TRANBY COLLEGE COVID-19 PANDEMIC

YEAR TWO

RETURN TO SCHOOL PLAN

Return to 'face to face' instruction from Monday 11th May 2020

Online learning will cease Friday 8th May, with face to face teaching recommencing Monday 11th May 2020.

Teaching will be limited to classroom instruction only, with no assemblies, carnivals, camps, excursions, incursions etc. until further notice.

Face to face teaching and learning is the focus in this phase of COVID-19.

We look towards, with no guarantee, some of the events of Term 2 being rescheduled or recommencing during Semester 2.

JUNIOR SCHOOL

Year Two

Drop off: Parents to drop off child at front gate entrance to Junior School from 8.20am. Children to wait outside their classroom on the verandah.

Pick up: Parents to pick up at the same location as drop off point.

Organisation and Cleaning Procedures:

- No handshaking until further notice.
- Hands sanitised when entering and exiting the classroom for recess and lunch.
- Students reminded and encouraged to wash hands with soap and water throughout day.
- Students will use their own resources, pencil cases. Equipment not to be shared where possible .
- Any shared resources to be wiped down after use.
- No cooking lessons or shared food.
- No singing unless conducted outside.
- Group work to be minimised where possible.
- Hard surface areas to be wiped down by teacher at the end of the day and during the day when needed.
- Chairs not to be stacked at the end of the day. Need to remain at each child's desk area.
- Nature Playground closed.
- Metal Playground disinfected after recess and lunch.
- Sick children not to be sent to school. Sick children **WILL** be sent home.
- No lollies for reward.
- Home readers not to be sent home.

Wet Weather K - 6

In the event of wet weather, all students K-12 will take their recess or lunch break in buildings supervised by staff.

Students in Years 1-6 will take their breaks in their classrooms and eat at their own desk.

JUNIOR SCHOOL (K-6)

Specialist Classes and Subjects with new limitations

Music

- Hands sanitised when entering and exiting the classroom for recess and lunch.
- Students reminded and encouraged to wash hands with soap and water throughout day.
- Choral singing and classroom singing lessons will not occur, due to the capacity to transmit droplets. Singing for Early Learning students can be conducted outside where possible.
- No Choirs.
- Recorders not to be used or any other instruments with mouth pieces.
- Seating plans to be in place for each class to minimise students moving from desk to desk in lessons.
- Wind instruments will be ceased until further notice.
- All other music lessons involving a peripatetic staff member will continue, observing a 1.5 metre social distancing between tutor and student/individuals.
- All equipment to be wiped down after each use including keyboards.
- Shared resources must be wiped down after each use.
- Group work to be minimised.
- NO BANDS.
- NO ENSEMBLES.
- 3m separation required between tutors/students for individual vocal lessons only.

Drama

Voice warm up and activities should be avoided. Where possible, students should work on solo work and avoid troupe based activities.

Physical Education

- Lessons in classes can continue, but students must be placed in small groups and equipment shared within the small group only.
- All equipment must be wiped down with disinfectant between each class.
- No team sports permitted.
- Year 5/6 team sport not permitted
- No Indoor Sport including wet weather.

Indonesian

- Seating plans to be in place for each class to minimise students moving from desk to desk in lessons.
- Singing lessons not to be conducted.
- Hands sanitised when entering and exiting the classroom for recess and lunch.
- Students reminded and encouraged to wash hands with soap and water throughout day.
- Shared resources must be wiped down after each use.
- Students to use their own resources, pencil cases where possible.
- Group work to be minimised.
- No cooking lessons or shared food.
- Hard surface areas to be wiped down by teacher at the end of the day and during the day when needed.

Visual Art

- Seating plans to be in place for each class to minimise students moving from desk to desk in lessons.
- Singing lessons not to be conducted.
- Hands sanitised when entering and exiting the classroom for recess and lunch.
- Students reminded and encouraged to wash hands with soap and water throughout day.
- Shared resources must be wiped down after each use.
- Students to use their own resources, pencil cases where possible.
- Group work to be minimised.
- No cooking lessons or shared food.
- Hard surface areas to be wiped down by teacher at the end of the day and during the day when needed.

