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Thursday 21st October 2021

Dear Parents/ Carers and Students,

We are writing to provide you with the first stage of return to school arrangements for our Year 7 – 11 students. The Victorian Government announced that, on the advice of the Victorian Chief Health Officer, metropolitan Melbourne will ease restrictions and allow a partial return to school for staff and students.

The current return to onsite learning arrangements is as follows:

	Date of Return	Days for Onsite learning
Year 7	Friday 22 nd October	Return to onsite learning full time
Year 8	Tuesday 26 th October	Return to onsite two days a week – Tuesday and Wednesday
Year 9	Tuesday 26 th October	Return to onsite two days a week – Tuesday and Wednesday
Year 10	Friday 22 nd October	Return to onsite two days a week – Thursday and Friday
Year 11	Friday 22 nd October	Return to onsite learning full time

During this first transition period for Year 8 – 10 students all children who **can** learn at home **must** learn from home on their designated remote learning days – with exceptions only in limited circumstances. If you believe you are in an exceptional situation in which remote learning is not possible, then please **email the college immediately** on mordialloc.co@education.vic.gov.au so that the most appropriate arrangements can be put in place at school to supervise your child completing their remote learning classes onsite at school. Please note that students will not receive direct instruction at school from the onsite supervising teacher.

Once each year level returns to on-site schooling, schools will no longer offer a remote learning program for those students on designated onsite learning days. If parents choose to keep their child at home, they will be responsible for maintaining student learning. This does not apply to children who need to be absent for health or medical reasons, such as children with a compromised immune system. For those families, schools will establish a plan to meet their circumstances.

As we are returning to onsite learning with higher COVID numbers compared to previous return to school, it is important to note that schools are being closed for deep cleaning on a more frequent basis compared to previous times. It is important that students only bring the items they need on the day and not rely on leaving items in their lockers overnight.

We know that returning to school will look a little different this time and it's important that we support you and your children with effective ways to keep everyone safe and well. One of the most important and effective things we can do to help keep students in the classroom and outdoors safe is to wear masks to help minimise COVID-19 transmission risk, please discuss with your child to help us support with the additional rules around mask wearing to keep everyone school safe.

Please take the time to read the following **Return to Onsite Learning Guide** for parents and students including:

- Student Expectations, including recess and lunch breaks
- Health and Hygiene including the extra measures the College has put in place
- Restricted parent access onsite
- Attendance and Timetables
- Wellbeing Support

Thank you for your continued support and patience during this time. We look forward to welcoming our students back to the classroom. Please note students should return wearing **full summer school uniform**. If you have any questions, please call reception and they will direct your enquiry to the appropriate person.

Ms Michelle Roberts

Mr Andrew Moffat

Mrs Marina Walsh

Ms Tracey Bastin



Return to School – Onsite Learning Plan

The information in this guide will help students to maximise their academic success and ensure continuity of learning as we begin to transition back to onsite learning. Mordialloc College staff have worked hard during this time to prepare for our return to school and to support students in their preparation, all to ensure continuity with their learning and deliver the best possible programs to all students.

Expectations of Students

General Expectations

1. If your child is ill or is feeling unwell, they must not attend school. They must remain home and seek medical advice. If a child feels sick during the school day they must inform their teacher straight away and they will be sent to sickbay and our first aid officer will call a parent/carer to collect.
2. Be respectful of COVIDsafe behaviours - follow social distancing protocols, remaining 1.5 metres from staff and other students wherever possible
3. Face masks will be required for students at all times both indoors and outdoors at all times unless a lawful exception applies – with exceptions are when students are eating or drinking. A facemask that covers the nose and mouth is now the only permitted type of face covering. Face shields, scarves or bandanas do not meet these requirements. Students will need to supply their own mask and take responsibility for maintaining the hygiene of the mask.
4. Some students are exempt from facemask requirements due to the nature of a particular disability or severe documented medical condition. If unsure, please contact the Year Level Coordinator or Director of Wellbeing for clarification, including supporting medical documentation as needed.
5. Following set rules and directions from staff for common areas, bathrooms, canteen and classrooms.
6. Students must practise good hand hygiene before and after catching school transport, before eating, after using the toilet and throughout the school day upon entering any learning space (either wash their hands with soap or use the hand sanitiser provided, as noted further down).
7. Students are not to rearrange desks or furniture and will assist staff when requested to clean or disinfect their working space while in class
8. No sharing of food or drinks or resources. Students should bring their own water bottle to schools. Taps in designated areas may be used to refill water bottles.
9. Canteen service will return from Friday 22nd October. During canteen service, students will be able to purchase or pick up food but should not linger in the area to socialise. Where possible payment should be by card /mobile phone only.
10. Students should avoid congregating for any length of time around the locker bays, and the school may release some classes 5 mins early on a rotation basis to ease congestion at peak times.
11. Due to the current levels of coronavirus (COVID-19) cases temperature checks will not be required when students return to onsite learning. However, should community transmission of coronavirus (COVID-19) increase, temperature checking may be reintroduced for some schools.
12. During the period of learning from home, students may have become used to using mobile phones during the school day. With the return to on-site learning, it is critical that students and staff understand that the Department's Mobile Phones Policy remains in place to ensure the appropriate use of technology.

