

RETURN TO SCHOOL – TERM 3 PARENT & STUDENT HANDBOOK

Greensborough College is a community of Courageous, Aspirational and Respectful learners. We promote Equality and see the potential for excellence in every student.

**COURAGE**

We show courage when we are determined to face new challenges and to help others do the same.

**ASPIRATION**

We show aspiration when we unlock our potential and help others to do the same.

**RESPECT**

We show respect when we are kind and considerate to everyone at our school and in the community.

**EQUALITY**

We show equality when we accept diversity at our school and in the community.

Greensborough College

9433 266

greensborough.sc@education.vic.gov.au

Department of Education and Training

5/25/2020

Staying Apart Keeps Us Together

As we enter Term 3 we return to Stage 3 measures in our shared responsibility to reduce the spread of COVID 19, the College has developed a plan. Following advice from the Chief Health Officer, the Victorian Government has advised that senior students, in Years 11 and 12, will return to school, to face-to-face teaching.

Students in Years 7-10 will continue with one further week of school holidays.

At Greensborough College, **Senior Secondary (Year 11 and 12 VCE and VCAL)** students will return to school at **11.00 am on Monday 13th July**. Year 10 students undertaking VCE studies, including VCE VET studies, should also attend school for those classes if they can.

All senior students are expected back at school to on-site, face-to-face learning for term 3. At Greensborough College this will begin **period 3 on Monday 13th July**.

Students are not required period 1 and 2. For those students who catch a bus to school they will be supervised in the Study Centre by a replacement teacher.

This will enable the whole staff to gather and have a staff meeting about the government directives.

Attendance For Senior Students

All Year 11 and 12 students are expected to be on site for face-to-face learning.

There is **no provision for** remote learning for these students. This does not apply to children who need to be absent for health or medical reasons. For those families, please contact Mr Glenn Jenner (Assistant Principal – Student Engagement and Wellbeing) so we can make an appropriate plan. This same approach is being taken by all government schools in Victoria.

Students in Year 10 undertaking a VCE subject should attend these classes on site this week, if they are able to. Please advise the absence line if your Year 10 student is unable to attend VCE classes.

Year 11 and 12 students who have study periods in the morning or the afternoon are permitted to sign in late and leave early. They will need to follow the documented procedures put in place in term 2.

If signing in late they must come to the office to have their **temperature checked**.

We ask that students do not congregate at Diamond Village if they are arriving late or leaving early. We need to work together to flatten the curve and eliminate the virus.

We also ask that students **do not** bring take away food or drinks onto the site as these containers could also be hazardous.

Arrival to School – NEW information

Students are not to be onsite prior to 8:40am.

Entry to the site is via two points only:

- Nepean Street for all pedestrian and car travellers.

- Nell Street for all bus travellers

Temperature Checks – NEW Information

Following the advice of Victoria's Chief Health Officer, you will be aware that the Victorian Government announced yesterday that all students at government schools in metropolitan Melbourne and Mitchell Shire will receive a temperature check every morning.

At Greensborough College we are committed to maximising health and safety measures for students and staff who attend on-site programs at the College. This is why we have introduced restricted gate access to the College's grounds next week, with students attending Greensborough College programs not permitted on-site earlier than 8:40am each morning. Students will **only be able** to access the College via Nepean Street or Nell Street if catching a bus from 8.40 am. Students attending late will be required to report to the office to sign in late and have their temperature taken. Students who have not had their temperature taken will not be allowed into class.

Under instructions from the Department of Education and Training, Greensborough College staff will assume responsibility for taking student temperatures upon entry into the College every morning. Where a student registers a temperature of 37.5 degrees Celsius or above, they will not be permitted on-site. Parents/Carers will be contacted to arrange for their child's immediate return home and will need to organise healthcare assistance, including testing for COVID-19 where necessary, prior to their child's return to school.

On Monday temperature checks will take place **period 3**. The staff will go to classes to collect this information. From **Tuesday 14th July** they will take place as students enter the College at either one of the two points.

To support the health and wellbeing of all our students and staff, our College will continue an enhanced cleaning routine and will encourage frequent hand washing. **If your child is ill or is feeling unwell, they must not attend school.** They must remain home and seek medical advice. Students requiring on-site First Aid will be initially assessed at the College and if required, arrangements for their **immediate collection** from the College is to be made by the parent/carer.

