Return to School

Parent Guide
Dear families,

Following advice from the Victorian Chief Health Officer and as announced by the Victorian Government, we will begin to transition back to on-site schooling for students. We are excited to be returning to on site learning and look forward to welcoming all of our students back to school.

This Kensington Return to School Parent Guide includes information regarding arrangements for return to school for our children as well as our COVID - 19 Return to School Policy which we will be actioning. Our policy and procedures are based on the guidelines provided by the Department of Education and Training. Please read this carefully and follow our process and procedures as we work together to keep our children, staff and families safe.

Key dates of our staged return are:

• Monday the 25th May is a Curriculum Day for staff to prepare for students return to school.
  Big Child Care will be operating – kensington@bigchildcare.com

• Tuesday 26th May our Foundation to Year 2 students return. Students in Years 3 to 6 continue remote and flexible learning until 5th June.
  Big Child Care will be operating – kensington@bigchildcare.com

• Tuesday 9th June return of Years 3 to 6 students
  Big Child Care will be operating – kensington@bigchildcare.com

We have been allocated six hours of extra cleaning a day, with cleaners on site cleansing high-touch surfaces across the day, including the play equipment. Hygiene will play a huge part in our safe return, especially hand hygiene.

A big change will be the restriction on parents entering the schoolyard without prior permission. This will be a challenge as we are a very community minded school, however I know everyone will want to keep each other safe by physically distancing. I recognise that possibly having different gates and different pickup/drop off times for multiple children will be an inconvenience but this was the best option for our school after careful consideration. Thank you in anticipation of abiding by the restriction onsite and following our drop off and pick up plan. Please get in contact with the KPS Office if you need additional support with this.

We have created a social story, welcoming children back to school. Please share this with your child/children as I hope it will explain changes to them in a friendly and comforting way.

The following DET pages contain some frequently answered questions that may also be of assistance.


Finally, some of us may be feeling excited, some of us happy, some of us nervous and some of us may be feeling anxious. All these feelings are okay at this time as we make the transition back to on-site learning together.

Please reach out to me via email or a phone call if you have any questions. We are here to help and the welfare of our children is the central focus of all my decisions.

Thank you for your ongoing support and we look forward to welcoming our amazing children back to the best school in the state.

Warm regards,
Bridget, Julie, Hayley and Rachel
The message below is taken from the Return to School Operations Guide.

Message from the Victorian Chief Health Officer

As Victoria’s Chief Health Officer, and as a member of the Australian Health Protection Principal Committee, and with the health, wellbeing and safety of students and staff front of mind, I fully endorse a return to on-site schooling for all Victorian schools.

As you know, since the beginning of Term 2, most children have been learning remotely in order to limit the number of people moving around the state and to help slow the spread of coronavirus (COVID-19).

This careful approach continues, and I trust that you have confidence in my view that it is safe for our community to have school students begin a phased return to classrooms.

I thank teachers, staff and families for their incredible efforts in helping deliver remote and flexible schooling and, in doing so, helping to flatten the curve of the pandemic.

These efforts, in addition to significant testing, mean we are now in a position to begin moving back to face-to-face teaching.

This is in addition to the available evidence that largely indicates that transmission between children in the school environment is low.

This growing evidence, coupled with low levels of community transmission in Victoria, means that the risk posed to staff and students returning to on-site schooling at this time is very low.

As we begin this transition, the following guidance provides some sensible steps schools can take.

Everyone in the Victorian community has a role to play in protecting themselves and keeping the spread of coronavirus (COVID-19) suppressed.

Thank you for your incredible contribution to Victoria’s response to coronavirus (COVID-19).

