

23 October 2020

## Update on School Operations from Next Week (Week 4)

Dear Parents/Carers,

We are very excited that our Years 8-10 students will be returning to school next week **Monday 26<sup>th</sup> October 2020**! Although Victoria's recent low virus numbers are very reassuring, we are still required to implement a number of covid-safe measures at this time. Please see below for updated details and procedures:

### Starting Week 4:

#### Four (4) ENTRY POINTS for students:

1. **Front Office – Years F-2** (parents/carers drop their child in the foyer area, but may not enter the Junior School building). \*Staff will be on hand to escort students in **Years F-1** to their classrooms.
  2. **Pedestrian Gate – Years 3-7** to enter the school from this gate and go directly to their classrooms.
  3. **Entry near Year 10 lockers – Years 8-9** to enter the school from the door located between the Middle & Senior School Buildings and go directly to their classrooms in Middle School.
  4. **Senior School Building – Years 10-12** (enter via the front carpark entry where the inside stairs are located).
- Students who arrive at school before 8:20 am or after 8:50 am must enter via the Front Office. **No supervision is provided for students before 8:20 am OR after 3:45 pm**, so we urge parents/carers to drop and collect their children between these times. \*Students who arrive after 8:50 am need to obtain a late pass before proceeding to class.

#### Four (4) EXIT POINTS for students:

1. **Pedestrian Gate –**
  - \***Foundation Students** – will **finish** school at **2:45 pm every day**. Students will be lined up outside the **Pedestrian Gate** with their supervising teacher at **2:45 pm** and will be released to their parent/carer. *\*Students will be supervised in the library from 3:00 pm onwards.*
  - \***Year 1 Students** – will **finish** school at **2:55 pm every day**. Students will be lined up outside the **Pedestrian Gate** with their supervising teacher at 2:55 pm and will be released to their parent/carer. *\*Students will be supervised in the library after 3:00 pm.*
2. **Pedestrian Gate – Years 2-7** students will be released upon the bell at **3:00 pm**. They must exit through the **Pedestrian Gate**.
3. **Exit near Year 10 Lockers – Years 8-9** students will be released upon the bell at **3:00 pm**. They must exit through the **Exit door between the Middle & Senior School buildings**.
4. **Senior School Building – Years 10-12** students will be released upon the bell at **3:00 pm**. They must exit from the front of the **Senior School Building**.

### Other COVID Safe Procedures:

- Face masks will continue to be compulsory for everyone over the age of 12 years.
- No congregating of parents/carers or visitors on school grounds at any time.
- Students are not to attend school if they have any flu-like symptoms or contagious illness.
- All students are expected to undertake regular hand hygiene, particularly on arrival to school, before and after eating, after blowing their nose, coughing, sneezing or using the toilet.
- Students must bring their own water bottles to school and should not drink directly from drinking fountains. Taps will be available for refilling water bottles only.
- Bus students should sit next to their siblings only and students 12 years and older must wear a mask on the school bus.

### Some Key Upcoming Dates:

- **Week 4 – Friday, 30<sup>th</sup> October 2020** will be the **last day of school for our Year 12 students**. \*A special program for Year 12 students will run on this day.
- **Week 5 – Monday, 2<sup>nd</sup> November 2020** will be a **normal school day** for staff and students.
- **Week 5 – Tuesday, 3<sup>rd</sup> November 2020** will be a **Public Holiday** (Melbourne Cup Day). There is **no school for staff and students on this day**.
- **Week 5 – Friday, 6<sup>th</sup> November 2020** will be **AFL Day at the College**. A note will be sent home with further details soon.
- **Week 8 – Monday, 23<sup>rd</sup> November 2020** will be **Report Writing Day** for **teachers**. There is **no school for students on this day**.
- **Week 8 – Tuesday, 24<sup>th</sup> November 2020** will be a **normal school day** for staff and students.
- **Week 10 – Tuesday, 8<sup>th</sup> December 2020** will be the **last day** of school for **Years F-11 students**.
- **Week 10 – Friday, 11<sup>th</sup> December 2020** will be the **last day** of school for **teachers**.

\*Please ensure that all devices loaned by the College for remote learning are returned to the Front Office as soon as possible.

We thank you for your ongoing support and assistance to adhere to the restrictions that are still in place. We are optimistic and hopeful that these restrictions will be eased in due time, pending further advice from the government.

If you have any questions or concerns, please contact the College on **(03) 9709 0100**.

Kind regards,



Dr Toni Pikos-Sallie  
**Vice Principal, Administration**