
ARRANGEMENTS FOR:

RETURNING TO SCHOOL AFTER REMOTE LEARNING

All students will recommence learning at school from Monday 12th October. Remote and flexible learning will cease for all students, including take home learning packs.

Prior to this phase of return to school, Monday 5th October to Friday 9th October will be the last week of remote learning for students.

ALL CLASSES WILL START AS PER NORMAL AT 9.00AM FROM MONDAY 12TH OCTOBER 2020.

WE ASK THAT YOU PLEASE ARRANGE TO DROP YOUR CHILD OFF BETWEEN 8.40AM – 9.00AM TO ALLOW FOR THE NEW PROCEDURES.

To allow for an effective drop off process for children in the morning, wherever possible when dropping your child off, we encourage parents and adults not to enter the school grounds.

- We encourage parents to use the drop off zone on Cunningham Drive and continue on without leaving their car. Please note, the staff car park is not to be used for dropping off or collecting a child.
- If you are a parent and you wish to hand your child directly to a staff member, we ask that you enter the school grounds on Cunningham or Thomas Mitchell Drive, but do not move beyond the 'orange bollards' within the grounds.
- Staff will be available at all bollards and located around the school gates wearing hi-visibility vests to direct and assist your child to their classrooms safely, if needed.
- Students who attend Gleneagles are not to enter school grounds while walking to school.

PARENTS MUST NOT ENTER THE SCHOOL BUILDINGS AT ANY TIME WITHOUT AN APPOINTMENT.

Classrooms will be open from 8.40am to receive the children and settle in for a 9.00am start.

TO ALLOW FOR AN EFFECTIVE PICK UP PROCESS, WHILE PRACTISING SOCIAL DISTANCING WE HAVE ARRANGED THE FOLLOWING PICK UP TIMES FOR ALL STUDENTS. STUDENTS IN YEARS 2 – 6 WHO HAVE ALTERNATIVE ARRANGEMENTS SUCH AS WALKING HOME WILL STILL BE DISMISSED AT THE TIMES SHOWN BELOW.

Collection times are as follows with a school map attached also, highlighting the pickup point for each letter. If you have any questions please contact the school prior to Monday 12th October for further clarification.

- **3.00PM** **CHILDREN WITH SURNAMES STARTING WITH A TO D**
- **3.10PM** **CHILDREN WITH SURNAMES STARTING WITH E TO K**
- **3.20PM** **CHILDREN WITH SURNAMES STARTING WITH L TO Q**
- **3.30PM** **CHILDREN WITH SURNAMES STARTING WITH R TO Z**

We ask that if you are having to wait for your child on the school grounds, at the allocated alphabetised bollard, please maintain social distancing at all times.

Staff and students will watch for their parent/guardians arriving on the grounds or driving into drop off zones, although the following guidelines will be followed:

Prep students will only be allowed to leave the school grounds when their parent/guardian/sibling has arrived at the designated location at their allocated time. Prep students will be collected from their classroom and taken to the designated location (bollards) by staff in the first week back, 12th-16th October. To encourage their independence, from the second week back, 19th October, students will be dismissed from their classroom and sent to their designated bollards. Class teachers will be discussing this with children and staff will be monitoring the children closely to assist and reassure them if necessary.

Year 1 students may be collected by their parent/guardian/sibling from the designated location as shown at their allocated time, or will be directed to the drop off zone when they identify their parent's car. Year 1 students will be collected from their classroom and taken to the designated location (bollards) by staff in the first week back, 12th-16th October. To encourage their independence, from the second week back, 19th October, students will be dismissed from their classroom and sent to their designated bollards. Class teachers will be discussing this with children and staff will be monitoring the children closely to assist and reassure them if necessary.

Year 2 – 6 students will be dismissed from their classroom at their allocated time. Please discuss with your child what your arrangements are to collect them. This may include using the school pick up/drop off zones or the location as shown on the school grounds.

Where a student in Years 2 - 6 has a sibling in Prep or Year 1, they will be instructed to meet their brother/sister at the designated location. From that point students will be dismissed when they identify a parent/guardian or either begin to walk home or wait for their parent.

The school nurse monitors their return to school by checking attendance daily. If a student has returned to school the nurse will work with the class teacher to reassess the student's health if no other information is provided from the family.

- If a student returns to school after an unknown or illness related absence and no information has been provided from the parent, the nurse will conduct a health assessment at the earliest opportunity in the morning. Parents will be contacted if required.