ALL YEARS

Student Health Practices

Drinking Water

All fountains and filling stations remain closed. Students should bring their own water in their own drink container. Parents and/or students (dependent upon age of the child) should ensure that they have adequate water supply for the day, in an appropriate sealed, personal water container. Water containers are never to be shared.

Canteen

The Canteen will be open in a limited format, for three days only, Monday, Wednesday and Friday. Orders can be placed online only via Quickcliq.

https://quickcliq.com.au/

Ordering will be available for lunches only, with a limited online menu. In the Junior School, lunch box delivery will be made to individual classrooms immediately prior to lunchtime. Senior School students will collect prepared orders from the canteen, observing the usual queuing process.

There will be no recess sales and no over the counter sales. Online ordering requires payment through the online system. No cash will be accepted at the counter or canteen.

Food

All students must order from the canteen or bring sufficient food from home for their personal needs. Food must not be swapped or shared.

Until further notice, no shared food, food or drink sales, stalls etc will be permitted at the College for any reason. This includes cupcakes, lollies or treats for birthdays and the like, or food-based prizes/rewards for classroom activities.

External deliveries of food (i.e. Uber Eats) are not permitted.

Playgrounds

The Nature Play playground remains closed indefinitely – all other playground areas will be re-opened and cleaned daily following the guidelines of AHPPC.

HYGIENE

Student Hygiene Practices

Handwashing and hand sanitiser

Regular handwashing, particularly before and after activities and eating is an effective measure against COVID-19.

Teachers will implement a College-wide hand sanitation regime upon the return of students.

- The College has sourced a non-alcohol based hand sanitiser for general use.
- If the student chooses not to use the College supplied sanitiser, they are required to bring their own and use it upon entry to class.
- In the event that a parent wishes their child to utilise an alcohol-based hand sanitiser, they should source and supply their own.

Classroom hygiene practices (teacher administered)

Hand sanitiser

Teachers will administer the College hand sanitiser spray to each students hands on entry to each class session.

Internal doors

Wherever possible, double classrooms with closable doors will be shut, to limit exposure to the least number of peers/students.

External doors

Wherever possible, external doors will be left open. Air cons on Fan Mode (not heater) to allow air to flow through. Parents are advised that students should bring jumpers.

Windows

Whenever possible, external windows will be left open. Air cons on Fan Mode (not heater) to allow air to flow through. Parents are advised that students should bring jumpers.

Seating Plans

All teachers of all classes in all year levels will maintain a seating plan to assist with contact tracing, should it be required.

DAILY ORGANISATION

College Reception/Administration

All parents and visitors to the College must sign in at College Reception located in the Main Administration building (located off Arpenteur Drive).

Parents are not to enter the College grounds without prior arrangement. Please direct all enquiries to main administration/reception.

Parents and Visitors must sign in and out of the College accordingly.

If parents wish to meet with a member of staff they will be asked to direct message the staff member to arrange a suitable time or to telephone 9524 2424 to leave a message for the call to be returned as soon as possible.

Junior School Reception

Parents are not to attend Junior School Reception. Please direct all parents to access the College via the Main Administration Building.

Junior School students with mobile phones must hand their phone in at Junior School reception each morning. Students will be provided with a storage bag. Handling of storage bag and phone by student only.

Wellbeing Centre

Parents wishing to meet with the Wellbeing Officer or parents who are dropping off medication or medical forms will be asked to do so at Main Reception (off Arpenteur Drive). The Wellbeing Officer will collect and respond to parents if necessary.

Parents collecting sick or unwell children will be asked to wait at Main Reception (off Arpenteur Drive) and their child will be brought up to the administration building.

Senior School Student Services Desk/Reception

This desk will remain closed for the foreseeable future. All Students & Senior School staff are to sign in/out at the Main Reception area located upstairs in the SSAB.

