

# Kingsley Park Primary School

## COVID-19 Policy for Term 4

### Purpose

The purpose of this policy is to outline to parents, carers and students how our school will be managing risk and other operational matters relating to Coronavirus (COVID-19) during Term 4, 2020.

Kingsley Park Primary School is committed to providing a safe learning and working environment for our students and staff. We ask for all members of the 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

Kingsley Park is following the advice for schools from the Department of Education and Training which can be found on the Department's website at: [Coronavirus \(COVID-19\)](#).

### Scope

This policy applies to everyone in the Kingsley Park community engaging in on-site learning or visiting school grounds. 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. Information specific to staff only and not directly relevant to students and their families is not included in this policy.

### Details

#### On-site learning and remote learning from home

We are pleased to advise that all students will return to full-time on-site learning commencing the week beginning Monday 12 October. All students are expected in their classrooms ready for learning time: this starts at 8.45am.

#### Term 4 priorities

We will continue to have in place strong measures to protect the health and safety of students, staff, families and the community. In addition to the health and safety measures outlined in this policy, we will be focused on three key priorities in Term 4:

##### **Mental health and wellbeing**

Our highest priority will be the wellbeing, particularly the mental health, of every student and member of staff. This means effectively mobilising all available resources to support our most vulnerable students and enabling staff to access the relevant support services. Staff will prioritise the re-connection of students to both collaborative learning time and socialising time with wellbeing activities and engaging tasks.

## Learning and excellence

Some of our students have thrived in the remote and flexible learning environment, others have maintained their learning progress, and some have fallen behind, despite their best efforts and those of their families and teachers. Our priority will be supporting both those who need it to catch up and those who have progressed to continue to extend their learning. We have made timetable changes to prioritise the Literacy and Numeracy morning blocks and have placed additional support staff in to classrooms to assist with student needs.

## Transitions

We will make every effort to ensure successful transitions for children moving from kindergarten into Prep, the Grade 6s moving into Year 7, and transition through the school to new year levels for 2021.

## Health and safety at school

Our school follows the Department and Victorian Chief Health Officer's advice and requirements in relation to health and safety. The health and safety measures relating to students are outlined below. These health and safety measures are regularly reviewed in line with the changing context of COVID-19 in Victoria. As a result, as Term 4 proceeds, some measures may no longer be required and/or new measures may be introduced.

### *Unwell students (including students who have been tested)*

- Unwell students **must** stay home.
- Where students have been tested for coronavirus (COVID-19) they are required to isolate at home and must not attend school until they are both symptom free and have received their results (provided the result is negative).

### *Managing unwell students at school*

- Students experiencing compatible symptoms with coronavirus (COVID-19), such as fever, cough, chills or sweats, shortness of breath, sore throat, runny nose, loss of smell or taste, 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.
- 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.
- Parent/carers of students experiencing compatible symptoms with coronavirus (COVID-19) will be encouraged to seek the advice of their healthcare professional who can advise on next steps. Students should not return until symptoms resolve.

### *Managing a suspected or confirmed case of COVID-19*

The Department 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. In accordance with these procedures:

- We will contact the Department of Health and Human Services on 1300 651 160 to seek advice if a student or staff member:
  - is a confirmed case
  - has been in close contact with a confirmed case
- We will inform the Department's Incident Support and Operations Centre who will support the school to make 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.

### *Face coverings*

- All school staff on site will wear face coverings unless exempt due to a medical condition or disability but may remove their face covering when teaching students.
- As we are a primary school, students are not required to wear face coverings regardless of whether or not they are aged 12 or over, but may choose to do so. Some children will need to wear them as they are more at risk than others or may be going home to vulnerable family members. We ask all students to respect this and their privacy by not questioning the wearing of masks.
- Parents are also required to wear face coverings whenever they leave the house, including for a school drop off and pick up. When travelling in a car alone, or only with members of their household, they do not need to wear a mask.