We will continue to implement the safety measures. Our mantra will be "Staying apart, keeps us together". We expect students to have learned and put into practice the behaviours around social distancing and hygiene. Students will see signage around the school that asks them to:

Follow the LAW

Look at how many people are in this area

Assess whether you should enter the space

Wait patiently for others to leave

Year 7 to 10 Students

The term 2 holidays have been extended for students in Years 7-10. **There will be no school this week for these students.**

The government has indicated that there may be a return to remote learning for these students. As soon as we have confirmation of the term 3 program for these students we will advise parents.

Students who need supervision this week

The school will provide a care and supervision program for students in Years 7 – 10 if they meet the following criteria:

- Their parents are essential workers who cannot work from home (Health, Education, Supermarket workers)
- They are vulnerable students who need extra support

If you require supervision for your child on any day this coming week (Monday 13th July – Friday 17th July), please complete the attached form and return to the school email by **Sunday 5.00pm** for planning purposes. Students who do not meet the criteria may not be able to remain on site.

School email: greensborough.sc@education.vic.gov.au

These students are required to wear the College Sports Uniform and will need to bring their netbook/laptop device.

Students who are returning to school on Monday will return from **11.00 am**. If these students catch the bus to school they are to report to the office on arrival where they will be supervised by a replacement teacher. The care and supervision program will begin at 11.00 am on this day.

Lockers – collecting equipment

There will be a plan for these students to collect items from their lockers this week in case of a return to remote learning. Students and families will be informed of the roster to clear out lockers.

More Information

As we receive further information from the Government and the Department of Education and Training we will communicate plans accordingly to families.

Facility Use and Operations during Term 3 (Until Further Notice)

Buses

Bus 1 and 2 as provided by the PTV and the DET will continue to run. Bus 3, which is largely subsidised by the College and run by Diamond Coaches, will continue to operate this week until further notice.

Canteen

The canteen will be **closed** until further notice due to the six week lock down.

Students will need to bring their own snacks and lunch to school. Students are not permitted to bring take-away food or drinks onto the site.

Students will **not have access** to kitchenettes or heating equipment.

Classes

VCE, on-site VET and VCAL classes will follow their normal timetable.

VCE/VCAL students and other students on site will utilise the toilet facilities in the C wing only.

School Health and Safety Measures

VCE/VCAL/VET Students

In response to COVID 19 and to assist in reducing the spread of the virus, when VCE/VCAL/VET students have study periods at the beginning or end of the day they can arrive late and leave early. There will be a sign in and out process in the Senior Study Centre. **This strategy will be in place until further notice.**

School Uniform

Students are to be wearing full school uniform as usual, and follow the uniform procedures as required. All school uniform is trans-seasonal, including the new uniform and the “old” uniform – that is the students can choose to wear the summer or winter garments that they are comfortable in.

The uniform shop will be open this term.

Laptops/Netbooks

All students are to bring their devices to school once they return to on site learning. There will be enhanced use of computer devices moving forward. Students are reminded to regularly sanitise their computer devices.

Mobile Phone Policy

The Government Policy regarding Mobile Phones remains in place. Phones can be turned on with the COVID SAFE app activated immediately before and after school. Schools are managed environments and students’ attendance is recorded and tracked so for contact tracing purposes students do not require their mobile phone with them during the school day. Students are reminded to regularly sanitise their mobile phone devices.

Ready to Learn

Students must bring their own equipment to school ready to learn. Sharing of equipment is discouraged.

Food and Drinks

Students on site must bring their own snacks, lunches and water/drink bottles. Senior students will not have access to microwaves or kettles until further notice. Water troughs will not be accessible however there is a tap that can fill water bottles outside the sports stadium.

Sporting equipment

School sporting equipment and facilities will only be used under supervision of the HPE teacher for educational purposes.

During recess and lunchtime, down-ball and basketball will be permitted with guidelines for the number of students within the allocated space. Crosses on the courts will indicate the number of students allowed.

Other Activities

Before and after-school training sessions for ADP students will not resume;

The High Performance Centre will remain closed;

Student Clubs (before/after school, recess and lunchtimes) will not resume;

Class incursions/excursions/camps will be suspended until further notice.

Greetings and physical contact

The College will support the government measures around no physical greetings such as handshakes, hugs, kisses, and elbow high fives. Greetings should be at a distance with a wave or a nod of the head. Students will be educated about this. We will be promoting this strategy via ***“Staying apart keeps us together”***.