MEDICALLY VULNERABLE STUDENTS

- In most cases the presence of common conditions of childhood, such as asthma, epilepsy, type 1 diabetes etc, should not preclude a student from attending face to face learning.
- However, some students may be a higher risk for severe outcomes or complications of COVID19, eg those with chronic medical conditions. It is recommended that parents of students with complex medical needs seek advice with their child's medical practitioner to support decision making about whether on site education is suitable. If your child is deemed medically vulnerable by their practitioner, please contact us to discuss a possible exemption from onsite learning.

STUDENT WELLBEING

- While we are very excited about the return to on-site learning, we are very aware that the transition back to school may cause difficulties for some students. If this is the case, please do not hesitate to contact your child's classroom teacher (through the school) to discuss how we can best support them.

CURRICULUM FOCUS FOR TERM 4

- In line with DET recommendations, we will have a strong focus on English and Maths in Term 4. This means that students will not be undertaking other curriculum areas outside of their Specialist classes this term. The purpose of this is to ensure that we can try and address gaps that may have arisen in these areas during remote and flexible learning as well as maximise new learning and extension at your child's point of need.

COVID SAFE ENVIRONMENTAL PROCESSES

THERE IS CURRENTLY NO

- Sports borrowing (students can bring their own equipment if they choose, however PLEASE NOTE that the school takes no responsibility for their property)
- Lunchtime clubs
- Student banking
- Cooking
- Playgroup
- Physical assemblies
- Any merging of classes, ie Investigations, buddies
- Term 4 excursions

PENDING FURTHER ADVICE

- Year 6 camp (a separate note will be sent to all year 6 parents of children participating in camp in the next two days)
- K-P Transition mornings, Info Evening
- 6-7 Transition – Orientation Day
- Year 6 Graduation
- Prep 100 days celebration
- 2 November Curriculum Day
- Catch Up Photo Day

CANCELLATIONS

Swimming and ALL singing concerts

YEAR LEVEL SPORTS

These can continue but be limited to non-contact sports. Sports should be held outside. On wet weather days, the gym should not be used for any mixed classes or entire year levels.

LIBRARY

The Library will be open for classes and borrowing for single classes only. Restricted to one library staff member permitted in the office at any time.

CHILDREN WILL HAVE ACCESS TO HAND SANITISER OR SOAP AND WATER IN THEIR CLASSROOMS.

CHILDREN WILL BE REMINDED TO FREQUENTLY USE SOAP/WATER OR SANITISER WHEN ENTERING A ROOM, USING SHARED EQUIPMENT, BEFORE/AFTER EATING AND GOING OUTSIDE.

THE SCHOOL HAS BEEN ASSIGNED ADDITIONAL CLEANERS THROUGHOUT THE DAY TO REGULARLY SANITISE HIGH TOUCH SURFACES, INCLUDING THE PLAYGROUNDS.

WHERE POSSIBLE AIR RECIRCULATION WILL BE MINIMISED AND THE INCREASE OF FRESH AIR INTO INDOOR SPACES BY OPENING WINDOWS AND/OR DOORS WILL BE ENCOURAGED.

IF BRINGING A CHILD IN LATE

- Please drop your child off at the MAIN school gate and send them into the office immediately. We request you wait until your child is in the front door before departing. Office staff will sign your child in and send them safely to their classroom.
- Your child will be marked on the official role as 'Late' or 'Morning Absence'.

IF PICKING UP A CHILD EARLIER TO ATTEND AN APPOINTMENT OR SIMILAR CIRCUMSTANCES

- Please telephone the office on **9706 2254** at least 15 minutes prior to pick up, to notify the office that you wish to collect your child early.
- Office staff will arrange for your child to be sent to the office safely, where they will be signed out on your behalf.
- Your child will be marked 'Early Departure' or 'Afternoon Absence'.
- Your child will then be escorted to the MAIN school gate at the drop off/pick up driving zone on Cunningham Drive.

IF YOUR CHILD IS ABSENT FOR THE DAY

Our normal school procedures are in place, please notify the office prior to 9.00am if they are to be absent for the day. If no notification is received they will be marked absent, and a notification will be sent requesting an explanation.

WHAT TO SEND YOUR CHILD TO SCHOOL WITH

- **School uniform for ALL children attending school**
- **Raincoat and/or umbrella (labelled with child's name)**
- **Lunch and Snack - there are no counter sales from the canteen**
- **Labelled water bottle (drinking taps are currently not accessible)**

UNIFORM SHOP

OUR SCHOOL UNIFORM SHOP WILL BE CLOSED FOR PARENT/GUARDIANS TO VISIT ONSITE

If you wish to place an order, we can arrange for delivery to your child in class on the next available uniform shop day, i.e. Tuesday or Friday.

