

Edinburgh College

Return to School Plan

Family Information



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Return to School Plans

We welcome the government's announcement that students will be returning to school campuses over the next few weeks. We appreciate their careful consideration of all the relevant contributing factors and the consultation process with health authorities. Our core priority is the safety of each child, teacher and staff member.

We will be moving some classes in the next fortnight to face-to-face delivery at school, while others will continue with off-site learning. As always, please contact the school or your child's teacher if you have any questions.

A reminder that any child who is feeling anxious or stressed about the return to school can seek the support of our welfare team. Contact details are listed below.

- Mrs Liz Borgas (Primary): liz.borgas@ec.vic.edu.au
- Pr Jamie Stanley (Secondary): jamie.stanley@ec.vic.edu.au
- Mr Tim Drewitt (Secondary): tim.drewitt@ec.vic.edu.au

Key Dates

Monday May 25 - Pupil Free Day.

In line with the Victorian Government Schools, we are scheduling May 25 as a student free day. This is to provide time for teaching staff to set up classrooms, rewrite curriculum, review assessment tasks and term planners. There will be no online classes this day but students are free to catch up on any missed work.

For parents who are essential workers - please note that there will be no supervision of students on May 25.

Tuesday May 26 - The following classes will return to school. Online teaching will cease for these Year levels:

- Prep
- Year 1
- Year 2
- Year 10 students
- Year 11 students
- Year 12 students

Friday June 5 - Pupil Free Day (NO SCHOOL)

Teachers' report writing and assessment collation day.

Monday June 8 - PUBLIC HOLIDAY

Tuesday June 9 - All classes resume at school (P - 12)

Supervision of Students Years 3-9 for Essential Workers

On-campus supervision will continue for all students of essential workers and those who cannot be supervised at home. Key dates are listed below:

Supervision will continue from now until Friday, June 5. However, there will be no supervision available on the Pupil Free Day which is Monday, May 25. Please make alternate arrangements for this date.

From June 9, all classes will be run from the school. Online lessons for Years 3-9 will cease.

Canteen & Food Protocols

Our canteen will be closed for the remainder of this term.

Please remind your child NOT to share food. Each child should eat their own snacks and lunch and not share with others. This will help to minimise risk.

Buses

Buses will continue operating from May 26. The drivers will expect their regular passengers as per the Key Dates. Parents need to communicate with their driver if their child will not be travelling on the bus on any day. The drivers will not pick up any student who appears to be unwell. All passengers will have their temperature read via a non-touch thermometer before entering the bus.

Assessments and Exams

Primary student assessments will take place in the classroom when students return to campus.

Alternative secondary student assessments will be replacing formal Semester 1 exams for Years 7-10 (except for the Y10 VCE subjects).

VCE Unit 1 exams will take place during the first week of Term 3. Further details of the Year 11 exam schedule will be released shortly.

The calendar can be accessed from your SEQTA Engage portal or the school website:
<https://www.edinburghcollege.vic.edu.au/>

Safety Measures in Place by the School

- Social distancing measures will be in place for all adults, including office arrangements and staffroom spaces.

- Before entering the Edinburgh College buildings all persons will have their temperature read via a non-touch thermometer. If the person's temperature is 37.5 degrees or higher they will not be permitted on the campus and/or school bus.
- Mobile hands-free sanitiser stations have been set up in key entry points and shared spaces, such as the library and canteen.
- Students will be asked to play in designated areas.
- Playground equipment will be cleaned regularly.
- Cleaning schedules will be escalated.
- Bubblers are not to be used. Students are to use their own water bottle.
- Parents have the option of providing their own lab coats and art smocks if desired. Otherwise, students will share (with regular washing).
- Surfaces that are frequently touched will be cleaned daily.
- We encourage all students to assist by carrying their own small packet of tissues and even having a small bottle of hand sanitiser in their lunch box for use.
- We have ordered hospital-grade sanitiser in bulk. Each teacher will have their own bottle in every classroom. Students will be regularly asked to wash their hands and use the hand sanitiser as they enter and leave the classroom.
- We will promote fresh airflow indoors and maximise the use of outdoor learning areas or environments with enhanced ventilation where possible and as practical, depending upon weather conditions.

Hygiene

Everyone can protect themselves and prevent the spread of coronavirus (COVID-19) by continuing effective hand hygiene. Enhanced hygiene measures will continue during the return to on-site teaching and learning.