Personal Hygiene

Students are urged to bring their own personal sanitising products. They must:

- Use hand sanitiser upon entering each class
- Clean their workspace at the end of each class – wipe down tables and chairs with cleaning products provided
- Wash their hands before and after eating
- Wash their hands before and after catching school transport
- Not share drink bottles, food, utensils or any school equipment
- Use hand sanitiser provided in the classrooms and around the college

Student Wellbeing

Our Student Wellbeing and Engagement Teams meet weekly to assess and support individual students with particular needs. We will be conducting an education program for the Years 7-10 students once they return to term3 schooling (whether face-to-face or remote).

If you have concerns about your child please contact the Year Level Leader.

School Wide Positive Behaviour Support and Student Management Procedures

Students will continue to be taught the practices and procedures around health and hygiene through an explicit return to school program, via visual cues such as signage and directions and through the School Wide Positive Behaviour Support process.

Students who forget the new procedures will be reminded by teachers and their peers. Students who consistently do not follow the practices around social distancing and hygiene will be managed through the College's student management process.

The reasons for these measures will be explicitly taught to students. For those students who deliberately breach the new measures, **the consequences will be escalated due to the seriousness of the pandemic** and the possible implications for such breaches.

We ask families to continually talk with their children about the pandemic and the measures that will be in place for a long time to come.

Access to the College Site

Schools have been advised to undertake steps to reduce the number of adults on-site as well as those congregating outside their schools at any given time.

The College will be accessible to those delivering, supporting or receiving essential school services and operations including:

- College staff
- Students
- Contractors, cleaners and maintenance workers
- Authorised visitors

Parents are not permitted on site unless authorised by the College. Any visit to the school by parents/carers is by appointment only.

Access to Greensborough College Administration – by Nepean Street Entrance only

Parents/Carers are to park in the street and to drop off and pick up students in the street. **Students can access the site from Nell Street, if travelling by bus or Nepean Street if travelling on foot or by car.** Student Temperatures will be taken at these points.

There will be **NO access to the** staff car parks. The gravel car park on the corner of Nell and Longmuir Street is now closed to all cars. Staff will be using the sealed car parks at the Nell Street end and the Nepean Street entrance. We seek your full support with this direction.

Please observe Signage around the site

Signage will be installed around the fencing of the site directing the general public not to enter the site between **8.00am and 6.00pm**. The College seeks your support with this as we do not have fences or locked gates at the moment (they are coming with the new building works to start in June and September).

Building Program

Building works have begun on the sports fields. You will see that a building site has been established with fencing and site sheds. There is no access to this area at all by staff, students, parents or the general public. The sports fields project will be completed by 1st April 2021 and the Pavilion will be completed by June 2021.

Office Hours and Access to Greensborough College site

Monday 13th July – Friday 17th July

Senior Students Return. Pupil Free Days for Staff to plan for the possibility of remote learning.

All staff working on site

Office Hours

- Mon-Thurs 8.30am -4.00pm
- Fri 8.30am -3.30pm

Visitors by appointment only

The rest of the term to be confirmed.

Access to the Office

Until further notice there will be no access to the office or the school site by parents/carers.

Payments can be made by telephone or on COMPASS.

Please contact the Admin Office if you require further information. On 9433 2666

Other Health and Safety Measures

- Staff will be practising social distancing.
- Students will be able play outside. All outdoor furniture, hand rails etc will be regularly cleaned as part of the enhanced cleaning program.

- Students will be required to bring their own water bottle for use at school. There will be limited taps available for the purpose of refilling water bottles. It should be noted that drinking fountains will not be available for student use.
- The movement of staff and students will be carefully managed and complemented with clear signage and access to sanitiser.
- Domain areas have established practices and procedures in each of their areas to ensure social distancing and hygiene practices are in place particularly in reference to using shared equipment (Science, Technology, PE)
- Non-contact sports will be encouraged. Hand hygiene must be practised before and after use of any sporting equipment.
- Resources and library books will be available for borrowing as usual. As these are high touch items, students will be encouraged to sanitise their hands upon entry. Hand sanitiser will be available for this purpose.

