

9 September 2020

School Operations for Weeks 1-3 of Term 4

Dear Parents/Carers,

We hope this message finds you and your families safe and well. As you are aware, Premier Andrews recently provided schools with some directives in relation to Term 4, 2020, with further announcements to be made in the near future.

School Operations for Weeks 1-3 of Term 4:

Week 1 of Term 4 (commencing 5th October 2020) – **all students in Years F-12**, excluding the currently approved on-site students, will **continue learning remotely** from home. On 7th October 2020, all Year 12 students and some Year 11 students will attend on-site to complete the GAT test (*more information will be sent out about this soon).

Weeks 2 & 3 of Term 4 (commencing 12th October 2020) – in addition to the currently approved on-site students, all students in **Years F-2** and **Years 11-12** will return to **face-to-face learning on-site**. All students in **Years 3-10** will continue **learning remotely** from home. **Year 10 VCE students** will attend their VCE class **remotely** via Teams.

Week 4 of Term 4 (commencing 26th October 2020) – depending on the number of covid-19 cases in Victoria, it **may be** that all students in Years F-12 return to face-to-face learning. ***We will confirm Week 4 arrangements upon receiving further advice from the government.**

Week 2 & 3 of Term 4, 2020:

- **On-site students will attend school** from **8:50 am – 3:00 pm** (Form Class is at 8:50 am).
- **Remote students will attend online lessons** from **9:00 am – 3:00 pm** (no Form Class).
- **On-site student entry & exit points** –
 - **YEARS 11-12 STUDENTS** will enter and exit via **the Senior School Building** (front / outside entry). ***Years 11-12 students** who arrive **after 9:00 am** must enter through the **Front Office** for a **temperature check** and a **late pass**.
 - **YEARS F-1** will enter and exit through the **Front Office only**. **Parents/carers will not be allowed to go beyond the Front Office area**. **Temperatures will be checked** and **ES / other staff** will be on hand to escort students in **Years F-1** to their classrooms. **In the afternoons, students in Years F-1 will be sent to the Front Office for collection once the Front Office staff calls their name on the speaker.**
 - **YEARS 2-3** (*Year 3 students in approved category only) will enter and exit through the **Pedestrian gate** in front of the **Middle School building**.

- All **currently approved on-site students** will **continue to enter and exit through the Front Office**.
- Students must wear **full school uniform** when attending **on-site**.
- **Parents/carers** are requested to **avoid coming on campus** unless essential and to instead make contact with the College via **email** or **phone** whenever possible.
- The **working hours for teachers** will be **8:20 am – 3:45 pm**. This means that parents/carers and students can get in touch with their teachers **between these times**. Parents/carers and students can send teachers emails, SEQTA messages, Teams messages or an email to request a phone call back.
- Attendance is compulsory for all students, whether learning online or face-to-face. **It is a legal requirement for students between the ages of 6-17 years to attend school, whether conducted on-site or remotely.**

Student Wellbeing:

- Our school counselling services continue to be available for on-site and remote students during school hours.

Precautionary Procedures (mandatory):

- **Face masks** will continue to be **compulsory** for everyone over the age of 12 years.
- **Social distancing** measures will be **strictly implemented**.
- **Student temperatures will be checked before entry to the main school buildings every morning**. Any student with a **temperature of 37.5 degrees or above will not be permitted to enter and will be sent home immediately**.
- **Students** are **not to attend** school if they have any **flu-like symptoms** or contagious illness.
- **Staff temperatures** will also be checked on entry.
- All staff and 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**.

We know this pandemic has taken its toll on our students, parents and staff and we are very pleased to be able to welcome our students back on campus for face-to-face learning in Term 4 God-willing (insha Allah).

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

Kind regards,



Dr Toni Pikos-Sallie
Vice Principal, Administration