



St Francis de Sales Catholic Primary School
626 Pascoe Vale Road Oak Park 3046
Tel: (03) 9306 9444 Email: principal@sfoakpark.catholic.edu.au
ABN: 87 246 330568



Guidelines and Strategies

The School may, from time to time, review and update these guidelines and strategies to take into account the advice from the Victorian Chief Health Officer and the Victorian Government to ensure the health and wellbeing of our students, staff and families is adhered to at all times.

Stage 4 Remote Learning

Remote Learning will remain in place for the week beginning Monday 5 October 2020 for all students and will cease on Friday 9 October 2020, except for Grades 3-6 Students who will continue with remote learning until Monday 12 October 2020.

Remote Learning Overviews will be available on the remote learning portal and the SkoolBag App.

Children eligible for onsite supervision will be permitted to attend school onsite for Week 1. The eligibility criteria will be the same as it is now.

Stage 4 Return to School

On **Monday 12 October 2020**, the **Grade Prep, Grade 1 and Grade 2** students will commence back onsite schooling. This is a normal school day for these students and school will finish at 3:15pm

On **Tuesday 13 October 2020**, **Grade 3, Grade 4, Grade 5 and Grade 6** Students will commence back onsite schooling.

Ceasing of our Remote Home Learning Program

All students are expected to attend on site once their grade level has returned to onsite learning. Exceptions may exist for medically vulnerable students. It is recommended that parents/carers of students with complex medical needs seek advice from the student's medical practitioner to support decision-making about whether onsite education is suitable; in line with advice for schools and families on medical vulnerability during the COVID-19 pandemic.

It is Important to note, once all grades have returned to school, all students will be expected to attend school as normal. This means if you choose to keep your child/children home after their grade level has returned to onsite schooling, we can no longer support their learning from home. This same approach is being taken by all Catholic and government schools in Victoria.

Digital Loan Devices

Upon returning to school, if you loaned a digital device for the remote home learning program, we kindly ask that Students return their loan device on their first day back to school to their classroom teacher. Classroom teachers will mark your child's name off the loan register.

It is important that all devices are returned by Tuesday 13 October 2020 to enable the devices to be cleaned and sanitised before students can start using them again in the classroom.

Please ensure you also return your cable charger with your device.

Temperature Screening

Based on the advice of the Acting Deputy Chief Health Officer, given the current levels of community transmission in Victoria, mandatory temperature testing of all students on arrival to schools will not be required in Term 4.

However, should community transmission of coronavirus (COVID-19) increase, temperature checking may be reintroduced for some schools.



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Students feeling unwell

Any student who is feeling unwell must stay at home.

In the event a student becomes unwell whilst at school, the Parent/Carer will be contacted and requested that the student be collected immediately. If the Parent/Carer is not able to collect the student within a reasonable timeframe, the Parent/Carer must have in place alternate arrangements for the student to be collected within a reasonable time. Any child with a temperature above 37 degrees will need to go home.

Face Coverings

From 11:59pm on Sunday 2 August 2020, all Victorians must wear a face covering when they leave home, no matter where they live.

A face mask that covers the nose and mouth is now the only permitted type of face covering. Face shields, scarves or bandanas do not meet these requirements.

Children and people aged 12 years and older should wear a face covering. Children under the age of 12 years do not have to wear a face covering but individual families can make their own decisions regarding their children.

Children who are 2 years old and under should never wear a face covering due to choking and strangulation risks.

Students who are aged 12 or over by Year 6 who are attending primary school are not required to wear face masks at school.

Parents/Carers will be required to wear face coverings whenever they leave the house, including for school drop-off and pick-up.

Victorians will now be required to wear a fitted face mask, covering the nose and mouth.

Please note and be aware: The School has been advised that Authorised Officers and Victoria Police will randomly patrol school zones and drop off and pick up times to monitor social distancing and wearing of masks.

Will face coverings be mandatory for teachers/ early learning/ day care/ kinder?

It is not compulsory for teachers, educators and carers to wear face coverings while teaching or caring for children as they can interfere with their ability to clearly communicate with students. Teachers, educators and carers can choose to wear face coverings if they wish when in the classroom/facility or when teaching or providing care for children.

Teachers, educators and carers should wear face coverings in other areas of the school/facility when not teaching.





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Working together and Social Distancing

I would like to remind our school community of the recommendations around keeping social distances between each other of 1.5metres and how this can be of benefit at school.

