



Return to School Plan – Updated June 5 2020

All decisions that have been made at Bimbadeen Heights PS regarding students returning to school are informed by Department of Education and Training guidelines and advice from the Victorian Chief Health Officer.

3-6 Students Return to school: Tuesday 9 June

Once students have returned to on-site learning, all students will be expected to attend school as normal. This means if you choose to keep your child/children home, we can no longer support their learning from home.

Children with Health and Medical Conditions

Children who need to be absent for health or medical reasons will be continued to be supported to learn from home. Parents/carers of children with health or medical conditions that prevent their return to school, will need to provide medical documentation from your child's medical practitioner that supports their child's need to continue learning from home. Principal approval is required for continued remote learning which is only to occur in exceptional circumstances. For those families, please contact the school so we can make an appropriate plan for your child.

What if my child is well and I choose to keep them at home?

During this unprecedented time, parents/carers may wish to keep their children at home, even when their child's year level has returned to school, and the child is healthy and well. If you choose to keep your child at home, they will be deemed to be absent. Please ensure you enter their absence on Sentral each day as per our usual absence process.

All school staff will be working from the school site from Monday 25 May, with exceptions for some staff in identified risk categories, based on medical advice. If your child's class is impacted, we will contact you directly.

A-Z Guidelines for Families

Canteen

- Due to current restrictions, our canteen service will not be in operation until further notice.

Cleaning

- Additional cleaning services have been organised for the school including the continual cleaning and sanitisation of classrooms and learning spaces, toilets and playground equipment during the day
- The school has plentiful supplies of hand soap for toilets and classroom use which will be replenished throughout the day.

Contacting the School

- Parents/carers are asked to contact the school by phone on 9726 9989 or email to bimbadeen.heights.ps@education.vic.gov.au as required, rather than to visit the office on-site (e.g. to request or complete a form, to make a payment, to request information etc)
- If your child is arriving late or departing early, please approach the main doors to the school office and a member of our Administration team will assist you.

Drop off and Pick up

- Strictly no one allowed on the grounds until 8:45am
- Staggered drop-off and pick up times will be implemented to enable social distancing between parents/carers. These times are designated by family surnames:
 - **A-K**
 - **Drop-off 8:50am-9:00am**
 - **Pick up 3:20pm-3:30pm**
 - **L-Z**
 - **Drop-off 9:00am-9:10am**
 - **Pick up 3:30pm-3:40pm**
- It is crucial that these times are strictly followed, we ask parents/carers not to gather in groups, and ensure students are not to be playing in the school grounds before or after school
- Children booked into OSHClub are exempt from these staggered times and will attend class 9:00am-3:30pm

- From 9 June, all students are to be dropped at the gates with no adults entering the school grounds
 - Families are encouraged to use all three gates along Hayrick Lane and the rear entrance to the school on Orrong Road to enter the school
 - We will be increasing our staff on before and after school yard duty and supervising the areas near these gates.
- If you have exceptional circumstances and need to accompany your child inside the school grounds, please contact your child's teacher directly
- Students must be dropped at the school gates as close as possible to their designated drop-off time of 8:50am and 9:00am and promptly collected at 3:20pm and 3:30pm
- Please refrain from using the drop-off zone during this time – we do not want any parents 'parking' in this zone if they are leaving their car to deliver their child to their classroom. This is a drop and leave zone only. This area is governed by the Shire of Yarra Ranges. Bimbadeen staff are unable to direct traffic on the road due to Occupational Health and Safety guidelines
- **We encourage all families to utilise parking available away from the school and walk their child to the school gate for drop-off or encourage your child to walk independently into the school grounds from your parking location, if deemed appropriate.**

First Aid / Illness

- The sick bay will be sanitised thoroughly, and linen will be washed after any ill member of our community is treated in there
- Any unwell students and staff are not allowed to come to school. If your child is unwell, please keep them at home until symptoms are cleared up
- If a student is observed to have cold or flu symptoms, we will contact parents and the student must be picked up from the school immediately
 - We are setting up a second sick bay area that will be available for unwell students to isolate them from other children attending sick bay.
- Please advise the school immediately if your child is tested for COVID-19 (even if results have not yet been received) and we will require written evidence of a negative test result (including text messages) before they return to school.

