



Surveyors Creek Public School Return to face-to-face learning From 25th May 2020 School Procedures and Operations

Thursday 21st May 2020

Dear Parents and Carers

As you would be aware our Premier announced on Monday that all students would be returning to face-to-face learning fulltime from Monday 25th May. Many of you have been calling our office to enquire what that will look like.

Outlined below is a list of procedures that our school will implement from Monday the 25th to support the directives that have been given to us by the Department of Education, the AHPPC and NSW Health. I have also attached, 'A guide to NSW school students returning to face-to-face learning' that the Department of Education has put together for parents. I hope that this information will alleviate any questions and concerns you may have.

School Attendance

All students should be at school unless:

- They have a medical certificate which states that they are unable to return to school due to an ongoing medical condition
- They are currently unwell.

Students who have a medical certificate to stay at home will be supported to learn from home in line with regular procedures if they are able to. These regular procedures are different to what was offered during the learning from home period. If you require work to be provided to your child whilst they are at home due to an underlying health condition, you should contact the school.

If your child is unwell, do not send them to school. If they are unwell at school you or your nominated emergency contact will need to collect them immediately. Please make sure your contact details are up to date.

If a student is absent without a medical reason for more than three days, this will be recorded as an unauthorised absence and followed up by the school.

Social Distancing and Hygiene

School students do not need to follow physical distancing guidelines, but should follow good hygiene practices like:

- Regularly washing hands. There is hospital grade hand sanitiser in toilets and every classroom has soap for washing of hands on entry and exit from the classroom and when returning from the toilets
- Avoiding sharing drinks or food
- All students must have a drink bottle clearly marked with their name as we ask students not to use the bubblers at all. Students will be able to fill up their bottles from the classroom when they run out of water
- Coughing or sneezing into your elbow, or a tissue which should be discarded immediately
- SLSOs will be stationed at entry points in the morning to sanitise all students' hands when entering the school.

School Grounds

No visitors on our school grounds unless they are essential. There will be no parent helpers in classrooms and on school premises at this time until further notice.

DROP OFF AND PICK UP PROCEDURES FROM MONDAY 25th

Entry and Exit Points

The front gate, back gate and side gate will be open from 8:40. Only authorised parents of students in support classes will be allowed to use the support driveway, but all students may use the gate and stay on the pathway. Parents will not be permitted to come onto school premises with their children on entry or exit. There will be staff member on duty at each of these gates to support any child/children who may find it difficult to transition back to school. We ask you to drop your child off efficiently and not to prolong the drop off in the morning. As always your child/children's wellbeing is paramount and we will treat your child with respect and understanding as they become familiar with this process, especially if your child/children have not returned back to school this term.

Drop Off

We ask that you self-regulate using social distancing protocols when you are dropping your child/ children off to school in the morning.

Pick up

Students will be dismissed earlier to alleviate congestion and to help with social distancing from 2:55pm each day at 5 minute intervals according to their house group. (Please see the Dismissal Roster below).

Parents and carers are not permitted to enter the school grounds during this time. ***Our staff car park is out of bounds at all times unless you have a disability sticker and need to park.*** Students will be dismissed according to house groups in an orderly and controlled fashion. We ask that you have patience while we have students exit safely and also to be on time to pick them up according to the roster below.

- If you are picking children up from the **front gate** of the school you can do this in a variety of ways. If you are in your car and are using the kiss n drop please make sure that you do not park over the crossing and that you continue to do loops around the roundabouts until a space becomes available. Alternatively you may park and walk up to the school and stand outside the school gate employing social distancing protocols or you may stand on the opposite side of St Andrews Road facing the school and we will walk the students over the crossing to meet you. This will hopefully alleviate congestion in the afternoon
- If you are collecting children from the **back gate** we once again ask you to employ social distancing protocols. Please do not park and call your children across the road but make sure you exit the car and come and collect them from the school gate. This is to ensure their safety
- If you are collecting children from the **side gate (Support Driveway)** please ensure that you stand outside the school fence and employ social distancing protocols. We ask you do not crowd the gate or the driveway.

There will be staff members on duty to ensure that everything runs smoothly during pick up and drop offs. Please be mindful that we are following DoE directions and protocols in this COVID-19 environment. Working together is the key to a successful transition back to school.

Dismissal Roster

2:55pm- Sauvage (Green)

3:00-pm- Freeman (Red)

3:05pm- Rafter (Yellow) (bus students will also be included in this group)

3:10pm –Thorpe (Blue)

Student Birthdays

Please do not send in any cakes for student birthdays until further notice.

Canteen and P&C meetings

After discussions with the P&C President our school canteen will not be open Week 5 at this stage. Further information regarding when it will open will be communicated to you as soon as that has been decided. At this stage we are unable to hold P&C meetings on site under DoE guidelines. If this changes we will let you know.

School Office

If you need to access the school office during school hours you may do so following social distancing protocols. If you are collecting a 'Kindergarten 2021 Enrolment Pack' they are located in a box just inside the office foyer. If you are collecting your child early due to an appointment or sickness please wait patiently and make sure you use the hand sanitiser located at the counter.

School Activities

Please refer to the 'Guide for parents' for a more detailed list. Below I have just listed a few:

What children can do:

- Use the Library
- Engage in non-contact sporting activities.

