



WELCOME BACK!

Monday 12th October - All Students Return To School



Hartwell Primary School

Return to School Guidelines

WELCOME BACK... we are very excited to see everyone next week, please be aware of arrangements for this term.

Following advice from the Victorian Chief Health officer and as announced by the Victorian Government, Victorian government schools will begin a transition back to on-site schooling for students.

These guidelines have been written to support the Hartwell Community to make an effective transition back to on-site schooling.

Thank-you again for your ongoing support of your children, your families, and the Hartwell staff and in particular your flexibility throughout this challenging time.

Monday 12th October - All Students Return To School

In accordance with the advice from the Department of Education and Victorian Chief Medical Officer we will be implementing a number of 'actions' to support a safe return.

Attendance

All students are expected to attend on site once schools have returned to on-site learning. Exceptions may exist for medically vulnerable students. Remote learning access will not continue.

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 on-site education is suitable.

If your child has any symptoms of Covid-19 we ask that you keep them at home, conduct a test/seek medical support. We will contact parents for immediate collection should a child be displaying symptoms of Covid-19 and is unwell.

Students Who May Be Medically Vulnerable

The Acting Deputy Chief Health Officer has advised that an individual assessment is always recommended and decisions regarding school attendance should be informed by the nature of a child or young person's condition, its severity and intensity of required treatment. In most cases, the presence of common conditions of childhood, such as asthma, epilepsy or Type 1 diabetes, should not preclude a student from attending face-to-face learning. In keeping with expert public health advice, some students may be at higher risk for severe outcomes or complications of coronavirus (COVID-19), for example those with chronic medical conditions. Any student with a chronic medical condition should seek advice from their medical practitioner about attending school on site at different stages in the coronavirus (COVID-19) pandemic. Given most of these conditions are rare in children, it should be an uncommon event for a child to be determined by a medical practitioner to be unable to return to school due to an ongoing medical reason raising concerns about coronavirus (COVID-19), outside of an acute illness.

We ask that you contact the school, in particular your home-group teacher to alert them of any medical conditions in order for us to support your child. Where possible an updated asthma plan, medical plan would be appreciated.

Staggered Start and Finish to the School Day

To reduce the number of adults congregating outside the school at any one time, including parents and carers at peak times such as drop off and pick-up we will implement the following staggered start and finish times.

	Families with surnames that start with A-L	Families with surnames that start with M-Z
Start/drop off time:	8.45 - 9.00am	9.00 am - 9.15 am
End of Day/pick-up time	3.00 - 3.15pm	3.15 - 3.30 pm

The following entry and exit points have been allocated to year levels, again to reduce the number of adults congregating outside the school.

For families with more than one child attending Hartwell, the eldest child in each family is to gather the younger siblings and meet their parent/carer at the youngest child's pick-up gate.

All other year levels may enter and exit via the nearest gate to meet a family member or return home.

Preps	Oberwyl Street Gate
Year 1	Milverton Street Gates
Year 2	Merton Street Gate

Please note there will be a staff member at each gate to ensure students are safely supervised and students and parents feel confident with the arrival/departure from school. Staff will ensure that students sanitise their hands upon entering and exiting the school grounds. ****Upon entering the school students will go directly to their classroom.****

Staggered Recess and Lunch

As you are aware, we already have two lunch times at Hartwell Primary School. This will continue to assist with our Covid-Safe plan at Hartwell. Unfortunately the library will not be open at lunchtime.

Please note - the library will not be open during lunchtimes.

School Activities

School assemblies, excursions, incursions, choirs, interschool sport, camps and other Non-essential large gatherings will be postponed for the time being. We will aim to utilise video conferencing for our whole school and year level assembly.

Instrumental Music lessons will begin onsite during the term. The teachers will advise you of the start date. Again, no parents are allowed onsite for drop off or pick-up, please arrange to meet at the school gates.

Onsite Access for Parents/Carers/General Visitors

Unfortunately at this time **parents/carers are not to enter school gates unless given permission from the school.**

Perhaps the most important action school communities can take to reduce the risk of transmission of coronavirus is to ensure that any unwell staff, children and young people remain at home.

Whilst we are advised that the risk of transmission of the virus is very low, staff or students most at risk of severe illness should individually assess appropriateness for on-site attendance at this time with support from their medical practitioner.

As the main risk of transmission of coronavirus in the school environment is between adults, it is important that visitors to school grounds are limited to those delivering or supporting essential school services and operations.

