



TERM 3 GUIDELINES FOR SCHOOL OPERATIONS UPDATED

Today we received new guidelines from the NSW Department of Education that will see a number of adjustments to our school operations. These must be implemented by our school by Wednesday 19 August 2020. We appreciate your cooperation in ensuring that these guidelines are strictly adhered to in the coming days and weeks.

Our staff will inform students and support those impacted, prior to implementation. We ask that parents / carers also make appropriate arrangements with your child, where necessary.

- **No adults, including Kindergarten parents, will be permitted on site** unless the NSW Department of Education considers them to be “essential” (canteen, uniform shop, banking, scripture, etc). This includes at drop off and pick up times. If you require contact with the school, you may still enter the office (please maintain physical distancing), email or phone and we are only too happy to assist you with your request.
- Schools should ensure school pick up and drop off arrangements enable parents to physically distance from one another and from staff. Schools should consider strategies to avoid large congregations during school pick up and drop offs.
- We have revised our processes at the end of the day, to improve efficiency of departure and to maximise adult physical distancing outside and inside the gates. The following will now be the departure times and locations for students of specific grades:
 - **2:40pm – Kindergarten and their siblings in Years 1 to 6**
 - KC and KW – Depart at bottom gate – parents to wait outside for their child/ren.
 - KL – Depart at top gate – Western side – parents to wait outside for their child/ren.
 - KS – Depart at top gate – Eastern side – parents to wait outside for their child/ren.

We continue to encourage Kindergarten parents to park when collecting their child. Those parents collecting from the top gate, the wonderful church next to our school are happy for you to park on their grounds during pick up (and drop off), though the area will be cordoned off during wet weather.

- **2:50pm – Years 1 to 2 and siblings in Years 3 to 6**
 - Students may leave through the gate of their choice, in consultation with their parents.
- **3:00pm – Years 3 to 6 without siblings in Years K to 2**
 - Students may leave through the gate of their choice, in consultation with their parents.

- Students can be dropped off at any gate at the beginning of the school day. A reminder that staff supervision begins at 8:30am.
- All gates will continue to be supervised by staff between 8:30am to 9:00am and 2:40pm to 3:10pm daily.
- If a student or staff member has been absent due to flu like illness or develops flu like symptoms while at school, they are not to return to school until they have a negative COVID-19 test and are symptom free. The school must sight and maintain a copy for both students and staff members before their return to school (results can be screen shot and emailed to the school).
- All students and staff who present as unwell or have flu like symptoms are to be sent home.
- Students and staff must not come to school if they are unwell. Even with very mild symptoms.
- If a student is absent for more than three days without a medical certificate, this will be recorded as an unauthorised absence and followed up by the school.
- Parent / carer meetings will be online unless involving serious matters that require face to face discussion.
- Students are to stay within their cohort group (class, year group or stage) for all learning and extra-curricular activities, including sports and arts and physical activities.
- All professional learning for staff must now be conducted utilising technology.

In the coming days, there will be a number of things to work through for parents & carers and for our school. However, given the new requirements, we must make these changes to ensure we are complying with expectations and ensuring ongoing safety for students, staff and our community. We genuinely appreciate your assistance in ensuring that these changes are adhered to and respected by all.

Should you require any further information please do not hesitate to contact the school office.

Thank you again for your ongoing support of our school.

Tim Fisher
Principal

Monday August 17 2020