### *Physical distancing*

- Wherever possible we will encourage and support physical distancing of students however the Department and Victorian Chief Health Officer has acknowledged that physical distancing in schools is practicably difficult to achieve and has not mandated this practice.
- **Parents are asked to observe physical distancing requirements** (1.5 metres) whenever dropping off or collecting students from school and must not congregate at the school gate.

### *School arrival and departure arrangements for Term 4*

To support physical distancing at our school we have arranged for the following staggered departure times and entry/exit points:

- Parents have been asked to nominate their preferred school collection time (either 3.05pm or regular time of 3.15pm) and school side location (Franciscan Avenue or Gattinara Drive).
- Students will be walked to the gates by staff to meet parents.
- Students with siblings will have meeting points within the school (the flag pole for the front exit of the school, the canteen for the rear exit of the school or the bike shed if riding bikes together).
- Family collection times and locations must not change to eliminate any confusion for students.
- Prep students leaving on the Franciscan Avenue side of the school must be collected from Gate 2 only.

### *Reducing mixing between student groups*

Gathering of students in large, mixed groups will not occur. Students will not mix across classroom levels in confined space gatherings until restrictions are altered. Whole school assemblies will continue to occur virtually at 2.30pm each alternate Friday (odd weeks of term). Module assemblies will occur for students with additional spacing ensured and will be limited to 30 minutes duration. Emergency drills may still occur as needed.

### *Hand, food and drink hygiene*

- Hand sanitiser will be available at entry points to classrooms and the front office and sick bay. Students will be educated on the importance of this health and safety measure.
- All people on school grounds must undertake regular hand hygiene, particularly on arrival to school, before and after eating, after blowing their nose, coughing, sneezing or using the toilet.
- Where shared equipment is necessary, students will be required to exercise strict hand hygiene before and after use.
- Students must not drink from the school water fountains and must bring their own named water bottle for use and refilling at school.
- Students must not share their food.

### *Air ventilation*

- Wherever possible, we will increase fresh air into indoor spaces and maximise the use of outdoor learning areas and environments. This will include setting air conditioning units to use external air rather than recycling and keeping windows doors open with door stoppers to keep air circulating.

### *Temperature checks*

- Mandatory temperature testing of all students is no longer required. However, we will continue to heed Department and Chief Health Officer advice on this, and temperature checks may be reintroduced if the current levels of community transmission in Victoria increase.

### *Mobile phones*

- The Department and school's mobile phone policies continue to apply and we ask that students clean their phones regularly.

### *Health, Wellbeing and inclusions Workforces at school*

- Health and wellbeing staff (such as Student Support Services, Koorie Engagement Support Officers, Visiting Teachers and school nurses) will continue to provide support to students as required.
- This does not yet include external therapists or allied health officers yet. Parents will be advised when they can return to site.
- Please contact the school for further information if required.

### *Record keeping for contact tracing*

- To support contact tracing, we are required to keep a record of the name, contact details, date and time of attendance of all staff, students and visitors who attend on-site for more than 15 minutes.
- We are also required to record the areas of the school the person attended.

### *COVID-19 Safety Management Plan*

- Our school follows and implements the Department's COVID-19 Safety Management Plan, available at: [COVID19 Safety Management Plan](#).

## Attendance

Normal attendance notification requirements apply for all students. Please refer to our school Attendance Policy for further information.

Exceptions to attendance may exist for medically vulnerable students. The Acting Deputy Chief Health Officer has advised that decisions regarding school attendance should be informed by the nature of a child or young person's condition, its severity and intensity of required treatment. In most cases, the presence of common conditions of childhood, such as asthma, epilepsy or Type 1 diabetes, should not preclude a student from attending face-to-face learning.

In keeping with expert public health advice, some students may be at higher risk for severe outcomes or complications of coronavirus (COVID-19), for example those with chronic medical conditions. Any student with a chronic medical condition should seek advice from their medical practitioner about attending school on site at different stages in the coronavirus (COVID-19) pandemic.

Please also contact your child's classroom teacher or the office for further support and advice on how we can support your child in these circumstances.

