

Return to School Guide – Students (Updated 08 October 2020)

INTRODUCTION

Thank you for all you've done in the '*Learning at Home*' during Term 3 and this week. Congratulations to each of you on the resilience, responsibility and perseverance you have shown in tackling this challenge. We know that it hasn't been easy, and like you, we are looking forward to your return on Monday.

This guide is an updated version of the guide we published when you returned in Term 2. It outlines what we will continue to do to ensure that your return to school is as safe as possible.

The changes reflect the four things that we all can do to stay safe:

1. Stay home if we are unwell.
2. Wear a mask at school and as we travel to and from school.
3. Practice physical distancing where we can.
4. Follow good hygiene practices.

Please ensure that you read the guide carefully and understand all the changes.

1. STAYING HOME IF UNWELL

It is important that you stay at home if you are unwell.

To stop the spread of the coronavirus, we recommend that you seek medical advice if you have any of the symptoms of a cold or flu (fever, chills or sweats, cough, sore throat, shortness of breath or runny nose).

2. WEARING OF FACE MASKS

All students, staff and visitors will need to wear a face mask that covers the nose and mouth whilst on site, and when travelling to and from school. Face shields, scarves and bandanas are not permitted.

Teachers and education support staff are not required to wear a mask when teaching but those who wish to do so, can.

Face mask breaks are allowed during the day, but they should be kept brief, when seated outdoors having lunch and physically distanced, and ideally in situations of limited mixing.

When wearing face masks, students need to:

- a) Wash their hands thoroughly before putting on the mask and after taking it off.
- b) Not touch their nose, eyes or mouth whilst wearing the mask to prevent contamination.
- c) Remove the mask using the ear bands rather than touching the mask itself.
- d) Use an appropriate mask.
- e) If it is a multiple use mask, it must be washed after each use.
- f) The face mask needs to cover your mouth and nose. Do not wear it around your neck.

Please remember, that the wearing of a mask does not replace washing your hands frequently, avoiding touching your face and practising social distancing.

3. PRACTICE PHYSICAL DISTANCING

When you return to school, it is important that you continue to respect the space of others and keep as much distance between yourself and them as possible. To decrease congestion and to stop the mixing of year levels, the following will continue:

3.1 Different times for recess and lunch

We will continue to have staggered recess and lunch.

- a) The day will start with Period 1 at 8.45am.
- b) There will be two periods before recess / homeroom.
- c) Years 7 and 8 will have homeroom after Period 2, followed by recess.
- d) Years 9 and 10 will have recess after Period 2, followed by homeroom.
- e) Years 9 and 10 will have lunch after Period 3.
- f) Years 7 and 8 will have lunch after Period 4.

An overview of the school day is included at the end of the guide. Students will need to think about the following in preparing for the new school day:

- a) Please make sure that you arrive at 8.40am so that you don't miss period 1.
- b) Eat a good breakfast as recess is quite late.
- c) Think about having lunch at recess or a good snack, as lunch is later for Years 7 and 8.

3.2 Wednesday Bell Times

On Wednesdays we will continue to start at the normal time (8.40am) as there is no Wednesday mass.

3.3 Year Level Yard Areas (Recess and Lunch)

During recess and lunch, Year Levels will use different parts of the yard. Please refer to [Appendix 2](#) which shows the areas.

Year 7 and Year 9

- Hall end of the main yard.
- Seating around Arts building and up to the Gum Tree.
- Williams area (past the Gum Tree – Year 7 only).

- Basketball ring closest to the canteen.

Year 8 and Year 10

- Jubilee Garden.
- Covered seating area.
- Basketball ring closest to the Jubilee Garden.

Years 7, 8 and 9 will use the normal toilets. Year 10 students will use the Language Centre toilets.

3.4 Caring for each other at recess and lunchtime

The normal school-wide positive behaviour expectations apply. We ask that you remember the following, in particular:

- Hands Off (You should not hug, high-five, grab or wrestle your friends or classmates).
- Non-contact games only.
- No large balls, except basketballs on the blue courts.
- No gathering in large groups.
- Keep 1.5m apart in the canteen queue and in the seated areas.
- Continue to wear your face mask unless you are eating.

3.5 Canteen

The Canteen will offer a fairly normal service with the following adjustments:

- Physical distancing of 1.5m in the canteen queue (markers on the ground).
- Separate, single lines for each year level.
- Years 7 and 9 line up along the Wood Tech / Canteen wall.
- Years 8 and 10 line up towards the Hall / Arts Centre.
- Maximum of 5 students in the canteen (2 x microwaves, 1 x hot water, 2 x service).
- One staff member will be taking payments while the other will be serving.
- No lunch orders during this time.
- Breakfast will be available from Week 10 but you must be in and out, one student at a time.
- Canteen staff will serve from behind screens.

3.6 Lockers

To reduce congestion around lockers, dismissal from **core classes** will be staggered before recess, lunch and the end of the day.

- Students with the bottom locker will be dismissed 3 minutes before the bell.
- Students with the top locker will be dismissed on the bell.
- At Year 7, students will need to be dismissed in three groups: bottom (3 min before the bell), middle (1 min before the bell) and top (on the bell or a little after).

It is important that students are quick at their locker so others don't have to wait.

Dismissal in electives, rotations and PE classes is not staggered. Students leave on the bell.

