



# **COVID-19**

## **RETURN TO SCHOOL (2) BOOKLET**

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**Students, Staff and Families**

**OCTOBER 2020**

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**LORETO COLLEGE BALLARAT**



**Loreto**  
COLLEGE BALLARAT | EST.1875

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# Staggered Return to School

Loreto College has been working continually to meet the health and safety guidelines of the Victorian Chief Health Officer, the Department of Education, the Catholic Education Commission of Victoria and the Catholic Education Office Ballarat. This document explains some of the measures that have been put in place and it also offers advice on ways in which you can minimise risk that you are exposed to.

2020 has been a uniquely challenging experience for all Australians. **Loreto College would like to again take this opportunity to thank all members of our community for the support they have provided and the flexibility with which they have approached each new stage of directives.**

It is important that all members of the school community focus on appropriate social distancing, personal hygiene routines and the wearing of masks.

## Guiding Principles

- Social distancing, the correct use of masks and personal hygiene are crucial to limiting the spread of Corona virus.
- The quality of our teaching and learning programs is a priority.
- Student connectedness to the Loreto community is also a priority.



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## Staggered Return

**Stage 1: Monday October 5 2020: VCAL students will be required at school. VCE assessment may be conducted at school. The GAT will be run at school on Wednesday October 7 for students enrolled in VCE Unit 3 subjects.**

Current arrangements for younger students, or vulnerable students, whose parents are considered essential service workers remain in place.

### **Stage 2: All students return Monday October 12 2020**

From Monday October 12<sup>th</sup>, Loreto College will resume on-site delivery to students from all levels.

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 as 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.





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# Parent Information

The consistent medical advice to schools throughout this pandemic has been

- if your child is unwell, please keep them at home and
- personal hygiene with hand washing, sneeze etiquette and social distancing is paramount
- if anyone in your household is displaying Covid-19 symptoms, please stay home until cleared by testing.

The school has invested in a significant range of new cleaning practices that includes

- purchase of a disinfecting machine
- regular cleaning of high traffic surfaces
- availability of wipes, spray cleaner, gloves and paper towel in all classrooms
- fixed seating arrangements in classrooms
- limited food preparation facilities.

Other items that are relevant to parents include

- restrictions of parents and visitors to the site. First contact between parent and school should be online.
- summer uniform is in place. Students with PE or drama classes may wear PE uniform all day as these classes might be conducted outside.
- student drink bubblers are only to be used for filling drink bottles
- school buses will be operating as normal but their arrangements do not come under school jurisdiction.
- The Loreto Cafe is operating on a morning-order only basis. The only canteen option is for students to make an online order before period 1 and to pay at the end of lunch, preferably with the exact money or by EFTPOS.

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. We thank you for your understanding of this requirement.

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# Student Return to School

## Before School

- **Lunches:** For the first few weeks you might find it simpler to bring your own lunch. The Loreto Cafe will only be open to online orders.
- **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 try and arrive early enough to allow a staggered access to lockers.
- **Dress warmly.** It is spring but we will have some cooler days so please dress according to the forecast. More doors and windows will be open than usual.
- Some subject specific items to keep in mind e.g. If a student has PE, dance or drama they will be able to wear their correct **PE clothing** all day.
- It is a good idea for each student to have their own little bottle of **hand sanitizer**. Please don't take our school hand sanitizer to fill up your personal supplies. We have enough for everyone if we all do the right thing.
- Use **e-version of textbook** where possible to make your bag lighter and to minimise your use of lockers
- **Face masks** should be worn in alignment with Victorian Government directives.

## On Arrival and Mentor Group

- **Phones:** A reminder that all phones are to be kept in lockers throughout the day. These can be briefly checked at the locker at recess and lunchtime.
- **Lockers:** Have a plan as to what you need to minimise time at your locker.
- Masks need to be worn at all times except while eating or participating in strenuous exercise.

## Classrooms

- Students are asked to not alter the **classroom set up**, even at lunch. Year Level Co-ordinators will ensure the desks and classroom set up is complete and maintained. The Staff desk is not be used by students at any time.

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- Students will be encouraged to **eat lunch outside the building**. Access to usual classrooms will be available on wet-weather days.
  - Students are requested to be more vigilant than ever regarding their rubbish and **cleaning of tables** at the end of recess and lunch. Spray cleaner and paper towelling are provided in each room.
  - **Doors** will remain open where possible, subject to weather conditions.
  - Please abide by any signs or floor markings that will facilitate physical distancing.



- Bell times: The arrangement will be the same as before the second lockdown where an extra minute was added to the change-over times between periods.

## General

- **Loreto Café** - The Loreto Cafe is operating on a morning-order only basis. The only canteen option is for students to make an online order before period 1 and to pay at the end of lunch, preferably with the exact money or by EFTPOS.
- If you use the **photocopiers**, there will be wipes nearby. Please use after you are finished.
- There will be **no assemblies** or activities combining students from different year levels or large gatherings or excursions until further notice.
- Be aware that staff are just physical distancing themselves, **they still like you**

## VCE Exams

We received formal notification 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 students 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.”*

The GAT will be conducted on Wednesday October 7.





