

# RETURN TO SCHOOL TERM 4

## *'A Guide for a safe & happy return'*

Dear MacKillop community member,

The following information is shared with our MacKillop community with the hope that we can remain being a HAPPY, SAFE & COLOURFUL Catholic School community.

This information is to be read in conjunction with the advice from Catholic Schools NSW Road Map and the health instructions from NSW Health. Our hope is to provide you with the details for what are the expectations specifically designed for MacKillop Catholic College.

The leadership of the College in collaboration with our staff are providing some general overall expectations so that we are all on the same page for the safe operation of the College from Monday 18<sup>th</sup> October. Our Primary and Secondary Principals and Assistant Principals will provide all students and parents with specific details for how each day and area will operate at the College.

The following principles highlight our plan:

- Minimise unnecessary physical interaction between students whilst at school
- Minimise the risk whilst travelling to and from school (bus travel)
- Allow for students to reconnect with peers and for their learning
- Minimise the opportunities for any transmission of the disease and for enabling accurate contact tracing (if, and when necessary)
- Support all students and families for learning face-to-face or from home
- Encourage the processes of collaboration between staff and families and for all members of the College community.

We thank everyone for their support and cooperation for the return to School.

Steve Todd

College Principal

### **1. Timing of your Return to School (What that looks like)**

Monday 18<sup>th</sup> October – Kinder, Year 1 & Year 12 return (2021 Cohort before starting STUVAC 1 Nov)

Monday 25<sup>th</sup> October – All Primary students (K-6) return on site

Secondary students have a staggered returned (as per all CSBB Secondary Schools)

- Mon/Tues 25 & 26 Oct – Yrs 7, 9 & 12 (2022) on site
- Wed 27 Oct – Yrs 8, 10 & 12 on site
- Thurs 28 Oct – Yrs 10 & 12 on site
- Frid 29 Oct – Yrs 8,10 & 12 on site
- From Monday 1<sup>st</sup> Nov – all Secondary students on site

The College has designed social and wellbeing programs for all students as they re-enter the College.

A reminder to any student who is feeling unwell they are expected to stay at home. Those displaying symptoms also need to undergo a COVID-19 test and await the result of the test.

### **2. Arrival at School (What to do when I arrive)**

- As students arrive at the College by car, bus, bike or on foot (they will come as family members or as individuals), all Secondary students must be wearing a mask and all Primary students are encouraged to wear a mask.
- Students should move to their allocated meeting areas outside of classrooms. Please do not mix with other year groups. Supervision and support will be provided by teachers.
- Masks are to be worn both inside and outside of classrooms. Mandatory for Secondary and recommended for Primary students. These rules may change as vaccinations numbers and infection levels improve across NSW.
- It is with respect, that we honour the obligation to comply with the NSW Health Order that Secondary students must wear masks when attending the College. We expect not to have any contentious incidents with this NSW Health order from students or parents. Secondary students with Medical exemptions for not wearing a mask are to present their exemption certification to our College leaders.

### **3. Student Attendance**

- It is an expectation that all students attend school on each scheduled school day.
- Leave will be granted to those with medical/health conditions, or if it is deemed necessary for a pastoral purpose. This leave will be negotiated with the relevant Class Teacher (Primary) or Pastoral Leader (Secondary).

- There will only be one mode of delivery for learning with some flexibility with an external link mode.
- All classroom learning activities will be posted on either the COMPASS Portal (Secondary) or on the See Saw App (Primary).
- Any student not attending school without the appropriate arrangement will be marked as absent.
- In the event of another lockdown period all learning will revert to HBL.

#### **4. Hygiene & Safety Practices (We are supporting everyone)**

- All students aged 12yrs and above are recommended to receive vaccination by NSW Health and remain under the direction and care of each family. Thank you to all those who have completed the survey for advising us of their child's vaccination status.
- Please wear masks and follow signage for access areas around the College.
- Please always maintain social distancing and hygiene practices.
- Students are advised to follow their class teacher's instructions for entering and departing classrooms, learning areas, play areas, toilets etc
- Where possible and practicable, Classrooms will be set up to support physical distancing requirements and for the safe conduct of learning tasks.
- Ventilation of classrooms will be with doors and windows open. Air-conditioning is allowed to operate with doors and windows open. Outdoor learning is encouraged where possible.
- Toilets – there will be specifically designated toilets for Primary and Secondary students.
- There are several restrictions on the types of games and activities allowed that avoids direct contact between students. These restrictions will be outlined to students by our teaching staff and may change as directed by Health and Education authorities over the course of the year.

#### **5. Areas of Play & Recreation, the Library, Canteen and Office Area (Where and how to share and play)**

- Break times will continue to be staggered across Primary and Secondary to avoid any contact between student groups. Students are not to congregate around the Canteen or in the Library.
- There will be specific areas designated for students to play or share activities that are deemed acceptable and safe.
- Secondary students are to wear masks when outside the classroom and moving about the campus. This direction may be updated during the course of the Term.
- Obviously, masks can be removed to eat and drink.

