

22 May, 2020

Dear Parents and Guardians

It is exciting to be planning for the return of our students and staff to school. We understand that the return to school after a considerable period of remote learning may cause anxiety for some of our students. Please rest assured that staff, in particular the Leadership and Student Wellbeing Teams, are giving particular attention to identifying and providing support as required.

Our students and staff will return to a 'new normal, in which many arrangements have been put in place for the safety of all whilst the pandemic continues. All steps put in place follow health and safety advice which has been provided to the school. Whilst students may find the physical distancing arrangements which we have been put in place for all staff a little 'odd' at first, I ask you to reassure your daughter(s) that the Loreto care and support which underpins all our work will continue to shine through all interactions.

It will be essential for the wellbeing of all that no student or staff member comes to school when unwell, including with a cold, sore throat, cough or temperature. If your daughter has any of these symptoms, please seek medical advice before sending her to school.

A video is being created to assist students in understanding the changes made and what these changes will 'look like' on a daily basis.

Our return to school schedule follows that provided by the State Government.

**Monday 25 May** Planning day for all staff. **No classes for students.**

**Tuesday 26 May** All students in Years 11 and 12 return to school to resume learning onsite at school. Year 10 students are required at school for any VCE class that includes Year 11 students. Supervision for Year 10 students will be available if your daughter needs to come in for one period or a double period and wishes to work at school for the full day. Please use the previously provided link to the Google form to book your daughter in for supervision at school if required. Please note that Year 10 Religious Education classes will continue with remote learning.

**Tuesday 9 June** All students in Years 7 – 10 return to school to resume learning onsite at school.

Once a year level has returned to school, all students will be expected to return to school. Teachers will be in class with students and thus remote learning for that year level ceases. If you have received medical advice that your daughter should not at that time return to school, support will, as always, be provided but it will not be through the remote learning model. It is not possible for a teacher to be in class teaching and also be running remote learning classes. The support will be as per our regular procedures pre remote learning.

We received formal notification this morning of the excellent news that Year 12 *“written exams will be conducted between 9 November and 2 December 2020, so that ATAR scores can be calculated and VCE and VCAL students will receive their results before the end of 2020.”* This announcement now gives certainty to VCE students. We have been advised that *“The VCAA has worked closely with the Victorian Tertiary Admissions Centre (VTAC) on the 2020 exam schedule to deliver results before the end of 2020. This means that university offers for 2021 can be made to Victorian students in alignment with their peers around Australia.”* Excellent news! We have been informed that all VET classes will be completed on-line this term, until we are advised of any changes to plans.

The VET students will be allowed to sign out and go home as they are required to be on-line from 1.00 -1.30pm until 5.00pm for the remainder of the term, until further notice. Those students who decide to stay here will need to be supervised in the library, which will be the only spot available where there is supervision until 5.00pm.

As I advised in my letter last Friday, students will be able to place lunch orders through the Loreto Café but the Café will be closed. I express our appreciation to all parents who have volunteered to assist in the Café and regret to advise that we will not be able to welcome volunteers until we are in a position to open the Loreto Café. We look forward to welcoming all parent volunteers back when the school is advised that it is appropriate to do so.

The **health and safety** of all students and staff is a priority.

- Tubs with sanitiser, spray, paper and gloves will be provided in each classroom and work area.
- The school will be sanitised each afternoon (using a fog machine).
- **High touch areas:** High touch areas will be cleaned regularly: in addition to the standard daily clean, each room will be sanitised at the end of the day. Toilets and “high touch areas” will also be cleaned during the day. Initially this will be scheduled between recess and lunch.
- Hygiene arrangements are being put in place for any shared equipment in practical classes.
- Reminders to wash hands will be given.
- Each day, **temperature checks** will be taken in 2 Mentor Groups.
- **Windows and/or doors will remain open** to promote the air flow. Students may wear soft shell jackets throughout the day as the school will be a little colder than normal with doors kept open.
- Classroom furniture has been arranged to provide maximum space between tables.
- **Water bottles** are to be used by all students. The bubbler taps can be used to fill individual water bottles but are not to be used directly for a drink.
- **Arrival at school.** Where possible, we encourage your daughters to arrive early enough to allow a staggered access to lockers.
- For the remainder of the term, if your daughter has a timetabled **Physical Education** class, she may wear the **formal sports uniform only (including winter tracksuit pants)**.
- We encourage you to provide your daughter with her own little bottle of **hand sanitizer**. Sanitiser is available throughout the school. Please remind your daughter

not to use our school hand sanitizer to fill up her personal supply. We have enough for everyone if we all do the right thing.

- We are encouraging students to use the **e-version of her textbooks** where possible, to make her bag lighter and to minimise her use of her locker.
- We will be restricting mixing between different cohorts, both classes and year levels as a precautionary measure to minimise the risk of the spread of transmission and aid containment in the rare event of a confirmed case of COVID-19 onsite.

If your daughter(s) needs any particular assistance in the transition back to school, we are here, ready to support her. Please contact her Mentor Teacher or our Counsellors ([Counsellor@loreto.vic.edu.au](mailto:Counsellor@loreto.vic.edu.au)). We have been advised to reduce the number of adults on site where possible and thus ask that all contact with the school by parents or guardians initially be via a phone call or email. I thank you for your understanding of this requirement.

We are very much looking forward to welcoming your daughter back to school.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Judith Potter', with a stylized flourish at the end.

(Ms) Judith Potter  
Principal