Any student found in deliberate breach of essential rules will receive consequences in line with our student code of conduct or could be sent home at the College's discretion.

Health and Hygiene

1. Sanitiser will be available in every classroom, school reception, entry gates and entrances into main buildings. Students may bring their own sanitiser as well. If students notice that the hand sanitiser or soap in a specific area has run low, please inform your classroom teacher or Year Level Coordinator as soon as possible.
2. Parent / Carers are required to check their child's health each morning before school and provide personal supplies of tissues and sanitiser if so inclined; flu shots are encouraged.
3. All bathrooms and high-touch areas are cleaned on an increased rotation throughout a day and bins emptied daily.
4. All staff will have a cleaning and sanitising kit to take to each lesson for extra cleaning if required. Students can assist the classroom teacher by wiping down their table before or after the lesson if asked.
5. Hygiene reminder signage will be placed around the school.
6. Staff will work in separate office spaces to comply with social distancing guidelines.
7. When travelling to and from school on public transport, students need to remember to keep your distance from other passengers and be respectful of everyone's personal space.
8. If there are any questions or if you think there is anything we may have missed please see your Year Level Coordinator.

Recess and Lunch Breaks

Local school arrangements to reduce mixing between students and staff from different classes or year levels outside of the learning environment will be used as a precautionary measure. Students will be asked to follow common sense in the yard and not have any physical contact with another student. In addition where possible: -

1. During this time the oval access will not just be limited to students playing sports. Only non-contact sports / activities are permitted until further notice to comply with social distancing guidelines.
2. Year 7 students will be able to use the dedicated Year 7 area at the back of the LC and front of portables.
3. Year 8, 9 and 10 students will be in the general common area in front of the Hub, DC, EZ and Oval.
4. Year 11 students will be able to use the courtyard in between Administration as well as the front area of the school (on Station St) to assist with social distancing outside of classtime.
5. No groups of students will be able to socialise around the canteen area.
6. When inclement weather, the College follows a wet weather timetable allocating year levels during break times to various undercover areas/rooms within the school. This will continue with some modifications.

Health and Wellbeing

Upon our return, the health and wellbeing of our students will be front and centre of our care. 'We are here for the students' so therefore our focuses will be:

1. The social and emotional wellbeing of students and staff. Time will be devoted to re-establishing authentic relationships between students, teachers and peers.
2. After such an experience we will focus on settling children back into some normalcy supported by our school structures and routines. The Wellbeing Team and their hours will remain the same:

Di Douglas	Director Student Wellbeing	(Monday-Friday)
Annette Matov	Mental Health Practitioner	(Wednesday - Friday)
Alexis Reinheimer	Mental Health Practitioner	(Monday and Friday)
Katie Haywood	Youth Worker	(Monday and Thursday)
Juliet O'Sullivan	Wellbeing Officer	(Monday - Wednesday)
Pamela Johnson	Adolescent Health Nurse	(Tuesday and Thursday)

How do I arrange a referral to the Wellbeing Team?

You can contact the Wellbeing Team via the Wellbeing Team email wellbeing@mc.vic.edu.au.

A Wellbeing Team member will be allocated to you and contact you via email or phone initially to discuss your concerns and to organise an action plan with you to address concerns raised. This may include organising a time to book a check-in session for your child and a member of the Wellbeing Team. You can request a particular staff member if you have a specific need.

Staff Members

1. Any staff member feeling unwell will stay at home, until given medical clearance to return onsite.
2. When onsite all staff members will be required to wear a facemask. Staff are not required to wear face masks while teaching but can if they wish to do so.
3. All staff will be following their normal school timetable with possible rooming changes as per Compass for onsite classes. Staff teaching remote classes during the transition period will deliver remote learning lessons from their agreed alternate teaching /office space when working onsite.
4. Where possible classrooms will be left open to minimise surface contact of doors. (Windows and doors open – weather permitting). Students will not be permitted to enter classrooms during recess or lunch unless we are running a wet weather timetable and a teacher is present in the room. Students should line up in an orderly fashion in their designated areas and enter the classroom once invited by the teacher:
U-Block: Class locations are marked in the courtyard, classes will not be permitted up the stairs until the previous classes have vacated their rooms
S-Block: Classes are to line up between PE and S-Block buildings
G-Block: G3-7 classes are to line up at the end of G-Block (outside the gym)
Food, Discovery, EZ, LC, HUB and PE: As established
5. Frequent use of hand sanitiser and disinfectant in class with students is recommended
6. Staff will set up rooms to maximise social distancing as much as possible as a precautionary measure.
7. Main toilets will be open for students during Term Four, students will not use the sickbay toilets during class time. Only one student is permitted to leave class at a time. Plastic out of class passes will not be used.

