



Wembley
Primary School

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COVID-19 Return to School Policy

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.

Wembley 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.

Background

Wembley 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](#).

Scope

This policy applies to everyone in the Wembley 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.

Requirements

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 (flu-like symptoms) **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.
- Parents/carers are not to enter the school grounds or congregate at the school gates, apart from the following exceptions:
 - o parents/carers of Prep students experiencing separation anxiety
 - o parents/carers collecting child/ren early from class/sick bay

- o parents/carers delivering materials for their child/ren
- Parents/carers who need to access the school building must phone the school office on 9314 7054, to gain access to the school.
- Visitors to school grounds will be limited to those delivering or supporting essential school services and operations (e.g. student health and wellbeing services, specialist curriculum programs, maintenance workers).
- Visitors to ring doorbell to gain access to the school.
- Additional staff, including parent volunteers, are discouraged from attending school at this time. Activities dependent on and involving parents such as Parent Helpers are cancelled until further notice.
- We ask that parents/carers wishing to discuss any matters with a staff member to first use the options of either a phone call or email. If a face-to face meeting is required and agreed upon, it must meet the physical distancing requirements of 1.5m between adults.
- Parent/Teacher Interviews will replace Student Led Conferences for Semester One 2020, and will be held on Wednesday 24 June, using an online platform.
- All inter school sporting activities, transition processes and work experience placements will either take place virtually or will be cancelled.
- Excursions, camps and other non-essential large gatherings will be postponed until further notice.
- Monday and Friday assemblies will be conducted over the PA system.

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.

This means that at our school:

- The school grounds will be open and supervised from 8.30am until further notice.
- On Tuesday 26 May, all Prep to Year 2 teachers will be in the yard from 8.30am to welcome their students back to school.
- There are eight gates to the school grounds, all will be used for entry and exit until further notice.
 - o 3 in St Leonards Avenue (2 double gates)
 - o 3 in Wembley Avenue (2 double gates)
 - o 2 in Hawkhurst Street
- Gates will be designated to students, based on their surname (alphabetised) and are to be used for both entry and exit.

Student Drop-Off

- As we transition back to school, if possible, students in different year levels are to arrive at school from the following times, using their designated gate:
 - o 8.30am: Years 5 & 6 students
 - o 8.40am: Years 3 & 4 students
 - o 8.45am onwards: Prep to Year 2 students
- Siblings to arrive within the designated arrival time of the youngest child in the family.
- All students to be dropped off by 8.55am, after which the school gates will be locked.
- A staff member will be stationed at each gate from 8.30am to welcome students to school.
- If a Prep student experiences separation anxiety, parents/carers may spend some time with them in the school grounds on the Wembley Avenue front side of the school.
- If students can walk, or ride to school, they should do so.
- Where possible, only one parent/carer should accompany child/ren to school, however, we also encourage families to consider the 'walking school bus' model with neighbours and friends.

- If you drive your children to school:
 - Park safely, allow your child to disembark and walk into the school grounds
 - Move on so that others can use the parking space for drop-off
 - Do not double park
 - There is ample parking in surrounding streets and the grounds of the Yarraville Bowling Club

- All students are to enter the school grounds via their designated gate, by the first letter of their surname.
 - For **entry purposes only**, Prep students may also enter school grounds via the Wembley Avenue gates (Gates: 1-3 at the front side of the school)
 - Siblings of Prep students, who choose to enter the school grounds via the Wembley Avenue, may also enter through these gates.
 - If siblings have different surnames, then families may choose to enter the school grounds using either of their designated gates.
 - Any parent/carer bringing a group of children should enter all children through the gate designated to their own child. Similar arrangements can be made with regards to the pick-up of a group of children.