Social distancing includes ways to stop or slow the spread of infectious diseases. It means less contact between you and other people. With this in mind, for the wellbeing of our students, staff and broader community, **I kindly ask and encourage our school community to not congregate when coming to school.**

Parents and Carers are not able to come inside the school buildings.

Please kindly wait for your children in the allocated waiting areas.

Morning drop off Routine

From 8.30am onwards, children can be dropped off for school as follows:

- **Children in Grade Prep, Grade 1 and Grade 2** gather on the basketball court where teachers will bring them inside at 8:45am.
- **Children in Grades 3-6 must** go straight to their classrooms where their teachers will be waiting for them. Adults are **not** permitted to enter school buildings. Grades 3-6 children are **not** to gather on the basketball courts.
- **No parents should be congregating at the drop off zones.** Social distancing must be strictly adhered to at all times. Parents are kindly asked to please leave the school grounds once they have dropped off their children.
- Adults are **not** to enter school buildings.
- The first bell goes at 8:45am with the last bell going at 8:55am.

Afternoon Pickup Routine

Afternoon Pickup Routine

- **Children in Grades 3-6 will be dismissed from school at 3.20pm.** Dismissal areas are the basketball court and Church block area.
- **Children in Grade Prep, Grade 1 and Grade 2 will be dismissed at 3:30pm.** Dismissal areas are the basketball court and Church block area.
- **Older siblings** will collect younger siblings and will be dismissed at the earlier pickup time.

Afternoon Pickup Routine on a Monday

Afternoon Pickup Routine on a Monday

On Mondays, the dismissal time for each grade level is 10-15 minutes earlier at the allocated pick up zone depending on your child's grade. The children will be dismissed as follows:

- **Grades 3-6** children will be dismissed at 3:05pm.
- **Grade Prep- Grade 2** children will be dismissed at 3.15pm.



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No parents should be congregating at the pick-up zones. Social distancing must be strictly adhered to. Parents are kindly asked to leave the school grounds once they have collected their children. This will also aid with the flow of traffic leaving the school.

Entry/Exit points

It is important to note that all entry/exit gates are being opened to help facilitate the drop off and pick up of the students to their allocated zones.

Parking on the Basketball Courts Closed until further notice

Due to the change to our end of day dismissal, until further notice, the Basketball Court is closed for parking. Please allow sufficient time to find alternate parking whilst adhering to the carpark rules.

No access to school office and/or school buildings

All non-essential adults will **not** be permitted inside school buildings until further notice. This includes parents and carers.

By appointment only

To help stop the spread of coronavirus and in the interests of the wellbeing of our students and staff, we are asking parents not to come into the school office. Should you wish to discuss any matters with a member of staff, may I please encourage you to either telephone the School Office on 9306 9444 and/or send an email to the relevant member of staff outlining your query.

Payments to School Fees

Until further notice, the school office is unable to accept payment of fees in cash. Please kindly make payments by electronic funds transmission through your online banking or by telephoning the School Office on 9306 9444.

Water Bottles

Students will **not** be allowed to drink directly from the drinking fountains. Instead they should bring their own water bottle for use (and refilling) at school. **Please ensure you have packed your child's water bottle in their backpack daily.**

Celebrating Birthdays and/or special occasions

In the interests of health and wellbeing, families are not permitted to bring birthday cakes and/or party bags to school with the children to share with their class.

Birthdays will be acknowledged and celebrated in the classroom by the Classroom Teacher.

The sharing of food and drinks is strictly prohibited.

Face to Face Meetings

There will be no 'Face to Face' parent meetings. Parent meetings will continue to take place via Google Meet.

School Canteen

Until further notice, the School Canteen will remain closed.

Library Books

Until further notice, library books will **not** be loaned out to students. If you have any overdue library books at home, please kindly return these.



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Classroom Health and Hygiene

Each classroom is equipped with adequate hand sanitiser, antibacterial wipes, tissues and waste paper bins. These supplies will be maintained on a regular basis.

Deep Clean of School

A 'Deep Clean' of classrooms has been scheduled to occur on a regular basis. This includes the process of "fogging".

Classroom Cleaning

Classrooms will be cleaned every night. This includes wiping of door handles and high-touch surfaces.

Availability of Classroom Cleaning Products during the school day

Every classroom is provided with adequate cleaning products that can be used on high-touch surfaces during the day.

Masses, Assembly, Excursions, Incursions and Interschool Sport

Until further notice, there will be **no** Masses, assemblies, excursions, incursions, swimming and interschool sports.

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Bloom where you are planted