Parents will be rung and invited onto school grounds for emergencies only. They are asked to ring the school office should they require access to the main school building.

Canteen

The canteen will resume with a limited menu from Monday 12th October. Orders can be made as usual online.

OSCH – Camp Australia

Out of School Hours Care will resume as normal. If your child attends before or after school care please drop and collect your child/ren as normal. These children will go straight to their classroom following completion of the morning OSHC program and be supervised as normal until the afternoon program commences.

School Owned Devices

School owned ICT devices loaned to students can be kept at home for the time being. Further information will be sent shortly. We ask that you keep these safely in a cupboard with the charger. This is in case we have a temporary shutdown due to an active case and need to return to remote learning.

Please remember the school devices are NOT FOR PLAY and no software should be downloaded onto them.

We will call all devices back in during the first week of December.

Library Books and Reading Materials

Our students will be able to borrow from the library. ALL books will be wiped on return prior to borrowing. At this stage take-home books will not be sent home, this is due to the difficulty in ensuring the cleaning of them during the school day. We will keep you updated should anything change in this regard.

COVID-Safe Principles for Schools

All schools have developed a Covid-Safe Plan which is constantly reviewed. Our plan covers the following areas:

Reinforce COVIDSafe behaviours*	Create COVIDSafe spaces	Promote COVIDSafe activities	Respond to coronavirus (COVID-19) risk*
<ul style="list-style-type: none"> Stay home when unwell* Practise good hygiene* Ensure physical distancing (1.5m) * Wear a face mask* (students 12 years and older in secondary school, and staff. Staff are not required to wear face masks while teaching, but can if they wish to do so) Avoid interactions in enclosed spaces* 	<ul style="list-style-type: none"> Make hand hygiene easy Keep surfaces clean and implement enhanced environmental cleaning and disinfection Promote outdoor air ventilation and do not have air conditioners on recirculate 	<ul style="list-style-type: none"> Limit school access to outside visitors where possible Reduce mixing between groups Create workforce bubbles* Adapt, modify or defer higher-risk activities Move activities outdoors where possible, weather permitting 	<ul style="list-style-type: none"> Keep records and act quickly if someone becomes unwell* Use personal protective equipment Clean and disinfect appropriately if a staff member or student has been unwell at school Manage individual risk

At Hartwell the following is in place:

Strong Hygiene Practises

- All staff and students will undertake regular hand hygiene, particularly on arrival to school, before and after eating, after blowing their nose, coughing, sneezing or using the toilet. At the commencement of every 100 minute block students will wash their hands with soap and water. This will be directed and supervised by staff.
- Students have been provided with their own pencil case and materials for use.
- Students are to bring in their own drink bottle. Students will not be able to use drinking fountains.**
- Staff and students will be reminded to clean their phone and devices regularly. Teachers in the Year Levels will collect student devices as per our Mobile Devices Policy.
- Temperature Checks onsite will only occur if a child seems unwell/ or is displaying symptoms.

Health and Safety Measures at School

- 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 services.
- As per the direction of the Victorian Chief Health Officer, school playgrounds equipment can be used. However, students will need to practise hand hygiene before and after use. The playground will also be wiped down by our cleaners as part of the enhanced cleaning program.
- We have reduced the need for using shared equipment, particularly in Specialist lessons. In some areas the lesson content has been adjusted to support this.
- For the time being, students are not allowed to bring equipment/belongings from home including soft toys, footballs, Pokémon cards etc.

Face Masks in Schools

All school-based staff must wear face masks at school, and when travelling to and from school. Schools must ensure that staff wear face masks when required. Parents must wear a mask when travelling to and from school. 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.

Teachers and education support staff are not required to wear face masks while teaching, but those who wish to do so, can. Teachers must wear face masks in other areas of the school when not teaching (for example, in the staffroom, on yard duty and when providing first aid or taking temperatures), and when travelling to and from school.

Health, wellbeing and inclusion staff are required to wear face masks, unless an exemption applies, including the need for 'clear enunciation or visibility of their mouth' (for example, when undertaking a speech therapy intervention or working with individuals who are deaf or hard of hearing).

Students and Face Masks

Students who attend primary school for on-site supervision, including students in Prep to Year 6 who attend a P-12 school, are not required to wear a face mask. Students who are aged 12 or over by Year 6 who are attending primary school are not required to wear face masks at school.

