

28 May 2020

Dear Students and Families,

Thank you for all your support and hard work during this period of *Learning from Home*. You have done an amazing job in some challenging circumstances! With one week to go, your thoughts are probably turning towards the return to school. We are certainly looking forward to welcoming students back on **Tuesday 09 June**.

Plans for the transition back to school were finalised on Monday. As you can imagine, to reduce the risk of coronavirus transmission and to provide a safe working and learning environment, there will need to be some changes in how we operate.

This update provides information to students and families about returning to school, and outlines some of the precautionary measures we will put in place. A more detailed guide will be forwarded to students and families next week. These arrangements are in place till the end of term. A decision for Term 3 will be made as more information/advice becomes available.

1. Please stay home if you are unwell

It is very important that students who are ill or feeling unwell stay at home. Please seek medical advice before returning to school.

2. Cleaning

To support the health and wellbeing of all students and staff, our school will continue an enhanced cleaning routine. This includes additional cleaning staff and progressive cleaning throughout the day to ensure that risks of transmission through high touch surfaces are reduced.

3. Hygiene

To support effective hygiene:

- Frequent handwashing will be encouraged.
- Hand sanitiser will be provided throughout the school and students will need to use it at the beginning and end of class, and as needed during the day.
- Drinking fountains cannot be used - students will need to bring water bottles.
- Food cannot be shared.
- Where possible, the use of shared equipment will be reduced or eliminated.

- When shared equipment is used, appropriate hand hygiene will need to be practised before and after the equipment is used.

4. Staggered Recess and Lunch

While the Chief Health Officer has advised that students will not be required to maintain physical distancing at school, the College timetable has been adjusted to allow for a staggered recess and lunch. This will limit the interaction between year levels and reduce congestion and queues at the canteen.

The revised timetable is included at the end of the update. Key changes include:

- a) The school day will begin at 8.45am with period 1, not homeroom.
- b) Homeroom and recess will be after period 2 to allow for the staggered recess.
- c) Lunch will be at the normal time for Years 9 and 10 but after period 4 for Years 7 and 8.

5. Wednesday Start to the School Day

As there is no mass at the moment, and to allow for the staggered recess and lunch on Wednesday, classes will start at the normal time: **8.45am**.

6. Student entry and exit to the school

To reduce congestion, particularly at the end of the school day, students will exit the school, via the following gates:

- a) Theodore Street (near Alexina Street)
- b) Williams Gate to Arthur Street
- c) Gate between the Hall and the Arts building.

The entrance outside the office cannot be used as it is too narrow.

7. End of day arrangements

We ask that where possible, families ensure that students go straight home at 3.10pm.

- a) Students should not spend time in St Albans, at the shops or other local facilities.
- b) There will be no activities in the school yard after school.
- c) Students waiting for family need to wait in the Library / Language Centre.

8. Canteen Service

The canteen will run a normal service but only five students are allowed in at a time (2 x microwave, 1 x hot water and 2 x purchasing food). Hand sanitiser must be used when entering.

9. Restrictions on access to the school site

Access to the school site is restricted to school staff and students. Where possible, parents and carers are asked to contact the school by phone.

If you need to come to the school, please follow the directions regarding hand sanitising, physical distancing and maximum numbers in the reception area.

10. Attendance at School

From Tuesday 09 June, all students will be expected to attend school as normal. This means if you choose to keep your child/children home after students have returned to onsite schooling, we can no longer support their learning from home. Normal attendance expectation and procedures will resume.

This same approach is being taken by all Catholic and government schools in Victoria.

This onsite attendance requirement does not apply to children who need to be absent for health or medical reasons. For those families, please contact us so we can make an appropriate plan.

We understand that some families may feel anxious about this move back to classroom teaching and learning. I can assure you that this decision has been made in a careful and considered way and is based on the best health advice available to our state.

It seems that we could be living with the coronavirus for some time, therefore, we need to learn how to live with it as safely as we can.

More information about the return to school and coronavirus (COVID-19) can be found on the CECV website, which will continue to be updated: www.cecv.catholic.edu.au/Coronavirus-information-for-parents.

Thank you for your continued support and patience during this time. We look forward to welcoming students back to the classroom.

Yours sincerely,



Christina Utri
Principal

Adjusted Timetable for Staggered Recess and Lunch

1. Bell Times

Locker Bell:	8.40am			
Period 1:	8.45am	(60 minute lesson)		
Period 2:	9.45am	(60 minute lesson)		
Recess / HR	10.45 – 11.05	Recess:	Years 9 and 10	(20 minutes)
		Homeroom:	Year 7 and 8	(20 minutes)
	11.05 – 11.25: Reverse of the above			
Period 3	11.25am			
Period 4 / Lunch	12.25pm	Period 4:	Years 7 and 8	(45 minutes)
	12.25pm	Lunch:	Years 9 and 10	(45 minutes)
Period 4:	1.10pm	Period 4:	Years 9 and 10	(60 minutes)
	1.10pm	Lunch:	Year 7 and 8	(45 minutes)
	1.50pm:	Reading	Year 7 and 8	(15 minutes)
Period 5:	2.10pm:	All Year Levels		