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# Staff Information

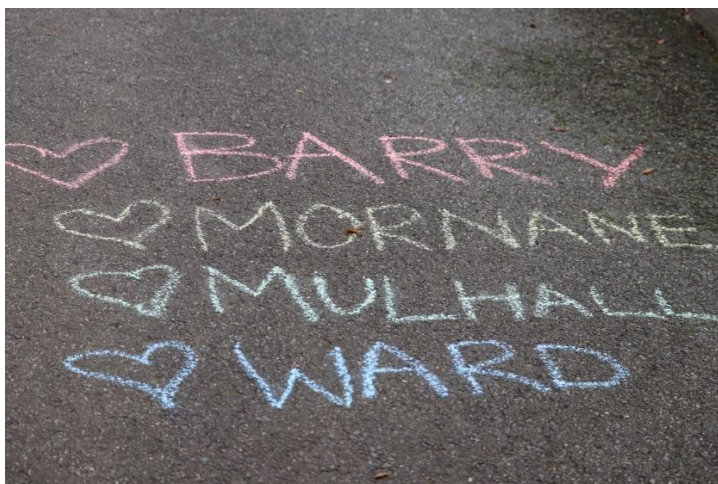
## Returning to Work at Loreto College, Ballarat

The school has continued to meet the guidelines of the Victorian Chief Health Officer and the Department of Education. We very much appreciate the contribution of all staff during this period.

## Staff Attendance at School

- **Teaching Staff**
  - From Week 2 teaching staff will be required to attend school at times when they are delivering on-site learning or supervision, including the allocation of additional classes and on-site duties. Whilst teaching staff are required to work remotely where possible they should avoid making multiple trips to and from the school site in the course of a single day and rather seek to attend on-site when necessary and return home once all duties requiring on-site attendance have concluded for the day.
- **Education Support Staff:**

Educational Support Staff will return to being on site in Week 2 unless other arrangements have been made through Jeff.



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## Health and Safety

- Tubs with sanitiser, spray, paper and gloves will be provided in each classroom and work area. If you notice an area without a tub, please contact Jeff Primmer
- **Face masks** and **face shields** will be available from Student Reception. Face masks or shields should be worn at all times (A teacher may choose to remove their mask while teaching from the front of the classroom)
- The school will be sanitised each afternoon (using the fog machine).
- **Shared equipment** – Faculty Leaders are asked to consider all equipment for practical classes that will be used this term and provide a schedule to Jeff Primmer for assistance with organising the hygiene arrangements for equipment.
- Sanitiser is placed around the school. A reminder to clean your hands after touching any item and at regular intervals during the day.
- **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.
- **Staff lunch room** - Maximum numbers at any one time in the staff lunch room is 25. In the same way as you bring your own cup, you should also bring your own cutlery and crockery for personal use.
- Cars cannot be parked on site.



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## Learning Spaces

- Staff members are advised to keep a 1.5 m distance from each other and from students. Students should endeavour to keep 1.5 metres distance from each other and must keep a 1.5 m distance from staff, except in an emergency (for example, injured whilst at school).
- Classroom furniture has been arranged to provide maximum space between tables. Please do not rearrange desks in any way.
- Subject to weather conditions, windows and/or doors should remain open to promote the air flow.
- Hand sanitizers/ wipes sprays cleaning cloths will be available in a tub in each classroom. Teachers are asked to please clean and sanitise the teacher's desk before you sit down.

## Teaching Practice

- Teachers have been provided with their own personal supplies of pens, whiteboard markers, dusters, and small hand sanitizers. Top-ups available from student reception.
- Student group work should be suspended, except where students are collaborating using digital technologies.
- Where possible student work should be submitted electronically. Feedback could be provided by the teacher via SIMON or Google classroom to limit the exchange of paper.
- For SAC tasks that must be handwritten, (unless other arrangements are in place) or if feedback is required within students' workbooks, teacher should sanitize their hands regularly.
- Do not use a student's pen or pencil to explain something visually. Always carry your own.
- If a student requires a visual explanation of something it would be preferable to do this on the whiteboard, or mini-whiteboard or computer from the front of the room.
- We recommend the avoiding of tasks which require students to write on the whiteboard at the front of the room.



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## Sharing Equipment in Practical Classes

In practical classes like Drama, Music, PE, Art and Food where equipment is often shared by students, a strong cleaning and sanitising regime must be introduced and maintained.

Use of equipment/properties: Minimise sharing objects with students - where possible ensure the students retrieve, clean, sanitise and return equipment into storage facilities themselves.

## Students Who Are Not Returning to School Because of Medical Issues

It is likely that some students will not return to school because of medical issues. Unfortunately, this will mean that we will need to continue to provide some on-line learning via your regular platform to these students.

It would be impossible and unreasonable to continue to deliver on-line learning in the form of Google Meets and recorded videos as teachers have carried out in the shutdown. However, we will have to provide instructions and resources to the girls as we have done in the past if the student was away sick. Allocating a buddy in each class to collect any handouts etc would also be advisable, providing all handouts electronically would be preferable.

Continuing to use Edrolo videos in VCE subjects would certainly assist students working from home.

Finally, if students are required to do SACs from home and a staff member is unable to supervise, please contact the Learning Diversity Team to assist you with this.

