

8 October 2020

Further Updates on School Operations in Term Four 2020

Dear Parents/Carers,

We hope that you and your families are safe and well. On 5th October 2020, Premier Andrews made some **further announcements** in relation to **Term 4 operations**. Please find the **latest information** regarding our school operations in Term 4 below:

School Operations for Weeks 2-4 of Term 4:

Week 2 (starting 12th October 2020) – **face to face learning** will commence for **all students in Years F-7 and Years 11-12** (in addition to any currently approved on-site students).

Week 4 (starting 26th October 2020) - **face to face learning** will commence for **students in Years 8-10**.

Starting Week 2:

There are **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 3-5** to enter the school from this gate and go directly to their classrooms.
 3. **Pedestrian Gate** – **Years 6-9** to enter the school from this gate and go directly to their classrooms.
 4. **Senior School Building** – **Years 10-12** (enter via the front carpark entry near the stairs).
- 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, so we urge parents/carers not to drop your children before this time. Students who arrive after 8:50 am need to obtain a late pass before proceeding to class.

Staggered Finishing Times & 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 at the **Pedestrian Gate** with their supervising teacher at **2:45 pm** and will be released to their parent/carer. **Students who are collected by older siblings will be supervised in their normal classrooms from 3:00 pm onwards, where they can be collected.*
 - ***Year 1 Students** – will **finish** school at **2:55 pm every day**. Students will be lined up at the **Pedestrian Gate** with their supervising teacher at 2:55 pm and will be released to their parent/carer. **Students who are collected by older siblings will be supervised in their normal classrooms after 3:00 pm, where they can be collected.*
2. **Front Office** – **Years 2-4** students will be released upon the bell at **3:00 pm**. They must exit through the **Front Office** (parents/carers are kindly requested not to enter the foyer for collection to avoid crowding).

3. **Pedestrian Gate** – Years 5-9 students will be released upon the bell at **3:00 pm**. They must exit through the **Pedestrian Gate**.
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**.

COVID Safe Procedures:

- Face masks will continue to be compulsory for everyone over the age of 12 years.
- Strictly no congregating of parents/carers on school grounds at any time. The government has indicated a strict enforcement of the community requirements to maintain physical distancing especially at the start and finish of the school day. Compliance with community restrictions will be monitored by authorised officers. This will include monitoring of any breaches of the restrictions, including in relation to gatherings at school gates at the start and finish of the school day.
- 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.

Calendar Changes:

- **Week 4 – Friday, 30th 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, 2nd November 2020** will be a **normal school day** for staff and students.
- **Week 5 – Tuesday, 3rd November 2020** will be a **Public Holiday** (Melbourne Cup Day).
There is **no school for staff and students on this day**.
- **Week 8 – Monday, 23rd November 2020** will be **Report Writing Day** for teachers. There will be **no school for students on this day**.
- **Week 8 – Tuesday, 24th November 2020** will be a **normal school day** for staff and students.
- **Week 10 – Tuesday, 8th December 2020** will be the **last day** of school for **Years F-11 students**.
- **Week 10 – Friday, 11th December 2020** will be the **last day** of school for **teachers**.

We are pleased that our Year 7 students will also be joining us back on campus next week for face-to-face learning and our Years 8-10 students very soon thereafter in Week 4.

We thank you in advance for assisting us to adhere to the many restrictions in place at this time, as we all do our best and play our part to help stop the spread of this virus.

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

Kind regards,



Dr Toni Pikos-Sallie
Vice Principal, Administration