your preferred email address, child/ren's name and class. Our administration team and teachers will then invite you to the closed class group requested.
- **School Stream:** Messages to parents and families will be sent from the school, Stage Leader, Principal and Administration Team via our School Stream app. These messages may be stage based, restriction updates, Learning from Home updates and/or regular school communications, such as the weekly newsletter. Some of these items, such as the newsletter and whole school information, will also be forwarded to the email address families have registered with School Stream. Should you not have School Stream already, please use this link to find out how to connect with us using School Stream on an iPhone, iPad, android or tablet device:  
<https://www.schoolstream.com.au/download/>
- **Facebook:** Some general alerts, messages, information and positive news stories will be shared via our Facebook page. Please do not contact staff via their private Facebook or messenger accounts.
- **Phone:** Our school phone will still be in operation during business hours (8.30am-3.15pm) unless the school is required to be closed. Staff should not be contacted via their private phones, mobile/s or home phone. Please be patient with us if phone lines are busy or not attended. With limited staffing, as per requirements, there will only be one administration staff member on site at any time and they may not be able to answer multiple calls or calls made when they are attending to sick bay or other matters.

Teachers will endeavour to phone families and ask to speak to students in their class at least once a week, to check in on their students and their learning, as well as, to be able to support them with their learning. If you miss this call, *as messages will not be left on voice mail*, your child's teacher will let you know they tried to call you via Class Dojo private message. If this occurs, please let your child's teacher know of a few suitable times to call back during school hours (via Class Dojo messenger or by emailing the school email address).

- **Email:** Questions, compliments, concerns or feedback of a whole-school nature, can be emailed to the school at: [merimbula-p.school@det.nsw.edu.au](mailto:merimbula-p.school@det.nsw.edu.au) Messages can be addressed to a class teacher, staff member, Assistant Principal, Principal, our Librarian, Music Teacher, Physical Education Teacher, Learning Support Team or Learning Assistance and Support Teacher. Requests for School Psychologist support should be addressed to the Principal for approval.
- **Department of Education School Updates App:** Updates from the Department, including if school closures take place (including if this happens for our school), will be communicated via the Parents and Carers NSW School Updates App, which can be downloaded for your IOS or android mobile at: <https://education.nsw.gov.au/parents-and-carers/nsw-school-updates-app>



➤ **Merimbula Public School/Department of Education Website and Department of Education Facebook Page:**

These communication modes will also offer families additional ways to find out information from the Department of Education. The Department's Learning from Home Hub can also be accessed for additional work and home learning ideas. The hub can be located at: <https://education.nsw.gov.au/teaching-and-learning/learning-from-home/learning-at-home>

**How will I know about local restrictions and how to keep my child/family safe and well?**

- Please keep up to date with restrictions, health advice and alerts via the **NSW Health** website or Facebook page.
- On Friday we sent home a 10-pack of *face masks* with every Year 6 student, should they need them for bus travel, public transport or attending approved venues outside of school. Face masks do not need to be worn at school at this time. If this changes, parents/caregivers will be informed via School Stream and Facebook. Should your child require masks, please let us know as we may be able to assist.
- Please remember, during *Learning from Home*, your family's and child's wellbeing is more important than what work they may not be able to do at any point in time. Please reach out to your child's class teacher, via Class Dojo messenger during school hours, should you or your child need support.

➤ **After hours support services include:**

- *Lifeline Australia: 13 11 14*
- *Beyond Blue: 1300 224 636*
- *Kids Helpline: 1800 551 800*
- *Emergency: 000*
- *Confidential Helpline: 1800 737 732*
- *Mensline: 1300 78 99 78*
- *Relationships Australia: 1300 364 277*

If you have any questions about *Learning from Home*, please contact your child's class teacher via Class Dojo messenger. Should you have any questions about school organisation, please contact our Administration Manager on (02) 64951266 during business hours. Please be patient if you do not get through to us straight away. We will be really busy. We will also only have one office staff member on site during Level 4 restrictions. We do value communicating with you though, and will support you as soon as we can!

Thank you for your understanding and thank you in advance for your support once again during this time. We worked together and got through this in 2020, we can do this again in 2021!

Take care and stay safe!

Regards,

Michelle Hulme  
Principal