##### **OFFICE**

- Students needing to attend the Office should not enter that area if there is more than 3 students in that area at any time. Please wait outside until the number reduces to 2 students before entering the building.
- Sick students are to report directly to Office for support. (No need to wait outside).
- Signing out students are to report to Office and then meet their parents in the Administration Building covered-shelter area. An Office staff member will direct departure from the College.

##### **CANTEEN & CAFE**

- The College has a new operator of the Canteen and ordering processes will be distributed to students and parents.
- Students are only able to pre-order food items from the Canteen. Please move to the specific Primary and Secondary windows to collect food.
- The Canteen will not be open before or after school.
- The Dreaming Café will not be operating during this term except for Secondary Hospitality class groups. (Breakfast Club will hopefully operate again in 2022)

##### **LIBRARY**

- The Library will in general operate as it always has done except the hours of operation will be shaped to support the safety of students and staff.
- Entry and Departure from the Library will be separate for Primary and Secondary students. Please follow the signage on display at the Library.
- All Primary and Secondary student groups will be kept separate within the Library areas.

#### **6. FINISHING & DEPARTING SCHOOL (How to get home)**

This remains the most challenging of our operating processes and the respectful way that we all go about this will be most important for the efficient way students depart from the College. These are carefully considered processes and they require everyone's cooperation.

- PICK UPS (Primary)
  - The times will be staggered at the end of the day to avoid congregating and confusion for students and parents.
  - Primary Kiss n Drop remains in place for each cohort of students. The times will be advised by Mr Cohen and Mrs Kenney.
- PRIMARY/SECONDARY SIBLINGS
  - Primary students with Secondary siblings being collected will be escorted by a Primary staff member to the bottom driveway near the dam. There they will be met by their Secondary sibling who will then ring the collecting parent. The students walk together to meet the parent at the College bottom gates for departure from the College. Unfortunately, parents cannot enter the College gates at this time. Students can be collected from 3.05pm.

- SECONDARY PICK-UPS
  - Secondary students being collected by parents in the designated pick-up zone move as per normal to the collection zone and await their parent's arrival. We are advised that there can be no lining up of cars down the road from the Secondary Kiss n Drop zone. Secondary parents will need to wait in the Overflow Car Park if all ten spaces are occupied by parent cars. Students can confirm their readiness to depart with a phone call to their parents from 3.05pm.
- PICK UP - MIX UPS
  - If something goes amiss with any of the departure procedures etc. parents and students will be referred to the front office for some alternative arrangements for collection. These issues will be under the direction of our College Executives.
- WALKERS & BIKE RIDERS
  - All Primary walking students will be escorted as usual by a supervising Primary staff member to an appropriate outside point of the College at 3.05pm.
  - All Secondary walkers and bike riders continue their normal processes for departing the College at the end of the day at 3.20pm.
- BUS DEPARTURES
  - Primary – All primary bus students will continue to be assembled in the COLA area before being escorted to the top end of the driveway to be called to catch their School bus. Primary Students are recommended to be wearing masks for safety on public transport.
  - Secondary – All secondary students will be arranged into Year groups down the TAS driveway and under the Canteen area for being called to catch their School bus. All Secondary students must be wearing a mask before entering their bus.
- SECONDARY STUDENT DRIVERS
  - Secondary students driving to School during Term 4 will now be asked to park on the road above the Basketball Courts and enter/depart the College via the Oval gates.

## **7. WHAT WILL HAPPEN WITH A POSITIVE COVID-19 TEST (This may happen but, don't panic)**

- In the event of being notified by NSW Health and our School Authorities of a positive case at the College with either a student(s) or staff members, there will be a need to close the College for a deep clean for a period of two days.
- Notifications will go out to parents/families by text message and via COMPASS.
- All classes will cease and a HBL Program will be followed for the time that the College will be closed.
- Student drivers will be asked to go directly home.
- All other students will need to be collected from the College by parents or family members. Buses will not operate at this time.
- Students will be asked where possible to contact their parents by mobile phone. The parents of Primary students unable to be contacted by their child will be contacted by a staff member to support the collection of their child(ren).
- Parents of Special Needs students where necessary will be contacted by a Learning Support staff member via Facebook or by phone.
- The positive case and their residing family members will be required to self-isolate for a period of 14 days and each family member will need to complete the regime of testing before being cleared to return to the School.
- The close-contact group will be defined and will not include all the present students and staff as it will be determined who most probably would have been in close contact on the days of exposure.
- Once given the all-clear, the College will return to operation (notification by COMPASS and via social media) for the groups that have not been affected by the positive case.