- Students will be instructed to wash hands frequently with soap and water, before and after eating, and after going to the toilet.
- Students will be instructed to cover their coughs and sneezes in their elbow, dispose of tissues, and use alcohol-based hand sanitiser or soap and water for regular handwashing.
- All staff and students are reminded to clean their phones daily. No mobile phones are allowed in classrooms.

Sport and Recreation

- Playground equipment can be used, however, students will be directed to practise hand hygiene before and after use.
- Outdoor facilities will be preferred for the purpose of physical education and recreational play. Where indoor facilities need to be used, we will limit the number of students.
- Non-contact sports will be encouraged.
- Hand hygiene must be practised before and after use of any sporting equipment.

Cleaning

Our cleaners will escalate our regular cleaning schedule and ensure that strict standards are maintained.

Protocols for Return

Water Bottles

Each child **MUST** bring their own water bottle to school, and take it home in the evening for cleaning.

Mobile Phones

Students with mobile phones must **not** bring them into class (this is already an Edinburgh College policy). Please remind your child to wipe down their mobile phone daily.

Uniform

Students are to wear full winter academic uniform or full sports uniform according to timetable requirements. Students who need to purchase uniform items should proactively make contact with Mrs Donny Wareham for a personal appointment at the uniform shop - Donny's Mobile Number: 0409 194 022

- Due to Covid-19, changing rooms are closed.
- The uniform shop will be open on May 25 from 9am - 4pm by appointment.
- Social distancing measures will be implemented.

Car drop-offs

- Parents may only enter the school administration buildings if absolutely necessary. All parents are to keep a distance of at least 1.5 metres between people & avoid queuing.
- Parents are not to visit classrooms or any other school buildings at this time.
- Parents to avoid mingling (parents remain in cars and leave promptly).

Health-care plans

If there are any changes to your child's health and they have a new or updated health care plan, this must be handed in at the school office before the child returns on campus.

When arriving on campus

- We will be limiting entry into the school as far as possible.
- Temperature checks will be conducted for all who enter into school - students, teachers, and all non-teaching staff and public members.
- Temperature checks will be conducted each morning from the following areas:
 - Primary - At drop off/pick up area between 8:30am - 8:50am
 - Primary - Front Office after 8:50am
 - Secondary - Locker area between 8:30am - 8:50am
 - Secondary - Front Office after 8:50am
- There will be regular reminders from staff regarding hygiene practices.

- Any child who has a cold, snuffle or a high temperature is to be kept at home
- Any sick child will be sent home immediately.

Note: Please do not send your child to school if they are sick or have an elevated temperature of 37.5 degrees or more.

- To ensure the school is able to make prompt contact with parents, please notify the office immediately of any recent or upcoming change in your contact details (ie phone numbers, addresses)

At the end of the school day

We will begin with the regular routine and see whether this needs to be modified. We will evaluate how this goes and may need to implement a staggered pickup time if social distancing is not possible. Any changes will be communicated via email.

Campus visitors

Enrolment visits and inquiries will be conducted remotely and/or organised before or after school hours.

Sickbay

We will minimise the use of the sickbay to prevent any potential spread of illnesses. If you suspect that your child may be unwell, do not send them to school. If your child becomes ill during the day, we appreciate your assistance with arranging a very prompt pick up.

Return of loaned laptops and books

All loaned school books and equipment will need to be returned on the first day your child comes to school - May 26 or June 9. If you have borrowed a school laptop or iPad, these will need to be power-charged and returned ready for the first day of school. Please remember to return all power leads.

Library

To run as per normal although social distancing measures will be in place.

OSHC

Will be closed at this stage.

Business Manager

Mr John Dickenson will not be available for face-to-face meetings for the remainder of this term. He is contactable via phone and/or email. We ask that all fees and accounts be paid via phone and/or email.

Upcoming Key Events

Refer to the school calendar for most up-to-date events. The calendar can be found on the Edinburgh College Website and SEQTA Portals.

Parent-Teacher Interviews

Teachers will be writing reports over the next few weeks. Parents will be informed of how both primary and secondary parent-teacher interviews will take place in Term 3.

Year 10 Work Experience

Work Experience has been rescheduled for the first week of Term 4 (October 5-9). As a class, career path options and booking Work Experience placements will be revisited in the weeks following our return to school in Term 2.

Q&A

1. **What about drop off and pick ups - I've heard that they will be staggered?**

As we are a relatively small school with two entrances, for Phase 1 of limited classes coming to school, this is not necessary. Please remain in your car so that drop off or pick up is quick. We will be assessing the process during this transition time to see if things need to change for Phase 2.

