

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.

Commencing 25 October (Week 4)	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • Years 3, 4 and 5 • Years 7 and 8
<i>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.</i>	

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](#) that schools are required to implement to ensure effective COVID-19 measures are in place.

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.

Masks	<p>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.</p> <p><i>* 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.</i></p>
Physical Distancing	<p>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.</p>
Environmental cleaning	<p>Our school cleaning program includes regular cleaning of high touch services, frequently used objects, and play equipment.</p>
Ventilation	<p>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.</p>
Managing suspected cases	<p>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.</p>
Will schools have routine testing for COVID-19?	<p>Anyone with COVID-19 symptoms should get tested immediately. ACT Health is not recommending routine COVID-19 testing of children, young people or staff using rapid antigen testing.</p>
Wellbeing supports	<p>Wellbeing and learning supports, such as face to face appointments with the school psychologist or access to a Learning Support Assistant, will recommence with the return to school.</p> <p>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.</p>

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

Drop off and pick up	Riding and Walking to School Where possible we encourage you to walk or ride to school to ease the congestion in the car park. There will be a staff member on duty from 8.30am in the courtyard so parents have the option to drop children close to 9am and send them in to the courtyard. When the bell goes children will be directed to line up by the teacher on duty. Please avoid the front of the school where drop off and pick up occurs for people in cars. Consider a part way point for older students to meet you outside of the school grounds. Transitions at the beginning and end of each day The school will be heavily reliant on our families maintaining social distancing at this time. We ask that you do not enter the school unless your child requires your support. Please say your goodbyes where possible outside of the school gate and direct your child into the courtyard. Your family may identify a new meeting point for pick up, the oval is a great option where you can socially distance. In the morning, students will need to hang their bags at their buildings and stay in that area.
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Kindergarten Handover

Our Kindergarten teachers will bring Kindergarten to the front of the school at 2.50pm. Monica and Shanly will walk students going to after school care to the hall. Siblings who pick up Kindergarten students can meet them at the front of the school.

K-6 Car Park - Unaipon Ave



We are asking all people using the pickup zone to write their child's name on a piece of paper and stick it on the passenger side window when entering the pick-up zone. This will assist us to locate your child and direct them to the car efficiently. Please be patient, this process will take us some time and stay in your cars.



Drop Off K-6

We are asking adults to remain in their cars for pick up and drop off where possible. We know some children will struggle with transitioning back to school, our friendly staff will support you if needed.

The school will have several staff in the carpark each morning to support families to drop their children off. There will be staff on duty in the courtyard to provide supervision before 9am.

Pick Up K-6

Pick up in the front carpark will work in the same way, please remain in your car and we will direct students to you when your car has stopped moving.



Loop around the round about to rejoin the line.

Preschool – Wanganeen Ave

We encourage our families to use the Wanganeen Avenue entrance, please ride or walk to school or make use of parking in the community.

If you have children in K-6 who would usually meet you in the preschool please encourage them to meet at an alternate spot or the pick-up zone at the front of the school.

Preschool Drop Off

A staff member will be at the gates from 8.45am to 9.45am to enable you to stagger your arrival. We ask that one adult brings your child to the gate. Educators will meet children at the gate and take them to the playground where other Educators will provide supervision. Say your goodbyes before the children enter through the gate. We know some children will struggle with transitioning back to school, our friendly staff will support you if needed. Please remember to social distance and wear a mask at the gate.

Preschool Pick Up

Please use the Wanganeen Avenue entrance to avoid walking through K-6 students in front of the admin building. In the afternoon we are asking for our adults to wait outside the gate remembering to social distance. When a staff member identifies you at the gate your child’s teacher will send your child out to you. Please leave the area immediately.

Classes will move to the playground near the gate to enable families to stagger their arrival.

Beginning of Week		End of Week	
Dyindan Koori Pre (Katie)	2.30pm	Guginya (Jess)	2.40pm
Bunduluk (Nina)	2.40pm	Gula (Carla)	2.50pm
Kurrugang (Belinda)	2.50pm	Mundawari (Kerri)	3.00pm
Balbo (Teegan)	3.00pm		

Staff will continue to provide supervision if families can’t make the earlier than usual pick up time. All children should be collected at 3pm if not before as usual.