What children can't do:

- No school assemblies (unless for critical information)
- No school excursions, incursions or school camps
- No Inter-school activities
- No In-school activities requiring parent or volunteers
- No drinking from a water bubbler-bring a water bottle instead.

School Cleaning

Our school has received additional cleaning in line with AHPPC guidelines and advice from NSW Health. Targeted areas include high-touch areas and hard surfaces. Toilets will be cleaned regularly. Cleaning hours have been extended and extra supplies have been received.

Student Reports

Reporting for Semester 1, 2020 will occur but with some amendments. We will provide a simplified written report to parents/carers about students' learning in Semester 1.

The Reports will focus on the learning that has taken place so far this year. This will include student's progress and achievements, as well as areas for development.

The deadline for reports to be provided to parents has been extended to 30 August 2020 (end of Week 6, Term 3). We will let you know through the school newsletter when our reports will go out. At this stage we are not able to conduct face to face interviews and we will be guided by the DoE on what will be an appropriate form of teacher/parent communication.

I hope the above information answers many of your questions. I ask that you all be patient and work with us to provide a safe and healthy learning environment for our children and staff. I will keep you up to date when and if procedures change.

I would like to take this opportunity to thank everyone; parents, carers, staff and students for your patience and commitment during this unprecedented time in our country's history. It has been a huge learning curve for us all and a testament to our school community to ensure the delivery of student outcomes was maintained. We look forward to having all our students return on Monday.

Yours sincerely



Mrs Kathy Browne
Principal

A guide to NSW school students returning to face-to-face learning

This guide is for parents and carers

Information has been updated as at 19 May 2020, until further notice.

Schools are safe and open for full time face-to-face learning

All schools are returning to full on-campus learning from Monday 25 May. All school activities and operations will be in line with Australian Health Protection Principal Committee (AHPPC) and NSW Health guidelines as applicable.

School students do not need to follow physical distancing guidelines, but should follow good hygiene practices like:

- Regularly washing hands
- Avoiding sharing drinks or food
- Coughing or sneezing into your elbow, or a tissue which should be discarded immediately.

School attendance

All students should be at school unless:

- They have a medical certificate which states that they are unable to return to school due to an ongoing medical condition
- They are currently unwell.

Students who have a medical certificate to stay at home will be supported to learn from home in line with regular procedures if they are able to. These regular procedures are different to what was offered during the learning from home period. If you require work to be provided to your child whilst they are at home due to an underlying health condition, you should contact the school for assistance.

Please note, students who live with a family member in one of the categories identified as being at increased risk by the AHPPC, should attend school unless a medical practitioner advises otherwise in writing.

If your child is unwell, do not send them to school. If they are unwell at school you or your nominated emergency contact will need to collect them immediately. Please make sure your contact details are up to date.

If a student is absent without a medical reason for more than three days, this will be recorded as an unauthorised absence and followed up by the school.

If you need any support to get your child back to school, please contact your school.

Reporting and assessment

Your child has been assessed during the learning from home period and will receive additional assessment on their return to school.

You will receive your child's semester 1 report before the end of August (week 6, Term 3).

This may be a simplified version of the report you normally receive. Schools are encouraged to discuss your child's progress with you before the written report is issued.

School activities

Teachers will continue to follow the same school curriculum with the exception of some activities that can't go ahead for now.

What children can do:

- Use the school library
- Engage in non-contact sporting activities
- Year 11 and 12 students may attend classes/activities relating to subjects available on other campuses
- VET work placement for Year 12 students is able to proceed from 1 June 2020. Year 10 and 11 work-placement is able to proceed from Term 3 2020.
- School based apprenticeships and traineeships can recommence once the relevant workplaces are back in operation
- Trade Training Centres can operate on school sites.

What students can't do:

- School assemblies (unless for critical information)
- School incursions and excursions including camps
- Work experience
- Inter-school activities (debating, inter-school sport)
- In-school activities requiring parent or other volunteers
- Use hydrotherapy pools
- Drink from a water bubbler – bring a water bottle instead
- Students cannot attend TAFE for study but may continue to learn online.

School cleaning and hygiene supplies

Your school will receive additional cleaning in line with the AHPPC guidelines and advice from NSW Health. Targeted areas include high-touch areas and other hard surfaces, door handles, lockers, light switches and handrails in stairways and movement areas. There will also be additional cleaning of toilets and bubblers and topping up of supplies like soap.

Your school has received supplies of soap, hand sanitiser, toilet paper, paper towels, disinfectant wipes and personal protective equipment. The school is able to order more as needed.

School grounds

There should be no visitors to school sites unless they are essential. Your school can provide guidance as to who is considered essential.

Your school will provide advice on drop off and pick up procedures.

Wherever possible, P&C and parent/carer/teacher meetings should be conducted virtually.

Canteens and uniform shops can open at the discretion of the principal.

Out of school hours care can continue to operate.

Community use of school facilities will recommence only for uses that are necessary for continuation of education and with principal's approval.

Responding to COVID-19 cases

There is a clear plan in place for schools to respond to any suspected or confirmed cases of COVID-19 in our schools. We are working closely with NSW Health and will communicate with parents if a situation was to arise