Hygiene

- Everyone can protect themselves and prevent the spread of COVID-19 by continuing effective hand hygiene.
- Enhanced hygiene measures will continue during the return to on-site teaching and learning.
- All students must undertake regular hand hygiene, particularly on arrival to school, before and after eating, after blowing their nose, coughing, sneezing or using the toilet.
- Hygiene requirements including handwashing must continue to be practised. Soap will be available for students in all toilet/washroom facilities.
- Parents/carers are encouraged to provide hand sanitiser for their child/children's personal use.
- Extended and increased cleaning arrangements have been introduced and will continue. This involves progressive cleaning throughout the day to ensure that risks of transmission are reduced for high-touch surfaces.
- Families are reminded that in accordance with Department guidelines, unwell students will be excluded from attending classes, must remain at home until symptoms resolve and seek medical assistance as required. Students requiring on-site First Aid will be initially assessed at the College and if required, arrangements for their immediate collection from the College are to be made by the parent/carer.

Managing a Suspected or Confirmed Case of Coronavirus (COVID-19)

- DET has procedures in place with the Department of Health and Human Services to manage suspected or confirmed cases of coronavirus (COVID-19) in schools.
- The College Principal will activate the established procedures if a student or staff member:
 - Is a confirmed case.
 - Has been in close contact with a confirmed case.
 - DHHS defines 'close contact' as someone who has either:
 - had at least 15 minutes of face-to-face contact with a confirmed case of COVID-19
 - shared a closed space for more than two hours with someone who is a confirmed case.
- Unless the College has a student or staff member in one of the two above categories, there is no need to take further action.
- A temporary school closure can only occur at the direction of the Regional Director. If a school has a confirmed case of coronavirus (COVID-19), the Department will work with the school to undertake a deep clean and the school will be made operational as soon as possible.

Meetings with Parents/Carers and External Providers

- Attendance on-site by non-essential visitors and parents will be limited. Where possible, staff are required to conduct meetings virtually or by phone. In extenuating circumstances face-to-face meetings will be organised by a member of the Principal Class Team.
- As a result, parent-teacher interviews will be conducted remotely in term 3
- Visitors to school grounds will be limited to those delivering or supporting essential school services and operations (e.g. student health and wellbeing services, specialist curriculum

Key dates

| | |
|---|---|
| Monday 13th July | Term 3 begins on site for Senior Students |
| Thursday 16th July | Year 11 into 12 Course Counselling on site |
| Friday 17th July | Semester 1 Reports available |
| Monday 20th July | Term 3 begins for Years 7-10 Students – To be confirmed |
| Tuesday 21st July | Careers Expo for Years 9 and 10 students – Remote and Webinar |
| Wednesday 29th July | Parent-Teacher Interviews – Remote for all students. No classes |
| Thursday 30th July | Year 10 into 11 Course Counselling – Remote |
| Wednesday 12th August | Curriculum Day – No classes |
| Wednesday 19th August | End of 6 week lockdown – To be confirmed |

POSTERS AND SIGNAGE

These posters will be around the College and are designed to teach and remind students of the correct behaviours regarding social distancing, personal hygiene and sanitising.

CANTEEN

Not open until further notice



To stop the spread of COVID 19 students should follow these guidelines.

Follow the L.A.W

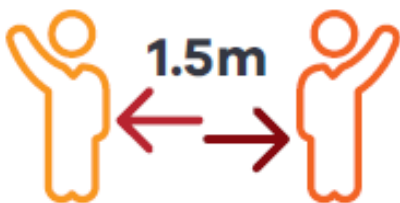
LOOK at how many people are in this area

ASSESS whether you should enter space

WAIT patiently for others to leave

- Follow the 1.5m Physical distancing measures
- Stand on the designated spots whilst queuing
- Only enter or exit the canteen from the correct door
- Follow staff instructions
- Show respect and be mindful of others and their space
- Be ready to order food when served
- Show restraint and do not share food or water/drink bottle

- keep 1.5m between yourself and other adults



- wash your hands regularly.



CLASS ROOMS



To stop the spread of COVID 19 students should access classrooms using the following guidelines.

Follow the L.A.W

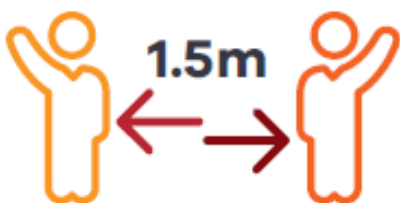
LOOK at how many people are waiting to enter or leaving

ASSESS whether you should enter space

WAIT patiently for others

- All students should be respectful when entering and leaving classrooms
- When in the classroom be respectful to your peers and teachers and practice the “hands off” suggestions
- Be respectful and follow your teachers instructions on physical distancing “hands off”
- Always wash your hands and sanitise your hands before going to class
- Help the teacher to sanitise the tables so you and others can feel safe

- keep 1.5m between yourself and other adults



- wash your hands regularly.