Uniform Shop

To assist with keeping in line with the current COVID-19 requirements for social distancing, until further notice, we ask that **all** uniform orders be placed via the online ordering system, which can be found on the College website; https://tranbycollege.permapleat.com.au/shop/.

All online orders placed by midnight on any Tuesday will be available for collection the following day (Wednesday) between the hours of 2:00pm – 4:00pm from College Reception off Arpenteur Drive, please adhere to social distancing practices.

Whilst not encouraged, but should you require a fitting, bookings can be made online via the College website; https://tranbycollege.permapleat.com.au/schoolbookings/

Before and After School Care

This will recommence in a limited capacity and as a 'soft start' from Monday 11th May 2020. Please contact the Childcare Centre for further information.

TRANSPORT AND ENTRY POINTS

Staff Car Parking

Staff car parking has been reallocated to be in either the MPH or Arpenteur Drive Car Parks. The Clyde Avenue Carpark has been 'cleared' to facilitate Senior School drop offs and pick-ups.

Settlers Transport Bus service

Resumes Monday 11th May.

Students who catch the Transperth or Tranby bus services must walk along Arpenteur Drive to the gate adjacent to Shared Carpark for campus access.

Student Drivers

Students who drive to school will no longer have access to the Clyde Avenue carpark. Student drivers may park on the unsealed area the corner of Clyde Avenue and Arpenteur Drive, gaining access via the dedicated double gate. Students should park in an orderly fashion to allow easy entry and exit.

Entry points

To assist with separation and dispersement of students, where practical parents should use the following entry points to drop off their children.

Kindy to Year 2: MPH Carpark

Years 3-5: **S**hared-use carpark Arpenteur Drive (cnr Tranby Drive)

Year 6: MPH Carpark

Years 7-12: Clyde Avenue Carpark

Where a parent/family have multiple children in different age groups, we ask that you use the designated entry for the youngest child for all children.

Parents are reminded that they are not be on campus.

Social distancing must be observed. Signs will be placed at 1.5 metre intervals at Early Learning drop off points to assist. Parents are asked to leave the College premises promptly.

Years 7-12

Students will be dropped off in the carpark off Clyde Avenue. Students who have permission to drive will not be permitted to park their vehicles in the Clyde Avenue carpark for the interim period.

Parents will be required to park their car in a bay and allow the children to carefully get out of the car and walk towards the turnstile and enter the grounds. A Dean of Studies, or staff member,

will be present to facilitate this process. Parents are asked to not drop their children off along the kerb or in front of the emergency access point.

Students should enter and exit, where possible, via their allocated gate but parents are not permitted on campus.

The entry and Admin Carpark adjacent the roundabout at Wilson Pass and Arpenteur Drive is for staff only, and Visitors to the College Administration (finance payments, prospective parents, College business).

There is no drop off or pick up of students in the Administration Car Park. Staff will monitor this area.

Parents on campus

Parents are not permitted on campus. Signs will be placed on perimeter gates to advise 'No Entry' by parents.

If a parent/guardian is asked to meet with a staff member, they are to be asked that they come in via Main Admin - off Arpenteur Drive.

Parents collecting sick or unwell children will be asked to wait at Main Reception (off Arpenteur Drive) and their child will be brought up to the administration building.

Parents must always observe 1.5 metre social distancing.

Parents are asked to remain in their vehicles, if the age of their child makes this possible.

Parents are asked to observe limits on visitors/adults in the Reception area, as signposted.

Teaching and Learning Practices

ALL YEARS

Group work in classes

Group work is be avoided unless essential. Group work, if required, must be conducted in as small a group as possible. Group work with a practical element, with the exception of Physical Education, must not involve any shared resources.

Merging classes

Merging classes for the purpose of a lecture, watching a movie or any such activity is not permitted.

Guest speakers

External parties, persons or presenters in any form will not proceed until further notice unless via Zoom (virtual). No visitors to classes will be accepted on site.

Student teachers

Student teachers are permitted. They must sign in every day at Administration and will be asked if they are feeling unwell. If they are feeling unwell, then they will be asked to leave the campus.