Adj Clin Prof Brett Sutton
Victorian Chief Health Officer
## Return to School - Key Dates

<table>
<thead>
<tr>
<th>Week 7</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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|        | 25<sup>th</sup> May  
  - Curriculum Day  
  - All staff return | 26<sup>th</sup> May  
  - Foundation – Year 2 students return onsite | 27<sup>th</sup> May | 28<sup>th</sup> May | 29<sup>th</sup> May |
| Week 8 | 1<sup>st</sup> June | 2<sup>nd</sup> June | 3<sup>rd</sup> June | 4<sup>th</sup> June | 5<sup>th</sup> June |
| Week 9 | 8<sup>th</sup> June  
  - Public Holiday | 9<sup>th</sup> June  
  - Years 3-6 students return onsite | 10<sup>th</sup> June | 11<sup>th</sup> June | 12<sup>th</sup> June |
| Week 10 | 15<sup>th</sup> June | 16<sup>th</sup> June | 17<sup>th</sup> June | 18<sup>th</sup> June | 19<sup>th</sup> June |
| Week 11 | 22<sup>nd</sup> June | 23<sup>rd</sup> June | 24<sup>th</sup> June | 25<sup>th</sup> June  
  - Final day of term usual early dismissal  
  - Families dismissed | 26<sup>th</sup> June |
| School Holidays | Big Child Care is running an in-house holiday program. | | | | |
School Times

To minimise interaction of students and adults within the school and at entry points we have been advised of the need to alter our school arrival and pickup times to stagger the number of adults waiting outside the school gates.

Students will be asked to be dropped at the gate and to go directly to their classrooms each morning at the times advised below.

- 8:45 - 8:55am  Families with the surname starting with A – I
- 8:55 - 9:05am  Families with the surname starting with J – P
- 9:05 – 9:15am  Families with the surname starting with Q – Z

Big Child care will dismiss children in the morning to the classrooms

Each afternoon students will be walked to the gate indicated below for pickup at the times advised below.

- 3:20 - 3:30pm  Families with the surname starting with A – I
- 3:30 - 3:40pm  Families with the surname starting with J – P
- 3:40 – 3:45pm  Families with the surname starting with Q – Z

Students will enter and exit the school grounds via 3 gates:

- McCracken St disabled entrance A
- McCracken St Driveway entrance B
- Epsom Rd entrance C

Big Child Care will collect students from the primary evacuation point.
Visitors on school grounds

We request that parents only enter the school grounds when essential to do so and to contact the school by phone where appropriate instead. If it is agreed that families do need to enter school grounds, they will be required to call the school from outside the gates so that entry can be permitted as all gates will be locked throughout the school day.

We ask that parents/carers leave promptly after picking up or dropping off students outside the gates and observe appropriate physical distancing.

Communication with staff

Even though we are asking you to remain beyond the school gate, we continue to encourage you to communicate proactively with your teacher should you have any concerns or questions. As your child returns to school this will occur via phone call on 9376 6013 or the school’s email kensington.ps@edumail.vic.gov.au. If a discussion with the teacher is needed, a phone call or email to the school.

Return of School equipment

Over the first three days of students returning to school, we ask that students return all books, equipment, resources, workbooks and other items sent home by the school. This will help to ensure we can continue their work from this term and will have materials and resources available to support students with their learning.

iPad Returns

All Foundation – Year 2 families who have borrowed a school iPad, cords and chargers are asked to return these on Monday 25th May, the school Curriculum Day. All equipment needs to be wiped down before being returned. Our office staff will assist with the return of devices and documentation of the loan agreement.

*Ensure any photos or work stored on the iPad is uploaded to Google Classroom or you have backed it up as all school iPads will be cleared upon their return.*

Semester Reports

In recognition that schools have adopted revised teaching and learning plans for Term 2, schools must provide:

- A description of the areas of the Victorian Curriculum F-10 taught
- A succinct descriptive assessment of the student learning achievement, based on the Achievement Standards in the Victorian Curriculum F-10 taught
- A comment on how the student has adjusted to the remote and flexible learning environment, with reference to the Personal and Social capability curriculum.
- Students will not receive progression points for Term 2 Semester reports
Hygiene

All staff and students will undertake regular hand hygiene and students will be directed or supervised by staff where required to do this. This will include washing hands with soap and water or the use of hand sanitiser which will be available in every learning space.

These hand hygiene times include upon entering at the start of the day, before and after break times, before eating, before and after using shared materials, after sneezing or using a tissue and after using the toilet.

Students must bring their own water bottles to school for use (and refilling).

The KPS Mobile Phone Policy remains in place so that students will not be handling their mobile phones during the school day.