Medication

- Student medications that were collected at the end of Term 1, need to be returned to school via the office and new administration of medications forms completed, where required
 - Please contact the school for a new copy of the administration of medications form, if required. This will be emailed to parents/carers to minimise contact
- Parents/carers of students with asthma medication must ensure they provide a spacer for their child's individual use
- If your child requires medication such as anti-biotics, they are deemed unwell and must not attend school
**Please note, only parents/carers can deliver medication to the school office*

Mobile Phones

- The Department of Education and Training and school's Mobile Phone policy and processes will continue to remain in place
- Students who bring a mobile phone to school will be required to sign their device in and out at the school office.

Shared Spaces

- Movement of students between different classrooms and learning spaces will be avoided
- Specialist classes will continue to occur in their learning spaces with increased cleaning periodically
- The Library will not be used for borrowing until Term 3
 - Families are asked to send books from home with your child to fill their book box. Please ensure these books are labelled. They will only be for use by your child and not shared.

Shared Resources

- Hand sanitising will occur when entering and exiting Physical Education (P.E.), Music, Chinese and Art, and sharing of equipment will be minimised

- The use of shared resources will be done mindfully and with purpose. Sanitation of hands before and after sharing equipment will occur
 - New take home books will be supplied in Week 9 for the remainder of term. These new books have been sanitised and not used for a period of 4 weeks. Collected books will receive the same treatment.
 - The use of Sunshine Online and Literacy Planet will continue
- Laptop/device return process has been communicated with families who have loaned equipment from the school. Devices will be sanitised before being re-distributed to classrooms.

Student Health and Safety

- Hands will be sanitised upon entering and exiting classrooms and learning spaces
- Hands will be washed (or sanitised) before eating
- Hands will be sanitised upon entering the classroom from the yard
- Hands will be sanitised or washed after sharing resources
- Tissues will be available in every classroom
- All toilet doors (doors to the toilet room, not individual cubicle doors) will remain chocked open to reduce surface contact
- Students are encouraged to bring 2 filled water bottles in their school bag
- Doors and windows will be open to promote increased air flow and enhanced ventilation where possible and practical depending on weather conditions.

Teaching and Learning

- The core focus of Weeks 9-11 is Student Wellbeing, connectedness, belonging and relationships
- Energy will be focused on transitioning children from the unusual situation of learning from home back into the classroom environment and routine of school
- A heavy focus will be on re-establishing our learning community at Bimbadeen.

Uniform

- The school uniform shop will remain closed until further notice however, orders can be continued to be made and paid for:
 - online via the 'Uniform' tab, under the 'Current Parents' tab on our school website <https://www.bimbadeenheightsps.vic.edu.au/>
 - online directly through the Flexischools app
 - over the telephone by calling the school on 9726 9989.
- Uniform orders will be collated on Friday mornings and delivered directly to students in their classroom for them to bring home.

Virtual Assembly

- A virtual assembly will be held each week and will be screened directly to classrooms on Monday at 3:00pm via Zoom and shared with parents via Sentral.

Yard

- Playgrounds sanitised by cleaners before school and between recess and lunch breaks every day
- Drink bottle refill points (taps) to be sanitised by cleaners before school and between recess and lunch breaks every day
- Students will be educated on practicing good hand hygiene before and after using play equipment
- Staggered play breaks for children will be timetabled to reduce the number of students on the yard at any time
- Designated play areas will also be used for each Year Level to reduce mixing between different cohorts
- Outdoor drink taps have been 'decommissioned' (students will be unable to drink from drinking taps and have been asked to bring 2 drink bottles to school to ensure they have enough water to drink throughout the day).

More information about the return to school and coronavirus (COVID-19) can be found on the Department's website, which will continue to be updated:

<https://www.education.vic.gov.au/about/departments/Pages/coronavirus.aspx>