Attendance and Timetables

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1. During the transition period, students attending onsite classes will be following their normal school timetable with possible rooming changes as per Compass.
2. During the transition period, from Friday 22nd October Year 8 - 10 students in an exceptional situation studying onsite will continue with remote learning supervised by an onsite teacher but the students will follow the teaching and learning program provided their classroom teacher. Students will not receive direct instruction at school from the onsite supervising teacher.
3. Once students return to onsite learning and schools will no longer offer a remote learning program, as per dates included on the table above. If parents choose to keep their child at home, they will be responsible for maintaining student learning. This does not apply to children who need to be absent for health or medical reasons, such as children with a compromised immune system. For those families, schools will establish a plan to meet their circumstances.
4. Practical Classes are allowed to continue and appropriate distancing, strict food and hand hygiene practices will be followed.
5. PE / Sport classes – No contact sports will be played until further notice.
6. Instrumental Music – Singing, brass and woodwind lessons are currently not allowed onsite, however the music team will contact students with updates if a remote / onsite solution is permitted.
7. Updates regarding Unit 3/4 VCE exams and other important final year VCE information will be provided to students via the VCE Google classroom and to parents via Compass newsfeed.

Parents and Carers

1. Parents and carers are required to wear face masks whenever they leave the house, including for school drop-off and pick-up. If they are travelling in a car alone, or only with members of their household, they do not need to wear a face mask.
2. Parents and carers should only enter the school grounds when it is essential to do so (pick up a sick child) and for the immediate future, contact should be made with the College by phone or email as required.
3. If you are feeling unwell you must stay at home and not visit the College.
4. Please observe physical distancing measures by not congregating on school grounds or outside in the pick-up areas at the start or end of the day if you are collecting your children.
5. Entry into the College will be via the main front doors to the two-storey building, check in using the COVIDsafe QR code and report to reception
6. Alternate arrangements for school council meetings have been made via WebEx platform
7. Parent and carers will be permitted to meet with teachers, Year Level Coordinators, Assistant Principals or the Principal and other school staff by appointment only. Meetings will take place on a prearranged online platform or as a conference call.
8. As the transmission of coronavirus (COVID-19) is still high, it is important that visitors to school grounds are limited to those delivering or supporting essential school services and operations.

Additional Information

1. At the moment there will be no camps and excursions for Term Four but we will update arrangements ASAP, once advice is released from the Department.
2. Whole school assembly and Year Level Assembly information will be delivered via Mentor/Home group classes.
3. The Uniform Shop will be open Thursdays 11:00 am – 2:00 pm for 'click and collect' orders only. It will not be open for over the counter sales until restrictions are lifted. If there are no orders for collection on that day, the Uniform Shop will not be open. Online orders are also available.
4. School tours for prospective parents and students will not be running until further notice.
5. The Resource Hub will continue to operate as normal during class time for the borrowing of resources and IT assistance.

More information about the return to school and coronavirus (COVID-19) can be found on the Department's website, which will continue to be updated:

<https://www.education.vic.gov.au/about/department/Pages/coronavirus.aspx>

Note: During the two week transition period if further modifications are made to our operations, this will be communicated to families and students ASAP.

FAQs

My child has woken up feeling unwell, what should we do?

Now, more than ever, students who are feeling unwell (see COVID-19 symptoms below) should stay at home to rest and recover or see a doctor if necessary. Please notify the School Office if your child will not be attending school by calling 9580 1184 or putting the absence through Compass. For the health and welfare of all children, please only allow your child to return to school when you are confident he/she is well.

If I think my child has symptoms of COVID-19, what should we do?

COVID-19 symptoms include fever, tiredness, dry cough, sore or scratchy throat, aches and pains, nasal congestion, runny nose, shortness of breath and diarrhoea. Children and young people are more likely to have a milder illness, and some may not have any symptoms. If you are at all concerned about your child's health, please see your doctor.

- The National Coronavirus Helpline (1800 020 080) is available to call 24 hours a day, seven days a week for further advice.

To find a testing centre nearest you, visit <https://www.dhhs.vic.gov.au/getting-tested-coronavirus-covid-19>.

What will happen if my child starts to feel ill or appears unwell at school?

If any student is unwell at school, they will be sent to Sick Bay/First Aid room for further assessment. Upon arrival at the First Aid room, if the student is experiencing symptoms compatible with COVID-19 (see above), they will be isolated onsite in an appropriate place with suitable supervision. A parent/carer must collect students with symptoms of COVID-19 immediately.

Can my child come to school if we are awaiting COVID-19 test results?

Any student who has been tested for COVID-19 must remain in isolation until the test results are confirmed. Please notify the school immediately if the test result is positive.

What measures are in place for staff who are unwell?

Staff members should not come to work if they are feeling unwell. If a staff member becomes unwell while at school, they are to contact a member of the principal class, leave immediately and contact the National Coronavirus Helpline (1800 020 080) or their doctor for further advice. If a staff member has been tested for COVID-19, they must remain in isolation until test results are confirmed.

What will happen if a student or staff member is diagnosed with COVID-19?

If a staff member or student is diagnosed with COVID-19, we will contact the Department of Health, who will advise us of the next steps. It is likely the school will be shut down for approximately two days to allow for contact tracing and deep cleaning of the school.