Playground equipment can be used, however, students will be directed to wash or sanitize their hands before and after use.

Take home reading materials will still be available for children to select and take home. Parents are asked to wipe covers before returning to school.

Physical Distancing

Attendance on site by parents and non-essential visitors will be strictly limited. Parents are asked to contact teachers via phone or the school email kensington.ps@edumail.vic.gov.au. If a discussion with the teacher is required, a phone call or email to the school to setup a Webex meeting may also be arranged.

All assemblies and student year-level meetings will be cancelled as well as interschool sport and any other excursions/incursions planned.

Staggered start and end times will be implemented to help ensure parents are able to physically distance themselves outside the school gates.

Sickness

Children (and staff) must not come to school if they are unwell or showing any cold or flu like symptoms such as a fever, cough or sore throat. Any student who comes to school showing symptoms compatible with COVID-19 will be sent to the sick bay to be assessed (this may include having their temperature taken), isolated and sent home.

According to our policy and advice from the Chief Health Officer, a medical certificate of clearance will not be required after a period of illness, however students (and staff) should not return until all symptoms are gone.

For further information and guidance on how our school will manage these new protocols, please see our new COVID-19 Return to School Policy at the end of this booklet.
Appendix 1:

COVID-19 Return to School Policy
COVID-19 Return to School Policy

BACKGROUND / INTRODUCTION

Kensington Primary School is following the advice from the Department of Education and Training including, Health and safety advice for return to onsite learning in the context of COVID-19 which can be found on the Department’s Coronavirus (COVID-19) website.

This policy applies to everyone in the Kensington Primary School community. This includes all members of staff (principals, teachers and education support staff), all parents/carers who interact with the school and all students. It also includes visitors to the school.

PURPOSE

The purpose of this policy is to outline how our school will be managing risk relating to Coronavirus (COVID-19) during key interactions between students, parents and staff during the return to school in Term 2, 2020.

Kensington Primary School is committed to providing a safe learning and working environment for our students and staff. We ask for the whole school community to follow this policy to enable us to provide the safest possible environment during this time. We all have a role to play in stopping the spread of COVID-19 in Victoria.

GUIDELINES / IMPLEMENTATION

Attendance on-site

The Department of Education and Training (DET) advises that:

Perhaps the most important action school communities can take to reduce the risk of transmission of coronavirus (COVID-19), is to ensure that any unwell staff, children and young people remain at home.

While the risk of transmission of the virus is very low, staff or students most at risk of severe illness should individually assess appropriateness for onsite attendance at this time with support from their medical practitioner.

As the main risk of transmission of coronavirus (COVID-19) in the school environment is between adults, it is important that visitors to school grounds are limited to those delivering or supporting essential school services and operations.

This means that at our school:

- All unwell staff and students must stay home.
- Parents/carers of students with complex medical needs (including those with compromised immune systems), should seek advice from the student’s medical practitioner to support decision-making about whether on-site education is suitable, noting that this advice may change depending on the status of the coronavirus (COVID-19) pandemic in Victoria. This is in line with the DET Health Care Needs policy.
• Visitors to school grounds will be limited to those delivering or supporting essential school services and operations (e.g. DET student health and wellbeing services, maintenance /construction workers).
• Additional staff, including parent volunteers, are discouraged from attending school at this time. Activities dependent on and involving parents such as the Cooking and Gardening program, assisting in the classroom and Library volunteers are cancelled until further notice.
• We ask that any parents/carers wishing to discuss any matters with a staff member to first use the options of either a phone call, school email or message via Sentral sent directly to the teacher. If it is determined that a face-to face meeting is required, it must meet the physical distancing requirements of 1.5m between adults.
• All interschool activities that involve onsite attendance by students from other schools such as interschool sports will be cancelled.
• School assemblies, excursions, camps and other non-essential large gatherings will be postponed until further notice.

**School Arrival and Departure**

DET advises that:

As the main risk of introducing coronavirus (COVID-19) to the school environment is from adults, close proximity between adult members of the school community should be avoided, particularly during school drop-off and pick-up.