LOCKERS



To stop the spread of COVID 19 students should access locker bays using the following guidelines.

Follow the L.A.W

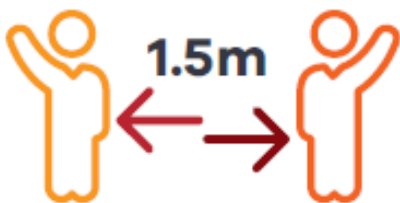
LOOK at how many people are in this area

ASSESS whether you should enter space

WAIT patiently for others to leave

- All students should be respectful when entering the locker bay and only enter when there is a small group of students present
- When in the locker bay please collect your books and other equipment in a timely manner to allow others time to access their lockers
- During recess and lunch students should not use the locker bays as a recreational area. Look for a new space around the school that can be accessed and used
- Wash your hands after accessing your locker and moving to your next class

- keep 1.5m between yourself and other adults



- wash your hands regularly.



PHOTOCOPIERS



To stop the spread of COVID 19 students should access Photocopies using the following guidelines.

Follow the L.A.W

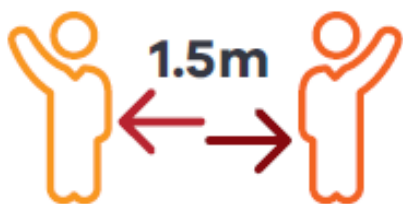
LOOK at how many people are in this area

ASSESS whether you should enter space

WAIT patiently for others to leave

- All students should be respectful when entering the photocopier rooms/areas
- When at the photocopier do your copying as quickly as possible
- Sanitise your hands after accessing the photocopier and move back to class quickly

- keep 1.5m between yourself and other adults



- wash your hands regularly.



RECESS AND LUNCHTIME



To stop the spread of COVID 19 students should follow these guidelines during recess and lunchtimes

Follow the L.A.W

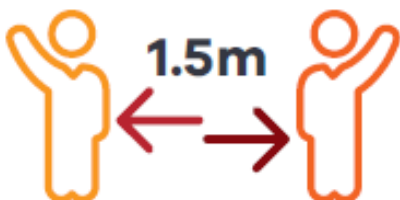
LOOK at how many people are in this area

ASSESS whether you should enter space

WAIT patiently for others to leave

- Show respect and follow staff instructions
- Show respect and be mindful of others and their space
- Be ready to order food when served if in canteen
- Show restraint and do not share food or water/drink bottles

- keep 1.5m between yourself and other adults



- wash your hands regularly.



SENIOR STUDY CENTRE



To stop the spread of COVID 19 students should access classrooms using the following guidelines.

Follow the L.A.W

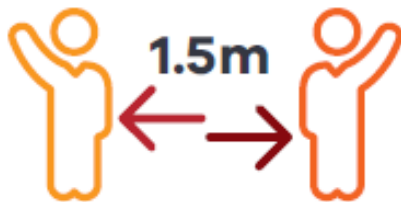
LOOK at how many people are waiting to enter and are in the space

ASSESS whether you should enter space

WAIT patiently for others

- All students should be respectful when entering and leaving the study centre
- When in the study centre be respectful to your peers and teachers and practice 'hands off'
- Be respectful and follow your teachers instructions on physical distancing
- Always wash your hands and sanitise your hands before going to the study centre and before entering your next class
- Help the teacher to sanitise the tables so you and others can feel safe

- keep 1.5m between yourself and other adults



- wash your hands regularly.



TOILETS



To stop the spread of COVID 19 students should access toilets using the following guidelines.

Follow the L.A.W

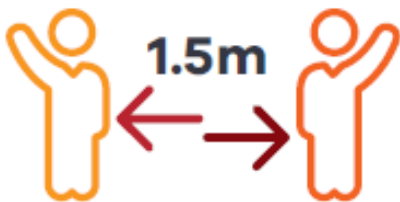
LOOK at how many people are in this area

ASSESS whether you should enter the space

WAIT patiently for others to leave

- All students should be respectful when entering and leaving the toilets
- When in the toilet try to be as quick as possible
- Be respectful with school facilities
- Always wash your hands and sanitise your hands after accessing the toilets and move back to class quickly

- keep 1.5m between yourself and other adults



- wash your hands regularly.