For those of you who need to enter the playground to support children, ensure you check-in on the CBR app every time you enter the preschool site or a school building.



Use this symbol in the top right-hand corner of the app to check in to your regular places without scanning the code.

Hygiene routines

Where will hand sanitiser be located?

Hand sanitiser will be available in every room to supplement regular handwashing with warm water and soap.

What will hand washing routines look like?

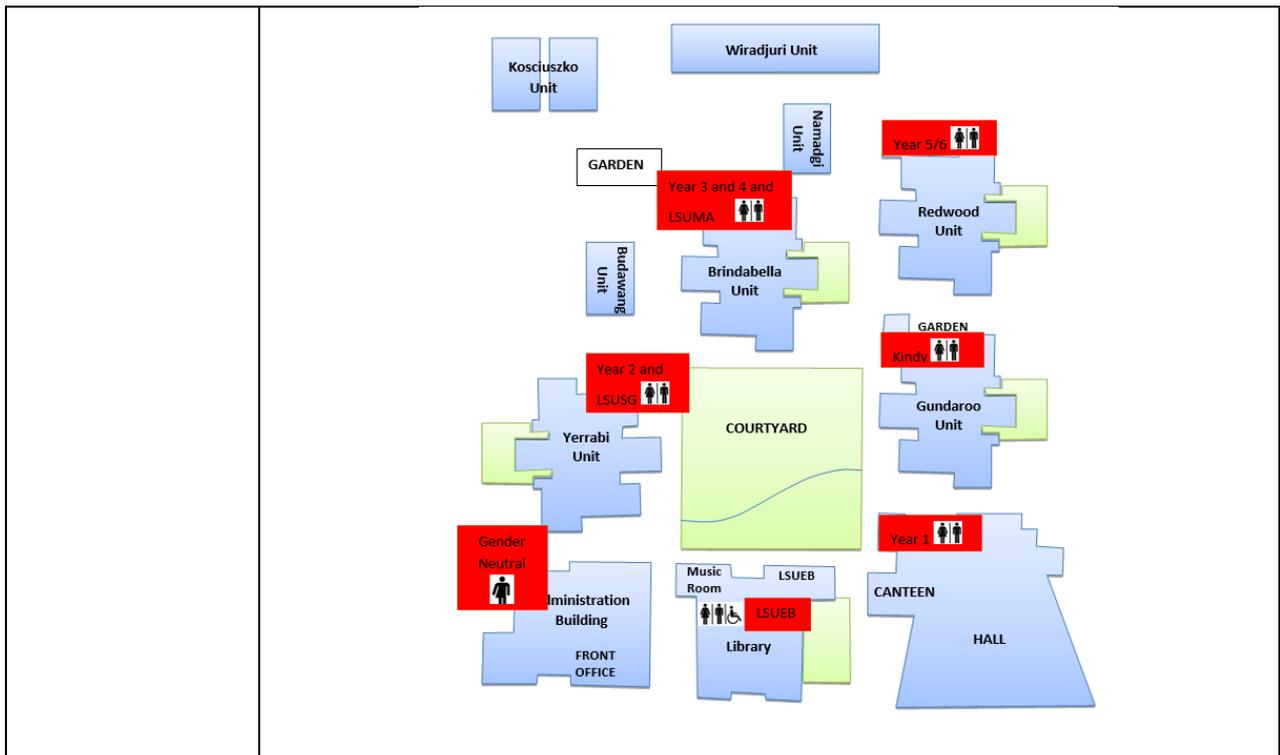
Staff and students should undertake hand hygiene regularly, particularly on arrival and before and after eating. Our toilet blocks have been identified for use by particular cohorts.

Practise this routine with your child before they return:



Toilets

Students have been allocated a toilet block indicated in red to minimise cross over.



Teaching and learning

Our teachers, executive, LSAs and relief staff are attached to one of 3 bubbles: Preschool, Kindergarten to Year 2 and Years 3 to 6. These people will not physically cross over. There will be a timetable for each bubble to ensure they don't cross over during the school day.