At our school:

• We ask staff and parents/carers to observe physical distancing measures by not congregating in areas inside or around the school
• To minimise interaction of students and adults within the school and at entry points we:
  o Will alter our school arrival and pick up times to stagger the number of adults waiting outside the school gates.

  • Students will enter and exit the school grounds via 3 gates:
    McCracken St Disabled entrance A
    McCracken St Driveway entrance B
    Epsom Rd entrance C

  • Morning drop off times will now be as outlined below. Students will move directly to their classrooms.
    8:45 – 8:55am Families with the surname starting with A – I
    8:55 – 9:05am Families with the surname starting with J – P
    9:05 – 9:15am Families with the surname starting with Q – Z

  • Afternoon pick up times will now be as outlined:
    3:20 - 3:30pm Families with the surname starting with A – I
    3:30 - 3:40pm Families with the surname starting with J – P
    3:40 – 3:45pm Families with the surname starting with Q – Z

• Will take the morning attendance roll for all students at 9:20am
• Ask parents to leave promptly after dropping off and picking up their child.
Hygiene

DET advises that:

*Everyone can protect themselves and prevent the spread of coronavirus by continuing effective hand hygiene.*

At our school:

- All staff and students will undertake regular hand hygiene, particularly on arrival to school, before and after eating, after blowing their nose, coughing, sneezing or using the toilet. This will be directed or supervised by staff where required.
- Where soap and water are not readily available, hand sanitiser will be made available.
- Students must bring their own water bottles to school for use (and refilling). It is recommended that students do not drink directly from drinking fountains at this time.
- Staff and students are reminded to clean their mobile phones regularly. The KPS Mobile Phone Policy remains in place so students will not be handling their mobile phones during the school day.
- Sharing of food is not permitted.
- Students to wipe down equipment such as iPad and laptops after use.

Specific arrangements for teaching and learning environments and break times

DET advises that:

*Maintaining a physical distance of 1.5 metres will not always be practical in education settings. Physical distancing is most important between adults.*

*Reducing mixing between different cohorts (either classes or year levels) is recommended as a precautionary measure to minimise risk of spread of transmission and aid containment in the rare event of a confirmed case of coronavirus (COVID-19) on site.*

At our school we will:

- Maintain physical distancing between staff as much as practicable when working in a classroom together.
- Utilise other rooms around the school for staff to congregate in small groups at recess and lunch breaks, to maintain social distancing of 1.5m.
- Utilise Webex meetings for large groups of staff.
- Suspend large meetings of students and adults including assembly, team-teaching classes together.
- Keep windows and doors open where practicable to promote fresh air flow indoors.
- Largely remain in the same classroom areas where possible for students and staff.
- Utilise outdoor learning for physical education depending on weather conditions.
- Separate different year levels when outdoors as far as practicable.
School offices and staff facilities

DET advises that:
As the greatest risk of transmission of coronavirus (COVID-19) in the school environment is between adults, close proximity between staff will be avoided where possible and especially in offices and staff rooms.

At our school we will:

- Spread staff workstations out as much as possible and limit the number of staff in shared offices, relocating staff to other spaces (e.g. library, PLC rooms).
- Where PLC teams exceed 5 teachers, staff will meet and plan via Webex.
- In line with other workplaces across Victoria, we will remind staff to maintain physical distancing from each other as much as possible in the reception, staff room and offices.

Cleaning and facilities management

DET advises that:

Environmental cleaning, coupled with regular hand hygiene, remains important to reduce the risk of coronavirus (COVID-19) transmission.

At our school we will:

- Continue extension of routine environmental cleaning, including progressive cleaning throughout the day to ensure that risks of transmission are reduced for high-touch services. See Department information about Access to cleaning supplies and services.
- Provide all classrooms with hand sanitizer and cleaning products, such as alcohol wipes, for more frequent cleaning as required.
- Consider carefully the necessity of using shared items or equipment e.g.: shared computers, class sets of teaching and learning materials, musical instruments etc ...
- Practise hand hygiene immediately before and after the use of shared equipment including maths manipulatives, classroom libraries and other equipment for lessons as required.

