

Dear parent and carers,

As promised, I am writing with additional information about the return of students to our school. campus. First, a reminder about the dates for our phased return.

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| **Commencing 25 October****(Week 4)** | * Early childhood centres (ECEC)
* Preschool and kindergarten
* Years 1 and 2
* Year 6
* Years 9 and 10
* Out of school hours care (OSHC)
 |
| **Commencing 1 November****(Week 5)** | * Years 3, 4 and 5
* Years 7 and 8
 |
| *From weeks 1 to 4 of term, onsite supervision and care continues to be available for vulnerable children and young people whose parents are essential workers.* |

Drawing on national and local health advice we have developed a return to school plan which has three key priorities:

* the health and safety of staff and young people,
* the mental and emotional well-being of students and staff, and
* ensuring continuity of learning.

Below is an outline of [ACT Health Guidelines](https://www.education.act.gov.au/__data/assets/pdf_file/0004/1861600/09.-Health-Guidelines-for-Schools-and-ECEC-including-OSHC.pdf) that schools are required to implement to ensure effective COVID-19 measures are in place.

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| **Use of Check in CBR app** | All staff and visitors must check in using the ‘Check in CBR' app. Parents and carers cannot enter school grounds except for an essential reason. Visitors must call to make an appointment, or in advance of attendance. All visitors must report to the front office.  |
| **Student illness** | Staff and students who are unwell are not able to attend school. Students who present unwell will be required to go home. |
| **Hygiene** | Schools will maintain and promote appropriate hand hygiene and respiratory hygiene practices. Students will need to wash hands and use hand sanitisers throughout the day. Students will not be allowed to share food or drink.  |

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| **Masks** | Staff, visitors and students\* in years 7-12 must wear a face mask on campus. Students in years 3-6 are encouraged to wear a mask if they are comfortable doing so. Students in Preschool to year 2 are not required to wear a mask. Masks may not be suitable for students with a disability or medical condition and schools will make allowances for those students not to wear masks. *\* Students will be required to wear their personal masks. Masks will be available at school for those who require them. Disposable masks need to be changed every four hours.*  |
| **Physical Distancing** | Physical distancing between children and young people is not always possible, particularly in single classrooms and school environments. It is however important for limiting the transmission of COVID 19. To promote physical distancing we may adjust learning programs, breaktimes, our timetable, as well as pick up and drop off arrangements. More specific information about what this means for your child is included below. |
| **Environmental cleaning** | Our school cleaning program includes regular cleaning of high touch services, frequently used objects, and play equipment. |
| **Ventilation** | All schools have been assessed to increase fresh air circulation and this may involve changes to ventilation, modified HVAC system settings and maximising the use of outdoor learning spaces.  |
| **Managing suspected cases** | We are prepared to respond to a positive COVID-19 case on campus, should the need arise. ACT Health will provide direction to the school and community, which may result in a full or partial school closure. A student who presents with symptoms of COVID-19 will be isolated with suitable supervision, and parents will be required to collect their child. Symptomatic students will be required to wear a mask.  |
| **Will schools have routine testing for COVID-19?** | Anyone with COVID-19 symptoms should get tested immediately. ACT Health is not recommending routine COVID-19 testing of children, young peopleor staff using rapid antigen testing. |
| **Wellbeing supports** | Wellbeing and learning supports, such as face to face appointments with the school psychologist and classroom staff, will recommence with the return to school.For parents and carers of students with a medical vulnerability: if you wish the school to make reasonable adjustments for the safe return of your child, you must consult a GP and provide medical advice to that effect. Where adjustments can’t be made, the school will support your child to learn from home. |

To further support the ACT Health Guidelines our school is making the following adjustments.

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| **Drop off and pick up**  | Buses We are working with Special Needs Transport to ensure a staggered drop off and pick up. This will minimise the number of students entering and exiting the school at the same time. Buses will arrive at three different entry points:* Bottom Doors
* Middle Doors
* Top Doors

Staff will greet students at the bus doors, unloading one bus at a time. Students will transition with a staff member to their classroom. Parent/Carer Drop Off and Pick Up As per ACT Health Guidelines families will not be allowed in the school building at this time. **If you or a carer drop your child to school, we would appreciate your flexibility in arriving after our buses to assist in minimising congestion. Most buses will have left the school by 9am.** The school will be divided into five learning *zones* to assist in minimising interactions between staff and students.

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|  | Class Name | Teacher | Drop Off/Pick Up Point |
| Zone 1 | Garru Budyan Dyindan  | Amy/JordanKellyGabby | Bottom Doors via the bottom bus bay  |
| Zone 2 | MuliyanGurubunMalunggang | Laura/EuanManpreetTina | Middle Doors (beside the Front Office) |
| Zone 3 | MulbirrangGanyi | SammyJosh | Middle Doors (beside the Front Office) |
| Zone 4 | GaninggabanDinewanGudamangWombads | JennyAshAmandaBeth | Top Doors (located at the top end of the driveway) |
| Zone 5 | Bura | Caren | Bottom Doors via the bottom bus bay |

If you are dropping off or collecting your child from the school, please ensure they are dropped to the correct door. A member of the Leadership or Admin team will greet you and your child to complete a brief handover, conducted outside, before transitioning your child to class. ***Zone 1 (Red zone and red drop off point)**** Drive through drop off and pick up from the bottom bus bay doors (follow the red line on the map below)