In the first week back at school our teachers will prioritise re-establishing routines and expectations, building relationships and collaboration. After the first week literacy, numeracy and inquiry learning incorporating a number of other learning areas and capabilities will commence.

What adjustments to specialist teaching programs will occur?

Specialists will work with 1-2 cohorts depending on the cohort size. The specialist program for K-6 will include The Arts and PE. Our Kindergarten students will have an introduction to Japanese with Fiona.

Specialist Program Teachers	
Preschool	Kerri and Erin
Kindergarten and LSUEB	Fiona and Monica
Year 1	Gene
Year 2	Kumi (M,T) Nichole (Th) and Gene (F)
Year 3	Trent
Year 4	Trent
Year 5/6	Belinda
LSUSG	Cassandra
LSUMA	Trent and Arianna

How will learning be communicated?

The fortnight ahead overview of learning via Seesaw will recommence in week 3 for cohorts returning in week 4. All cohorts will receive the fortnight ahead from week 5.

	<p>How might the minimisation of specialist teachers/support staff across cohorts impact on student support services? Our Learning Support Assistants and Specialist staff have been allocated to cohorts to continue support programs.</p> <p>What do we do with student devices and dongles? Please keep student devices and dongles at home until the end of week 9.</p>												
<p>Break times</p>	<p>All students will need to bring a labelled drink bottle as bubblers are not in use.</p> <table border="1" data-bbox="624 510 1287 622"> <thead> <tr> <th></th> <th>Recess</th> <th>Lunch</th> <th>Fruit Break</th> </tr> </thead> <tbody> <tr> <td>K-2</td> <td>11.00am</td> <td>1.30pm</td> <td>10.00am</td> </tr> <tr> <td>3-6</td> <td>10.30am</td> <td>1.00pm</td> <td>12.00pm</td> </tr> </tbody> </table> <p>There is 10 minutes of supervised eating time within cohorts at the beginning of each break. All students should also bring a piece of fruit or vegetables for fruit break.</p> <p>Our cohorts will be designated zones in the playground. These will be alternated each week. Our library will have 3 zones with a limit of students for those students who require an indoor option. Cohort staff will do break time supervision with their students.</p>		Recess	Lunch	Fruit Break	K-2	11.00am	1.30pm	10.00am	3-6	10.30am	1.00pm	12.00pm
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<p>Before and After School Care</p>	<p>Educators have been working for the duration of the lockdown. They will continue to follow the Organisation's COVID Response Plan, as well as adhere to ACT Health requirements. Masks are mandatory, both inside and outside, they will sign in using the school's check-in code each time they work, use appropriate hand & respiratory health practices, as well as maintain social distancing from adults.</p> <p>Dropping off and collecting the children will occur however the educators won't enter buildings.</p> <p>Kindergarten: In the afternoon Monica and Shanly will walk students going to After School Care to the hall at 2.50pm.</p>												
<p>School Canteen</p>	<p>The school canteen has its own COVID Safe Plan. The canteen will open for 3 days a week on Wednesday 27 October and will operate Wednesday to Friday.</p> <p>The canteen will provide recess and lunch orders via flexischools. There will be no over the counter sales.</p> <p>Delivery of orders to students will follow social distancing and hygiene requirements.</p>												

		<p style="text-align: center;">OUR SCHOOL HAS</p> <p style="text-align: center;">flexischools</p> <p style="text-align: center;">ONLINE ORDERING</p> <p style="text-align: center;">Available in our Canteen 24/7 Convenient for parents Removes paper orders and cash FREE Registration</p> <p>Online ordering is more convenient for parents and more efficient for the school, providing a 24/7 ordering system that can be accessed from computer, tablet or mobile.</p> <p>No more fumbling around for coins in the morning or sending kids to school with excess cash. Online orders are easier and faster giving parents peace of mind that their order is received accurately by the school.</p> <p style="text-align: center;">Register at flexischools.com.au</p> <p style="text-align: center;">Registration is Free and only takes a few minutes.</p>	
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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](#).

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](#).

You can keep up to date with the latest health information, advice and resources on the [ACT's COVID-19 website](#).

I would also like to take this opportunity to thank you for your support and understanding as we return to face-to-face schooling.

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

My regards,

Rebecca Turner

Ngunnawal Primary School