Some students and staff are exempt from these requirements. This includes students who are over the age of 12 and are unable to wear a face mask due to the nature of their disability. This also includes students or staff who have a medical condition, such as problems with their breathing, a serious skin condition on the face, a disability or a mental health condition.

Physical Distancing

Close attention and proactive management will be provided to ensure physical distancing between staff, these include:

- Three functional staffrooms - downstairs in the main building, upstairs (opposite Science room) and at the bottom of the BER near the library. The downstairs staffroom is to be used by office staff, Principals, Aides and P-2 staff only. The other two staffrooms are designated for Specialist and 3-6 teachers.
- All staff meetings will continue to be held via WebEx.
- While team-teaching is something that we usually encourage at Hartwell Primary School, in this unique situation, staff will only teach their own class (with the exception of specialist teachers). Reducing the mixing between different cohorts (classes and year levels) is recommended as a precautionary measure to minimise the risk of spread of transmission. Please note, classroom walls will remain open to promote fresh air flow indoors. Teachers will be encouraged to maximise the use of outdoor learning areas.
- Should there be a confirmed case of COVID19 we will follow the department guidelines to manage this situation.
- A common sense approach needs to be used with regards to teacher offices. Remember staff need to remain 1.5m apart.

All school based staff must wear face masks at school. Teachers and education support staff are not required to wear face masks while teaching, but those who wish to do so, can. Teachers must wear face masks in other areas of the school when not teaching (for example, in the staffroom, on yard duty and when providing first aid or taking temperatures) and when travelling to and from school.

And finally...

Please remember that you can contact the school via phone (9889 4012) or email: hartwellps@edumail.vic.gov.au should you need any support or have any concerns. Our focus for the end of year is re-connecting the students with their peers, health and wellbeing, the core areas of literacy and numeracy and ensuring our students positively transition into 2021.

Thank you for the support you have given to us during this extraordinary time, we look forward to seeing everyone next week.

Kindest regards,

The Hartwell Team

QUICK REFERENCE OF PERMITTED SCHOOL ACTIVITIES (from current Term 4 Operations Guide)

COVIDSafe behaviours

Key actions for schools	Metropolitan Melbourne (Second Step)	Regional Victoria (Third Step)
Temperature checks	NO	NO
Face masks	YES	YES

Create COVIDSafe spaces

Key actions for schools	Metropolitan Melbourne (Second Step)	Regional Victoria (Third Step)
Enhanced environmental cleaning	YES	YES
Enhanced hand hygiene facilities	YES	YES
Enhanced ventilation	YES	YES
Community use of school playground	YES*	YES*
Libraries (for borrowing and as a learning space)	YES	YES

*with daily cleaning

Promote COVIDSafe activities

Key actions for schools	Metropolitan Melbourne (Second Step)	Regional Victoria (Third Step)
School tours	NO	NO
Excursions	NO	YES
Community pool use (outdoor pool only)	YES	YES
Incursions	NO	NO
School photos	NO	NO
Camps and overnight stays	NO	YES
Assemblies (whole school)	NO	NO
Assemblies (year level)	NO	NO
Formals	NO	NO

Key actions for schools	Metropolitan Melbourne (Second Step)	Regional Victoria (Third Step)
Graduation ceremonies	NO	NO
Kinder transition program (Small group)	NO	YES
Year 7 transition programs	NO	NO
Non-contact sports (indoors)	NO	NO
Contact sports (indoors)	NO	NO
Contact sports (outdoors)	NO	YES
Non-contact sports (outdoors)	YES	YES
Interschool sports (Outdoor only)	NO	YES
Intraschool sports	NO	YES
Other interschool activity (such as debating)	NO	NO
Singing, brass and woodwind classes and groups	NO	NO
Swimming (school-based pool)	YES	YES
Professional development (face to face)	NO	LIMITED

Respond to coronavirus (COVID-19) risk

Key actions for schools	Metropolitan Melbourne (Second Step)	Regional Victoria (Third Step)
Keep visitor records	YES	YES
Maintain adequate PPE supply	YES	YES

CORONAVIRUS (COVID-19) RESTRICTIONS REMAIN IN PLACE

If you are unwell, please stay at home.

Please do not enter if you have any of the following symptoms:

- loss or change in sense of smell or taste
- fever
- chills or sweats
- cough
- sore throat
- shortness of breath
- runny nose
- in certain circumstances headache, muscle soreness, stuffy nose, nausea, vomiting and diarrhoea may also be considered.



For detailed information visit:
www.coronavirus.vic.gov.au