Visiting Teachers, Peripatetic Teachers and Specialist Student Services

Are permitted on site, subject to normal visitor sign-in protocols.

Student Health and Wellbeing

Morning health check

In addition to attendance each day, every morning Mentor Period will include an assessment of individual student health by the teacher/mentor. Students may be referred to the College nurse who will determine if a child is considered 'sick' or 'unwell'.

The Wellbeing Officer will be wearing appropriate PPE (Personal Protective Equipment) e.g. Masks, Gloves, Goggles & Apron.

What is being 'sick' or 'unwell'?

Critical guidance from the AHPPC advises and states: -

> **Sick children or adults must not go to school.**
>
> **All individuals with fever or any symptoms of respiratory infection should attend their GP for health evaluation as well as to seek testing for COVID-19.**

There will be a low threshold of tolerance for staff and students who appear sick or unwell. Put simply, any student who appears sick or unwell will be isolated and parents will be called to collect them. Students presenting with a persistent cough or runny nose will be sent home.

Students who exhibit symptoms of COVID-19 will be subject to further restrictions including the necessity to isolate in an isolation room until a parent collects their child. Parents & students will be directed to visit their GP for testing and/or further investigation – they will be directed to self-isolate until negative result or clearance certificate from a GP to return to school is obtained.

Student recreation during breaks

Balls, sporting equipment etc

No shared use of sporting equipment will be provided until further notice.

Students should bring their own play equipment (i.e. hand balls) if they wish to play with these items during recess and lunch. Students should wash their hands and will also be required to disinfect their hands upon return to class.

Facilities and Events

Year Group and House Assemblies

Year group gathering will only occur as a matter of absolute necessity.

House meetings will not occur, due to the presence of multiple year groups.

College Assemblies

Are not permitted until further notice.

Chapel services

Are not permitted until further notice.

Library

The Library will be open only for K-6 Library lessons conducted by the Teacher Librarian.

- Seating plans to be in place for each Junior School class to minimise students moving from desk to desk in lessons.
- Hands sanitised when entering and exiting the classroom for recess and lunch.
- Students reminded and encouraged to wash hands with soap and water throughout day.
- Students not to have access to books. Book borrowing or sharing not permitted.
- Shared resources must be wiped down after each use.
- Students to use their own resources, pencil cases where possible.
- Group work to be minimised.
- Hard surface areas to be wiped down by teacher at the end of the day and during the day when needed.

The Library is closed for Years 7 – 12.

No student is permitted to handle or loan books.

Cleaning schedule

The College has established a systematic cleaning schedule of high traffic areas and high touch surfaces.

Cleaning undertaken during the day is to disinfect high traffic, high volume spaces and items.

Cleaning undertaken during the day is surface cleaning only.

The end of day cleaning regime completed after staff and students leave is a full clean.

ADMINISTRATIVE

Attendance

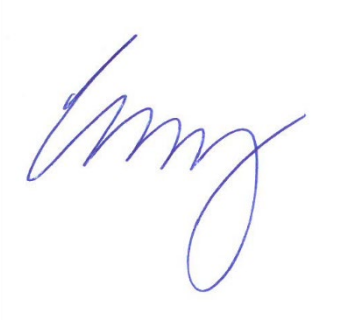
Attendance at school remains a parent choice for the first four weeks of Term Two 2020. Students who do not attend at a parent's choice will be recorded as an Approved Absence, and can access curriculum materials and classwork via SEQTA.

Work for students who are absent, or who elect not to attend from Monday 11th

The College's position during the current State of Emergency and Pandemic is to provide one method of teaching, which caters for the largest number of students. Online learning will not be accessible from 11th May.

Other

All advice and directions contained in this document are subject to change at the direction of the Principal, College Board, Federal Health Minister and/or Chief Medical Officer, Western Australian Health Department, Western Australian Government, the AHPPC or any other authority with the capacity to issue directives under the ongoing COVID-19 pandemic and State of Emergency.



Dr Clayton Massey
Principal

8th May 2020