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Thursday 21<sup>st</sup> May 2020

Dear Parents / Carers

Whilst all staff and students are undoubtedly excited to be returning to school next week, it is our aim to remain vigilant and cautious and ensure that we all do our part to minimise the potential spread of COVID-19 in our school and wider community. Within this letter, we have outlined the processes and practices that we will be implementing upon our return.

Key Points in This Letter:

- What the School Is Doing
- What Students Should be Doing
- Year 12 Study Periods
- Year 10s completing a Unit 1 and 2 (Year 11) study
- End of Semester Assessments for Year 10 and 11 students
- The GAT and the End of Year Exams

### **What the School is Doing**

In order to provide a safe and supportive learning environment for all students and staff, teachers will be encouraging students to maximise the distance between themselves and their peers. Whilst maintaining a physical distance of 1.5 metres is not always practical in education settings and physical distancing is most important between adults, it continues to be the government recommended practice in the community and therefore we feel it is important that where possible, we reflect this in Senior School. High traffic areas will have one-way systems and there will be signage around school to direct students and staff.

At recess and lunch there may be staggered start and finish times to reduce the number of students accessing locker bays at any one time. It will be expected that students access their lockers quickly, then move away from the area to free up space for other students. For the first two weeks, there will be sufficient space around the school for students to maintain distance at recess and lunch times, but when the rest of the school returns on 9th June, year levels will have designated areas of the school for these times. Year 12 students will be able to use the courtyard and both Years 11 and 12 can use the front area of the school (on Station Street) to assist with social distancing.

Year 12 students will be provided with additional study areas, as there will be maximum capacity numbers placed on rooms. At recess and lunch, D1 will be closed apart from locker access and lunch preparation if necessary. For students who wish to store food in the fridge, this must be in a plastic bag or sealed plastic container. Use of the kitchen facilities such as the microwave and hot water, will be possible but only one student at a time. The sandwich toaster will not be available. Students need to bring their own crockery and cutlery, which will need to be washed and stored in their locker or

taken home at the end of the day. There will not be a common room area at recess and lunch, although students who wish to study at these times will be able to work in D3 and D9.

### **What Students Should be Doing**

Most importantly, students should be respectful of each other and the staff. It is important that everyone take responsibility for responding positively and maturely to the changes, they will experience in school for the foreseeable future. Everyone has a part to play in making sure we are able to continue with face-to-face learning throughout the rest of the year, in particular our VCE students who will set the tone in readiness for the return of our younger students. If our VCE students model responsible behaviour, the younger students will follow and we are much more likely to achieve a successful transition back to school.

Senior students will be encouraged to let a staff member know immediately if they see or hear behaviour, which is not responsible, or makes them feel uncomfortable. They will be reminded that we have an excellent well-being team who are there to talk to if needed.

### **Year 12 Study Periods**

To support the minimisation of people travelling by public transport, Year 12 students will be allowed to arrive late and leave early if period 1 or 4 is a study period. They can, of course, still choose to stay in school. Students who are identified as at risk in terms of attendance or achievement in a subject will be required to attend all study periods in full. Our focus on high expectations and academic success continues so students, who are currently not on track to achieve their personal best, will be required to be in school as normal between 8.55 am and 3.10pm.

### **Year 10s Studying a Year 11 Subject**

Students are expected to attend school if they are completing a VCE subject. Teachers will not be providing remote learning opportunities as well as face-to-face teaching. Lesson resources will be posted in Google Classroom but if a student is not in class, they will be expected to work through set work independently.

If it is possible for a student to arrive at the start of their Year 11 class and be back home in time for the next class, they may attend school just for their Year 11 lesson. Alternatively, they may stay in school in the large area in the HUB to continue with their remote learning for the day. Year 10 students staying at school will need appropriate technology and headphones. There is some flexibility around this for Year 10 students depending on proximity to school and timing of Year 11 classes.

### **Year 10 and 11 End of Semester Assessments (replacing traditional exams)**

Students will not attend school during their Assessment week apart from when they have an assessment scheduled. This is week 8 for Year 11 subjects and week 10 for Year 10s.

Assessments will be scheduled according to the blocks in which they run to avoid any clashes and will run in classrooms with classroom teachers. These assessments will be 1 hour long and will factor in the challenges faced during remote learning.

VCAL classes will run as normal during these weeks.

## The GAT and End of Year Exams

Looking ahead to the end of year for Year 12s, we recognise that this is going to be a long year. Year 12 is always challenging but in 2020, there will obviously be some additional pressures and stresses - and indeed some uncertainty. We know that the GAT will take place sometime in October and the final exams in December, but at this stage, we do not have any dates. It is important that everyone looks out for each other and that we approach the road ahead as a collective with respect and consideration for others.

We understand the return to school will be a challenging time for some students. Please contact your child's teachers, year level coordinator, Jo Greenhalgh or Andrew Moffat if you have any concerns about the return to school.



Joanne Greenhalgh  
Senior School Director



Andrew Moffat  
Assistant Principal Senior School



Michelle Roberts  
Principal