***Zone 2 (Green zone and green drop off point)**** Park on Starke Street or Blackham Street and walk with your child to the main doors
* Maintain physical distancing and wait out the front of the middle doors for handover

***Zone 3 (Yellow zone and yellow drop off point)**** Park on Starke Street or Blackham Street and walk with your child to the main doors
* Maintain physical distancing and wait out the front of the middle doors for handover

***Zone 4 (Blue zone and blue drop off point**** Park on Starke Street or Blackham Street and walk with your child to the top doors (located at the top end of the driveway)

An additional disability car park will be made available, which is directly outside the blue drop off zone. See the map below. If you are dropping off your child after 9:30am or before 2:30pm for appointments etc, please phone ahead to the Front Office 6142 0444 with enough notice to have your child ready for collection at the designated pick-up area. Please contact us if you have any concerns about your child’s drop off or pick up.  |
| **Hygiene routines** | **Hand Hygiene**We will be following all ACT Health guidelines related to hygiene. Regular hand washing is recommended for all staff and students throughout the day.Our staff will supervise students using hand sanitiser and during hand washing. Hand sanitiser is located throughout the school including at entry and exit points, in all staff workrooms, offices and classrooms. Supplies are checked daily and replenished as needed. Any adult that is required to enter the school building, will be asked to sanitise their hands prior to entry. Signage is located throughout the school that promotes hygiene guidelines. **Masks**Students with disability are not required to wear a mask. If you would like to discuss the option of your child being supported to wear a mask at school, please contact us.Staff at school will be wearing masks. To support your child adjust to this change you may like to practice wearing a mask at home for short periods of time. Please contact the school if you have any questions or feel a social story would be beneficial for your child. **Personal Care**Staff involved in supporting students with personal care will wear appropriate PPE as guided by ACT Health current advice. PPE is available in all bathrooms for staff use. The school has an existing procedure for hygienic nappy changing and disposal of nappies.Staff conducting HAAS procedures will continue following current ACT Health guidelines and the wearing of appropriate PPE. PPE will be changed and disposed of between student procedures. |
| **Teaching and learning**  | As a school we have reviewed our class groupings and teacher cohorts. We will minimise the interactions between large numbers of students and staff where possible. Teaching programs and individual education plans will continue to be implemented, with a focus on student wellbeing and engagement. Where possible we will be using outdoor spaces as part of our learning programs. The school will be divided into five learning *zones* to assist in minimising interactions between staff and students. Students will remain in their current classrooms with regular class staff for teaching and learning times. Zones have been allocated a specific playground space for student break times and staff from within each zone will supervise student play breaks. The table below identifies the different zones, relevant class groups, their allocated playground space and the teaching staff within each zone.

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|  | Class Name | Teacher | Allocated Break Spaces | Drop Off/Pick Up Point |
| Zone 1 | Garru Budyan Dyindan  | Amy/JordanKellyGabby | Bottom Bus Bay Garden of Delights | Bottom Doors (via the bottom bus bay)  |
| Zone 2 | MuliyanGurubunMalunggang | Laura/EuanManpreetTina | Gym Top Playground | Middle Doors (beside the Front Office) |
| Zone 3 | MulbirrangGanyi | SammyJosh | Kamberri Bottom Playground | Middle Doors (beside the Front Office) |
| Zone 4 | GaninggabanDinewanGudamangWombads | JennyAshAmandaBeth | Early Education Playground | Top Doors (located at the top end of the driveway) |
| Zone 5 | Bura | Caren | Bura sensory space | Bottom Doors (via the bottom bus bay) |

 *All NDIS therapy appointments must be booked through our Allied Health Executive, Alicia Rose (alicia.rose@ed.act.edu.au). Therapists must follow our protocol for visiting the school; a copy of the protocol will be made available to therapists at the time of booking. Therapists will not be permitted to visit multiple classrooms across the school in one day.* |
| **Break times** | Student break times will be modified to minimise the interactions between large numbers of staff and students on our playground spaces. The table in the section above outlines the different zone groupings across the school and the playground space each zone will access. Some students may access a different outdoor play space than normal to help facilitate this. Staff will use class and individual visual schedules to support students with these changes.Where possible students will be using outdoor spaces for breaks, this will be weather dependent and flexible based on individual student needs.  |

We will continue to review and adjust these measures based on the most up to date advice from ACT Health.

Remember, all adults and children aged 12 years and above are eligible for vaccination. If your child is eligible but not yet vaccinated, we encourage you to book them in by calling the COVID-19 vaccination line on 5124 7700 daily between 7am-7pm. Bookings can also be made with some [GP clinics and pharmacies](https://covid-vaccine.healthdirect.gov.au/eligibility?lang=en).

We understand that there has been considerable change and uncertainty for our students during the pandemic, and as we transition back to school. I’d remind you that you and your child can book an appointment with our Telehealth Support Service on 02 6205 1559 between 9.00am and 4.30pm weekdays. With the return to school, your child will also be able to organise face to face sessions with the school psychologist.

For more information about the return to schools, I’d recommend visiting [the Education Directorate’s website.](https://www.education.act.gov.au/public-school-life/covid-school-arrangements)

You can keep up to date with the latest health information, advice and resources on the [ACT’s COVID-19 website](https://www.covid19.act.gov.au).

I would also like to take this opportunity to thank you for your support, understanding and patience as we all (staff, students and families), navigate the changes in returning to face-to-face schooling.

We look forward to seeing all our students back at school.

My regards,

Kylie Croke

Cranleigh School