3.7 Corridors and Stairwells

To reduce congestion students are asked to **WALK ON THE LEFT** and to **USE DESIGNATED STAIRWELLS** when moving up and down the stairs.

Year 8 Classes

- a) Edison, Hollow and Orifici enter via Stairwell C (Near the office).
- b) Attard and Clark enter via Stairwell A (Between Rooms 6 and 7).
- c) All Year 8 classes exit via Stairwell B (Outside Room 4).
- d) Traffic in the Year 8 corridor will be largely one way. Students are asked to follow the markings on the floor.

Year 9 classes in Room 23, 24 and 25

- a) Students in Deakin, Hughes and Lyons enter and exit via Stairwell D (Former Library).
- b) Traffic will be two-way but students are asked to walk on the left.
- c) Lockers in this area will be spread through the corridor.

Classes moving to and from Science and Food Technology

Students going to these rooms are asked to use Stairwell C (Outside the office) for both entry and exit.

3.8 Classrooms

Whilst physical distancing of 1.5m is not possible in classrooms, the following will reduce risk of transmission:

- a) Students need to sit according to the seating plan.
- b) Desks will be spaced out and facing the front.
- c) Movement around the room is to be minimized.
- d) For the room to be well ventilated some windows and/or the door will be open.
- e) Students should not congregate in the room, particularly around heaters.
- f) As rooms may be a little cooler than normal, students are advised to bring blazers to class.

3.9 School Office

To ensure the wellbeing of our office staff and to stop overcrowding:

- a) Only one student can be in the office at a time.
- b) Students will need to queue to enter. Signs will be provided for this.
- c) Students cannot enter or exit the school through the office at the beginning or end of the day.

3.10 Student Entry and Exit

Entry and exit to the College will be via the following gates:

- a) Theodore Street Gate (near Room 8).

- b) Williams Gate (Between Rooms 33 and 34).
- c) Winifred Street Gate (Between the Hall and Arts Building).

Students cannot use the entry / exit near the office or the gate to the carpark as these areas are too congested. Please use the gates closest to your classroom.

3.11 Waiting for Families

Please make sure that you are the required 1.5m from others whilst waiting for your family.

3.12 Afterschool Activities

Homework Club will take place in Rooms 39 and 40 from 3.15pm for students who are picked up later and for those who need assistance.

Until the Victorian Government releases restrictions further, there are no formal or informal afterschool activities, therefore, you need to go to Homework Club or Home. There is no basketball in the yard.

3.13 Going straight home

To avoid community transmission of COVID-19, it is important that you go straight home after school, rather than spending time at places in the community.

3.14 Using Public Transport

We are aware that some students will need to use public transport. Please ensure that you wear your face mask, touch as few surfaces as possible, and use hand sanitiser as regularly as you can during the journey.

4 GOOD HYGIENE PRACTICES

4.1 Wash or sanitise hands regularly

Everyone can protect themselves and prevent the spread of COVID-19 by washing or sanitising hands regularly.

You will need to sanitise hands at the beginning and end of every class. Teachers will greet and farewell you with sanitiser.

4.2 Use appropriate cough and sneeze etiquette

Please ensure that you:

- use a tissue when coughing or sneezing,

- use tissues only once and place in bin appropriately, or
- that you cough / sneeze into your elbow.

Hand sanitiser and tissues will be available in all rooms.

4.3 Bring your own water bottle

You can no longer drink from drinking fountains. These have been converted to hand washing stations or water bottle refill stations.

4.4 Sharing of food

It is important that you do not share food from Home, Food Technology or the Canteen.

4.5 Mobile Phones

Please ensure your mobile phone is cleaned regularly. Normal mobile phone policy applies. Students leaving their phone in the office will need to wipe it down with an alcohol wipe before handing it in.

4.6 Shared Equipment

As the sharing of equipment needs to be reduced or minimised, you need to ensure that you have your own laptop, books and equipment at all times. There can be no borrowing from other students.

Where sharing of school equipment needs to take place (PE, Technology, Science, The Arts), the equipment must be cleaned with alcohol wipes after use.

4.7 Cleaning

Our school has introduced extra cleaning. This includes additional cleaning staff and progressive cleaning of high touch surfaces (door handles, hand rails, light switches, toilets...) throughout the day.

Student desks in shared spaces will be wiped down with alcohol wipes by students as part of the end of lesson routine.

4.8 Library Books

The library will be open for borrowing and the return of books on Tuesday, Wednesday and Thursday only. Returned library books will be cleaned with alcohol wipes when returned and kept out of circulation for a week before being returned to shelves.

Adjusted School Day (Appendix 1)

Years 7 and 8 Bell Times		Years 9 and 10 Bell Times	
8.40am:	Locker Bell	8.40am:	Locker Bell
8.45am:	Period 1	8.45am:	Period 1
9.45am:	Period 2	9.45am:	Period 2
10.45am:	Homeroom	10.45am:	Recess
11.05am:	Recess	11.05am:	Homeroom
11.25am:	Period 3	11.25am:	Period 3
12.25pm:	Period 4	12.25pm:	Lunch
1.25pm:	Lunch	1.05pm:	Lockers
2.05pm:	Lockers	1.10pm:	Period 4
2.10pm:	Period 5	2.10pm:	Period 5

School Map / Yard Areas (Appendix 2)