Our school records student attendance in accordance with the Department's [Attendance Policy](#).

## School assemblies

Whole School assemblies will not take place face-to-face but instead will occur virtually each alternate Friday (beginning week 1) at 2.30pm.

## Camps and excursions

- Camps and excursions cannot take place. We will inform parents and students if this changes over the course of Term 4.

## Sport and recreation

Based on the Department and Chief Medical Officer advice and requirements as at 5 October 2020:

- Playground equipment can be used by students. However students should practise hand hygiene before and after use.
- Our playgrounds are not available for community use. (They can be if cleaned daily however, they are not cleaned daily therefore cannot be used by the community.
- Indoor sport is not allowed. Wherever possible students will participate in physical education or recreational play outdoors and will be discouraged from engaging in contact sport.

## Instrumental classes and food technology

- Choirs and wood/wind/brass instrument use is not permitted in schools except where required for essential assessments.
- Food preparation can continue with frequent hand hygiene and no sharing of food.
- As the sharing of instruments is discouraged, all students will take part in Visual Arts lessons for the remainder of term 4. We will not hold Performing Arts lessons this term.

## Canteen

Our school canteen is open for Term 4 and will operate with the highest hygiene practices. Only one parent helper can be rostered to assist on Friday in the canteen. We will also utilize helpers who have already assisted prior and who are aware of our strict hygiene standards before training new helpers.

## Visitors and school tours

Under Department and Victorian Chief Health Officer advice and requirements visitors to school grounds must be limited to those delivering or supporting essential school services and operations (e.g. student health and wellbeing services, cleaning and maintenance workers). This means:

- Parent volunteers must not attend school
- Parent-teacher information sessions and interviews will be conducted remotely online
- On-site school tours for prospective students and their families will not be conducted unless an exemption has been granted by the Principal to support essential educational planning and decision-making for students with disability or highly complex needs.
- Once restrictions are eased, we hope to be able to move to the below regional school models for our Prep transition:
- [for regional schools only] Children with disability starting school in 2021 are permitted to attend on site for individual assessments required for enrolment and transition planning that cannot be done remotely, including for the Program for Students with Disabilities.
- [for regional schools only] Small group kinder-to-school transition activities are permitted in schools in regional Victoria, such as parents, educators and children meeting a Prep teacher in a school environment. Group size should not exceed 10 people and no intermixing with other students at the school should occur.

Visitors to school grounds must comply with physical distancing and face covering requirements and practise good hand hygiene.

## School buses and transport

Students should practice hand hygiene before and after catching any form of public or school transport.

Physical distancing should be practised by both parents and students at bus stops, interchange locations and train stations.

## Outside school hours care

Outside School Hours Care will be available for students in accordance with their usual process. Further information is available from [www.campaustralia.com.au](http://www.campaustralia.com.au)

## Interschool activities

All interschool activities that involve on-site attendance by students from other schools eg; interschool sports or debating] will either take place virtually or will be cancelled.

## Communication between parents/carers and our school

Parents and carers are encouraged to contact the their child's classroom teacher to discuss any concerns or areas of need in regards to their child's learning, health, wellbeing or access to teaching and learning resources.

Some parents have requested that their children repeat the school year. Please note this has not been a lost year of learning, it has been a different year of learning. Students will not be able to repeat the year unless extreme circumstances prevail. Discussions regarding repeating a child will not be held until after week 5 when we have had a chance to review your child's learning levels and only if needed.

## Cleaning and facilities management

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](#).
- We will be practising hand hygiene immediately before and after use of shared equipment and at all times throughout the day.

## 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://www2.education.vic.gov.au/pal/infectious-diseases/policy>
- [DET Health Care Needs Policy:](#)
  - <https://www2.education.vic.gov.au/pal/health-care-needs/policy>
- [Talking to your child about COVID-19:](#)
  - <https://www.education.vic.gov.au/Documents/about/departments/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 Thursday 8<sup>th</sup> October and will be reviewed on a regular basis as the situation changes.