TO ORDER

Please refer to our Uniform Shop price list attached (also available on our website and SkoolBag app) and determine what you require and the sizing before placing your order.

- a) Phone the school, read out your order and pay by credit card over the phone.

OR

- b) Email your order to the school and an appropriate phone number (and time/day) to ring you to process the payment by credit card over the phone (DO NOT provide your credit card details in the email)

OR

- c) Send the order and payment with your child in the morning. We will phone you and arrange payment processing over the phone. Ask your child to bring the order/payment to the office immediately upon arrival to school.

Please do not label garments or remove any tags until you are sure that product is acceptable. If you need to return items to school for exchange or credit, garments must be in the same condition as sold. Please contact the office via phone to arrange this.

Year 6 2021 Windcheaters will be available to purchase on line later in term 4 for delivery in 2021.

EDMODO ACCESS

With the return to on-site learning for our students on Monday 12th October, we will no longer be using the platform Edmodo to manage remote and flexible learning. To continue building the wonderful skills many of our students have developed this term, we will continue to use Edmodo for the distribution, submission and feedback of homework tasks.

CURRENTLY THE FOLLOWING STANDS

- **NO PARENT HELPERS WITHIN THE SCHOOL GROUNDS AT ANY TIME.**
- **OUR BANKING PROGRAM IS SUSPENDED UNTIL FURTHER NOTICE.**
- **OUR PLAYGROUP PROGRAM IS SUSPENDED UNTIL FURTHER NOTICE.**
- **THE CANTEEN WILL ONLY BE AVAILABLE VIA ONLINE LUNCH ORDERS.**
- **THERE WILL BE NO CASH OR PAPER LUNCH ORDERS ACCEPTED.**
- **THERE WILL BE NO OVER THE COUNTER SALES FOR STUDENTS DURING RECESS AND LUNCH EITHER.**
- **INSTRUCTIONS TO ORDER VIA THE QKR APP IS ATTACHED. PLEASE FINALISE YOUR ORDER PRIOR TO 9.00AM. LATE ORDERS CANNOT BE ACCEPTED.**

IF YOU LIVE OUTSIDE THE 5KM ZONE

You do not require a permit to drive your child to and from school if you live outside the 5km zone. Refer to the Department of Health website if you require more information. <https://www.dhhs.vic.gov.au/work-study-metropolitan-melbourne-second-step-covid-19>

TEMPERATURE CHECKING

The government has stated that based on current levels of community transmission in Victoria, mandatory temperature testing of all students on arrival to school will not be required in term 4.

However, at TMPS we will be temperature checking all adults who enter the school buildings.

FACE MASKS

All school based staff will wear face masks. Teachers and aides may remove their face masks while teaching and/or where there is a need for clear enunciation or visibility of their mouth. Primary school children are not required to wear a face mask.

Parents/carers are required to wear face masks whenever they leave the house, including for school drop off and pick up.

IF YOU HAVE BORROWED A DEVICE FOR REMOTE LEARNING (IPADS/LAPTOPS)

We are in the process of contacting families who have borrowed a device to arrange for the return of these next week. You will be provided with a time and location to return this device and cancel the agreement. Please contact us if you haven't arranged a time with us as we do need to stagger appointments. Please do not send the device back with your child.

MOBILE PHONE POLICY

Students may have become used to using mobile phones or devices during the remote learning period. With the return to onsite learning next week, all staff and students will be required to follow the guidelines of our Mobile Phone Policy. For students this means their devices will be locked away during the entire school day. Devices can be collected from their teacher at the end of each day.

IF YOU WISH TO SPEAK TO YOUR CHILD'S TEACHER OR NEED TO DISCUSS ANYTHING FURTHER REGARDING THE RETURN TO SCHOOL, PLEASE REFRAIN FROM ENTERING THE SCHOOL GROUNDS AND USE THE FOLLOWING FORMS OF COMMUNICATION:

Please phone us for any enquiries on 9706 2254. Alternatively, you can email your request or questions to thomas.mitchell.ps@education.vic.gov.au

Regular communications also occur via the following so please ensure you have access to these.

- ***Weekly newsletter on Thursdays (emailed & updated to SkoolBag and our website)***
- ***Direct letters to families (via email and SkoolBag)***

Unfortunately during this time a number of our usual programs and services will not be available. We ask that you please keep up to date via our weekly newsletter, website and our SkoolBag app.