Surname Group	Designated Gate	Surname Group	Designated Gate
A - B	1 (Red)	C - D	2 (Purple)
E - G	3 (Blue)	H - K	4 (Orange)
L - M	5 (Yellow)	N - R	6 (Pink)
S	7 (Green)	T - Z	8 (Brown)



- The front side of the school (Wembley Avenue) will be made available to Prep students, for play prior to the 8.55am bell.
- The back assembly side of the school (Hawkhurst Street) will be available to students in Years 1 to Year 6 for play prior to the 8.55am bell.
- Children should not enter the school buildings before 8.55am.
- The first bell will ring at 8:55am, at which time children will line up at their designated line-up area and be supervised by their teacher as they enter the classroom.
- If your child/ren are late for school, contact the office on 9314 7054 to arrange entry to the school building.
- Children enrolled in the Before School Care Program may access the associated buildings (ie: Sports Hall and OSHC room).
- If your child is enrolled in any OSHC program, we refer you to their local policy with regards to their drop-off procedure.
- This process will continue for Prep - Year 2, after the Year 3 - Year 6 children return to school from Tuesday 9 June.

Student Pick-up

- Student dismissal will occur in two phases: Junior School (Prep-Year 2) & Senior School (Years 3-6)
- **Junior School and Onsite Learners (week 7 & 8):**
- All students will be dismissed through designated gates at 3:15pm.
- Year 1 & Year 2 students will be dismissed from their designated line up areas outside of the classroom and walk independently to their designated gate.
- Prep students will be walked to their designated gate, by a member of staff.
- Onsite learners will be dismissed at 3:15pm from their designated line up areas outside their allocated classroom.
- Parents/carers to meet their child/ren outside their designated gate.
- Parents/carers to observe physical distancing while waiting to collect child/ren.
- There will be no play in the school grounds after 3.15pm.
- If your child is enrolled in any OSHC program, we refer you to their local policy with regards to their pick-up procedure.

- **Senior School only (week 9 onwards):**
- All students in Years 3-6 will be dismissed through designated gates (see notes below) at 3:05pm.
- Students will be dismissed from their designated line up areas outside of the classroom and walk independently to their designated gate.
- Parents/carers to meet their child/ren outside their designated gate.
- Parents/carers to observe physical distancing while waiting to collect child/ren.
- If senior school students have arranged to walk home, then they should exit the school immediately and walk home straight away.
- Senior school students who have a younger sibling in the junior school will remain supervised in their classrooms until 3:15pm, when they will then be dismissed at the junior school dismissal time. Siblings are to meet within school grounds, in the vicinity of their designated gate.
- There will be no opportunity for play in the school grounds after 3.15pm.
- If your child is enrolled in any OSHC program, we refer you to their local policy with regards to their pick-up procedure.

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 measures, particularly on arrival to school, before and after eating, after blowing their nose, coughing, sneezing or using the toilet, before and after recess and lunch breaks. 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 two (2) full water bottles to school for use. Water to the drinking fountains will be turned off until further notice.
 - parents of children attending without two (2) full water-bottles will be called in order to ensure that arrangements are made.
- Staff and students are reminded to clean their mobile phones regularly. The [Personal Mobile Devices Policy](#) remains in place so students will not be handling their mobile phones during the school day.
- Sharing of food is not permitted. This includes food brought in for celebratory purposes.
- All food must be consumed in the classroom prior to exiting for break times.
- Canteen will operate for lunch orders including snacks. Online orders (through QKR) can be placed up until 10.30am on the day the order is required. No over the counter service will be provided for the remainder of this term.

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:

- Supervise student entry and exit to classrooms/buildings at all times, including the supervised movement to recess, lunch and other areas of the school.
- Where possible, external doors to learning areas should be used.

- Students and staff will largely remain in the same classroom areas where possible rather than moving for particular classes from room to room:
 - o Response to Intervention (RTI) will be realigned in response to this requirement and in order to meet our current student needs
- All Specialist classes will continue to operate within their Specialist rooms/areas, but with increased hygiene measures:
 - o external doors will be used for exit and entry
 - o hand sanitiser will be used on entry and exit
- Students will be allocated separate playground areas which will rotate on a regular basis:
 - o Program One: Tuesday 26 May-Friday 5 June
 - o Program Two: Tuesday 9 June-Friday 26 June
- Windows and doors to be open as appropriate to promote fresh air flow.
- Maximise the use of outdoor learning areas or environments with enhanced ventilation where possible and as practical depending on weather conditions.
- Staff will maintain physical distancing when working in a classroom together.

Staff Roles and Responsibilities:

DET advises that:

All staff are required to attend for duty commencing Monday 25 May in accordance with normal arrangements, making necessary adjustments to support physical distancing between adults.