2. **What will happen with chapels?**

We will be running online chapels. Assemblies will be cancelled until further notice.

3. **Are visitors allowed on campus?**

No, we are restricting all school visits and external adults on campus as far as possible until further notice.

4. **What if I choose to keep my child at home for the rest of the term? Will online classes still continue?**

No, it is not possible for a teacher to offer quality face-to-face teaching and online teaching at the same time. **Once we return to school, current off-site learning arrangements will cease.** If a student is absent, standard Edinburgh College absence procedures will be implemented.

In Primary school - absent children should keep up-to-date with their reading and maths by using the online resources available, such as Reading Eggs, English Stars, Mathletics, Math Pathways etc. We request that you do not go ahead in the school

textbooks as this will affect the curriculum planning and delivery for your child once they have returned to school.

In Secondary school - work set in class will be uploaded by the teacher to SEQTA so that absent students can keep up-to-date.

5. **What about the Year 9 Challenge Program?**

The program has been modified to only include on-campus activities until further notice.

6. **What about camps?**

If we can reschedule a camp in Terms 3 or 4, we will endeavour to do so. However, at this point, all excursions and camps are postponed until further notice.

7. **My child has a serious chronic illness and I want to keep them at home until Term 3 just to be safe. What is your advice?**

As with any health issue, it is important that you seek medical advice from your GP to support risk assessment and informed decision-making about whether on-site education is suitable for your child. It is important that you keep the school informed. The following is Advice from the Department of Education. *Parents/carers of children and students with complex medical needs, (including but not limited to underlying respiratory and cardiovascular conditions), should seek advice from the child or young person's medical/health practitioner to support informed risk assessment and decision-making regarding the suitability of continuing onsite education provision.*

8. **If someone in my household is tested positively for Covid-19, do I inform the school?**
Yes! It is very important that you let us know immediately.

9. **What will happen if someone at Edinburgh College tests positive for the virus?**

We have an emergency management plan in place if this were to occur. The school would be immediately closed for 3 days while a deep-cleaning procedure takes place. Parents and Health Authorities would be notified immediately, in line with government protocols.

10. **What work will be provided if I choose to keep my chronically ill child at home?**

Arrangements will be made on an individual basis based on the child's health condition and medical advice.

Edinburgh College Contacts

Enquiry	Contact
A class program, subject, assignment, assessment or resource	Individual subject/classroom teachers via email firstname.lastname@ec.vic.edu.au
A technology-related issue	helpdesk@ec.vic.edu.au
A minor personal or social concern	Classroom and/or Subject Teachers firstname.lastname@ec.vic.edu.au
A significant personal or social emotional concern	<ul style="list-style-type: none"> • Mrs Liz Borgas (Primary): liz.borgas@ec.vic.edu.au • Pr Jamie Stanley (Secondary): jamie.stanley@ec.vic.edu.au • Mr Tim Drewitt (Secondary): tim.drewitt@ec.vic.edu.au
Other issue related to learning	<p>Classroom Teachers firstname.lastname@ec.vic.edu.au</p> <p>Learning & Teaching Coordinator (Prep - Year 10)</p> <ul style="list-style-type: none"> • Mrs Anne Thorneycroft (Prep-10): anne.thorneycroft@ec.vic.edu.au <p>Learning & Teaching Coordinator (VCE)</p> <ul style="list-style-type: none"> • Miss Kristen Judd (11-12) kristen.judd@ec.vic.edu.au
Administration office	Email - admin@ec.vic.edu.au
School Leadership Team	<ul style="list-style-type: none"> • Principal: Mr Tim Borgas tim.borgas@ec.vic.edu.au • Head of Secondary: Mrs Anastazyia Ferry anna.ferry@ec.vic.edu.au • Head of Primary: Mrs Tanya Pascoe tanya.pascoe@ec.vic.edu.au • Exec: Mr Peter Lynch pjalynch1@icloud.com

Business Manager	<ul style="list-style-type: none"> • Mr John Dickenson bursar@ec.vic.edu.au
Learning Support	<ul style="list-style-type: none"> • Mrs Linda Hunter linda.hunter@ec.vic.edu.au
School Buses	<ul style="list-style-type: none"> • Mr Dermot Hardwick bus.business@ec.vic.edu.au
Uniform Shop & Canteen	<ul style="list-style-type: none"> • Mrs Donny Wareham donny.wareham@ec.vic.edu.au
All other inquiries	<p>Edinburgh College Ph: 03 9728 2211 Email: admin@ec.vic.edu.au</p>