Sport and Recreation

DET advises that:

In line with community advice, reasonable precautions are still advised to reduce the risk of coronavirus (COVID-19) transmission in the context of sport and recreation.
Playground equipment can be used. However, students will be directed to practise hand hygiene before and after use.
Wherever possible, outdoor facilities will be used for physical education and recreational play.
Swimming and aquatic facilities will not be used.
We will encourage non-contact sports at this time. Hand hygiene will be practised before and after use of any sporting equipment.

Provision of routine care and first aid

DET advises that:

Physical distancing is not practical when providing direct care. In this situation standard precautions, including hand hygiene, are important for infection control.

At our school:

- Standard precautions as per DET Infectious Diseases policy and KPS First Aid Policy will be followed when providing first aid. For example, we will use gloves and an apron when dealing with blood or body fluids/substances.
- Hand hygiene will be practised before and after performing routine care or first aid.
- Additional Personal Protective Equipment (PPE), for example face masks, is not required to provide routine care or first aid for students who are well, unless such precautions are usually adopted in the routine care of an individual student.

Management of an unwell student or staff member

DET advises that:

It is important that any staff member or student who becomes unwell while at school returns home. While it is unlikely that a staff member or student who is unwell with flu-like symptoms will have coronavirus (COVID-19) there are some sensible steps schools can take while a student awaits collection by a parent or carer as a precaution.

This means that at our school:

- Staff and students experiencing compatible symptoms with coronavirus (COVID-19), such as fever, cough or sore throat, will be isolated in an appropriate space with suitable supervision and collected by a parent/carer as soon as possible. Urgent medical attention will be sought where needed. Unwell students will not be permitted to travel home unsupervised.
- Where staff or students are experiencing compatible symptoms with coronavirus, we will ensure hand hygiene, physical distancing and (where possible) use of a face mask. See DET guidance for the use of Personal Protective Equipment in education.
- Where students with complex health needs are being supported: In the context of schools supporting students with complex health needs, if the care of an unwell child or young person is to be prolonged (for example, because it will take some hours for a parent to collect a child) and maintaining distance is not practical when providing direct care, gloves, gown and eye protection will be considered if available.
• Health care plans, where relevant, should be updated to provide additional advice on monitoring and identification of the unwell child in the context of coronavirus (COVID-19).
• If a staff member is unsure whether a student is unwell in the first instance, we will contact the parent/carer to discuss any concerns about the health status of the student, and we will take a precautionary approach, requesting the parent/carer to collect their child if concerns remain. A trained staff member may take the temperature of the student, where appropriate, to support decision-making. Gloves will be worn for the purpose of taking a temperature.
• Staff or students experiencing compatible symptoms with coronavirus (COVID-19) should be encouraged to seek the advice of their healthcare professional who can advise on next steps. A medical certificate is not required to return to school after a period of illness, however staff and students should not return until symptoms resolve.
• If a student spreads droplets (for example by sneezing, coughing or vomiting), surfaces will be immediately cleaned with disinfectant wipes and using gloves.

Managing a suspected or confirmed case of COVID-19

DET has comprehensive procedures in place with the Department of Health and Human Services to manage suspected or confirmed cases of coronavirus (COVID-19) in schools.

• We will contact the Department of Health and Human Services on 1300 651 160 to discuss what to do next if a student or staff member:
  • is a confirmed case
  • has been in close contact with a confirmed case
• We will inform the Department by making an IRIS incident alert.

DHHS defines ‘close contact’ as someone who has either:

• had at least 15 minutes of face-to-face contact with a confirmed case of coronavirus (COVID-19)
• shared a closed space for more than two hours with someone who is a confirmed case.

RELEVANT RESOURCES (DET) and FURTHER INFORMATION

• DET Coronavirus (COVID-19) website:
• DHHS Coronavirus (COVID-19) website:
• DET Infectious Diseases Policy:
• DET Health Care Needs Policy
• Talking to your child about COVID-19:
• Department of Education and Training COVID-19 Advice Line – 1800 338 663
• Department of Health and Human Services Coronavirus hotline – 1800 675 398 (24 hours, 7 days a week)

**EVALUATION**

This policy was last updated on Monday, May 18th 2020 and will be reviewed weekly until the end of Term 2.