All staff

From Tuesday 26 May, all staff will be required to assist in the maintenance of our daily operating procedures, such as: yard duty.

Classroom Teachers

Prep - Year 2

From Tuesday 26 May, teachers in Prep-Year 2 will provide onsite learning to all students, from within their classrooms.

There will be no remote and flexible learning for any child in Prep - Year 2, except for children with health or medical reasons.

Years 3 - 6

From Tuesday 26 May, teachers in Year 3 - Year 6 will continue to provide a remote and flexible learning program for their students. Teachers will provide this program from an onsite location. Onsite care and supervision procedures will continue to operate for students in Years 3 - Year 6, who cannot learn from home.

Specialist Teachers

From Tuesday 26 May, Specialist teachers will commence face-to-face learning with students in Prep - Year 2 as well as continuing to provide learning opportunities for students in Years 3 - 6 online.

Feedback will not be given during Week 7 to students in Years 3 - 6 and there will be no remote and flexible program during week 8, to enable Specialist teachers to plan for return to face-to-face teaching.

In addition, Specialist teachers will provide release to teachers onsite in weeks 7 & 8, in order to enable collaboration for Facilitator release and Collaborative Team Meetings.

From Tuesday 9 June, all Specialist classes will be taught onsite.

Education Support (ES) Staff

From Tuesday 26 May, Education Support Staff (ES) staff will commence providing 1:1 support onsite for funded students within Prep - Year 2. ES staff will continue to provide 1:1 support to Year 3 - 6 funded students, via Google Meet, as timetabled.

In addition, ES staff will provide support in classrooms as timetabled.

Response To Intervention (RTI Staff)

On Tuesday 26 May, our RTI staff will support students and classroom teachers in the return to face-to-face teaching, responsibilities include but are not limited to: providing additional assistance to students pre-identified as requiring additional support, supporting students within a specific year level within the classroom, and in response to any wellbeing needs.

From Wednesday 27 May, RTI teachers will commence assessment and benchmarking of Prep-Year 2 students, beginning with the Prep cohort.

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:

- In line with other workplaces across Victoria, we will remind staff to maintain physical distancing from each other as much as possible in the school office, staff room, BER and other shared areas.
- Limit access to the main staffroom to 12 people at any time. An alternative staff space will be created in the BER building:
 - Year 2 end of the BER will be partitioned, a kettle and microwave provided
 - The BER centre and Year 4 end of the BER can be used as a sit-down eating area
- Access to the school office is restricted to staff who work within that area and communication will be via phone or email

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 surfaces. See Department information about [Access to cleaning supplies and services](#).
- Shared items or equipment e.g.: computers and musical instruments to be cleaned on a regular basis.
- Playground equipment to be sanitised on a regular basis.
- Hand hygiene will be practised before and after use of shared equipment.

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.

- All playground and sports equipment can be used. 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. Where indoor facilities are used, we will limit the number of students.
- 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 [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, are 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 experiencing compatible symptoms with coronavirus (COVID-19), such as fever, cough or sore throat, will be sent home to seek medical attention.
- Students experiencing compatible symptoms with coronavirus (COVID-19), such as fever, cough or sore throat, will be sent home to seek medical attention.
- Where 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](#).
- 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).
- The first aid officer will take the temperature of a student when unwell.
- Staff and students should not return until symptoms resolve.

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:
 - o is a confirmed case
 - o 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.

Further information and resources

- DET Coronavirus (COVID-19) website:
 - <https://www.education.vic.gov.au/school/Pages/coronavirus-advice-schools.aspx>
- DHHS Coronavirus (COVID-19) website:
 - <https://www.dhhs.vic.gov.au/coronavirus>
- DET Infectious Diseases Policy:
 - <https://www.education.vic.gov.au/school/principals/spag/health/pages/infectiousdiseases.aspx>
- DET Health Care Needs Policy
 - <https://www.education.vic.gov.au/school/principals/spag/health/pages/healthcareneeds.aspx>
- Talking to your child about COVID-19:
 - <https://www.education.vic.gov.au/Documents/about/department/covid-19/talking-to-your-child-during-coronavirus.docx>
- 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)

Review

This policy was last updated on Friday 22 May and will be reviewed weekly until the end of Term 2.