



## Carrum Downs Secondary College

### Term 3-COVID-19 Safety Plan

Term 3 sees the delivery of student learning through a hybrid model. For all Year 11 and 12 students and Year 10 students undertaking a Unit 1 and 2 subject learning will take place face to face at the college. Beginning Monday 20<sup>th</sup> June Year 7-10 students will resume from the Term 2 holidays and begin their learning remotely.

#### Duty of Care - College

The college will continue to make every effort to ensure that the school environment is safe for parents, students and staff to work and learn. We will continue to follow advice provided by Victorian Department of Education and Department of Health and Human Services regarding the operation of the College during the pandemic.

In order to establish as safe an environment as possible we have developed new routines and practices. As outlined previously school will not look exactly the same as it did before.

There is a significant increase in hygiene practices for students as well as staff. Signage will remind students and staff of social distancing requirements where possible, handwashing will be available in the toilet areas and hand sanitiser will be placed in every classroom for students and staff to access. We ask that all parents reinforce with their children the importance of good hygiene practices and coughing etiquette.

**It cannot be stressed enough the need to socially distance and use good hygiene practices and any students that cannot do this or refuse to follow these guidelines will be supported to modify their behaviour through our normal student engagement policy.**

Increased cleaning is being undertaken during the school day to ensure high touch points and areas are being regularly cleaned. This will support our normal cleaning processes that take place before and after school hours.

Students **must** bring water bottles to school. These can be refilled at the nominated filling stations. All drink taps in the college have been de-commissioned and replaced with bottle fillers.

Masks are optional and may be worn by students and staff should they decide to do so.

#### School Attendance onsite

It is an expectation that all Year 11 and 12 students attend for onsite learning for Term 3. No alternative learning program is being offered for Year 11 and 12 student's offsite.

Students who are unwell **MUST** remain at home. It is an expectation that if a student is exhibiting any symptoms of being unwell parents/carers will keep their child at home.

Parents or carers of children who arrive at school unwell or deteriorate during the school day will be contacted and asked to collect them as soon as possible. Students should not return to school until they are well and symptom free.

Parents and carers of children and young people with complex medical needs are encouraged to consult their health practitioner on establishing a medical plan for attendance at school. The school will work with parents and carers and the student's health team to ensure they have an appropriate plan in place to support the student at school. Please contact your child's House leadership team if your child will be absent for health or medical reasons. A medical certificate will be required as per the College standard absence procedures.

Where children are not at school due to parent choice, parents and carers are responsible for the child's learning, safety and wellbeing.

Whilst social distancing between students is increasingly difficult when at school, it will be a common-sense practice for us to modify our school routines to be as safe as possible.

Year 7-10 students who are learning remotely will need to sign in each day between 8.30am-10.30am via their personal Compass portal.

### **Coronavirus Detection**

While all measure will be taken to avoid infection, the reality is that clusters of infection may happen as the rules relating to social isolation are relaxed.

#### **If Coronavirus contamination or a Coronavirus case is detected in the College:**

- Every parent and educator must be informed immediately
- The College will be shut down immediately
- The College will contact the relevant departments and regulatory bodies and follow the advice and procedure
- A registered industrial cleaning company will be brought in to do a comprehensive clean of the College to make sure it is virus-free
- Students may be required to be tested for Coronavirus (COVID-19)
- The College may re-open only once these steps have been undertaken and upon Department of Education and Department of Health and Human Services Approval
- The College will follow the advice of the relevant health authority and Department of Education to make any necessary changes to these Procedures

### **Important Expectations for all Students**

- Stay home if you are unwell and if you become unwell at school immediately report to First Aid
- No hugging or physically touching other students or staff
- No sharing of food or drinks

- Students to remain at arms-length distance from each other where possible
- Students to remain 1.5 metres away from staff
- Students are not to rearrange desks or College furniture
- Students must follow set rules and directions from staff for common areas, bathrooms, changing rooms and classrooms
- Cough/sneeze into your elbow or a tissue and dispose of tissues immediately
- Lockers are not to be shared with or be left accessible to other students
- Wash or sanitise hands after coughing, sneezing, bathroom visits and before eating

### **Temperature Checks**

All Year 11 and 12 students and Year 10 students undertaking a Unit 1 and 2 subject who attend on site must undertake a temperature check before they enter the classrooms at the start of each day or when they arrive on Campus. These checks will take place in the college library from 8.30am until 8.50am. After students have had their temperature checked they will be issued with a coloured ticket which they keep with them for the day to indicate to staff and classroom teachers that they have undertaken this process.

After 8.50am any student who arrives at the college will report to their House to have their temperature checked and be issued with a ticket. Students who arrive after 8.50am will not be let into the classroom without undertaking the temperature checking process at their House and our normal sign in processes.

### **Laptops and Resources**

Carrum Downs Secondary College has introduced a “Bring Your Own Device” program and this has proved invaluable during remote and flexible learning. The use of online learning and resources has been imperative during Remote Learning with many of these practices continuing as we have transitioned our Year 11 and 12 student back to face-to-face teaching. For Year 7-10 students laptops and computers will continue to be the main resource by which we will deliver flexible learning.

### **Uniform**

The College expects all students who attend on site to be in full College uniform and appropriately presented upon returning to school.

Students who have Physical Education during the day will be expected to bring their PE uniform in their school bag to school and change into this uniform at the start of the PE lesson and back into their school uniform at the end of the lesson as is our standard practice.

## Phones

Our college policy in regards to mobile phones and electronic devices has not changed. It is an expectation that students leave their devices in their lockers when they arrive at school and their mobile phone is not accessed during the school day. We also suggest that students regularly wipe down their mobile phone with disinfectant wipes as we know that mobile phones carry a large amount of bacteria. This can be performed outside of the school grounds in student's own time.

## Day Structure

There will be **NO** change to the day structure at CDSC and school will begin at the normal time of 8.50am and conclude at 3.10pm. We believe this gives our students and staff consistency and a solid routine that they have been used to before remote learning.

Due to our large grounds and available space recess and lunchtimes will remain unchanged.

## Drop Off/ Pick Ups/ Visitor Access

Students and parents will be able to use our normal drop off and pick up points which are located in McCormicks Rd and Brunnings Rd. Parents will not be able to drive into the car park off Brunnings Rd to pick up their child. Parents are encouraged to avoid leaving their vehicles during pick-up/drop-off and maintain social distancing practices.

Visitors to the school will be limited and this includes parents and carers. If you have any concerns or issues please contact the college main Office or your child's House Leadership team. If meetings need to be arranged these will take place via WebEx or phone or in exceptional circumstances on the school premises.

## Entry and Exit

Our college is in a fortunate position in that we have a number of entry and exit points that enable the spread of students at the start and end of the day. We will be opening our usual entry/exit points each day at so that students are able to enter and exit the college in a timely and orderly manner as per usual. We do not believe we will have any bottlenecks or issues with this process.

## Timetable and Supervision

The college timetable is running as normal for students who have returned to school. There have been some minor room changes and staffing changes which normally occur at various times of the year and students are able to access this information through their Compass portal.

## House Leadership

House Leadership Teams are monitoring student on-site attendance for Year 11 and 12 students along with off-site remote learning attendance for Year 7-10 students. Student well-being will also continue to be a priority and our House teams will be working with Learning Areas Leaders and classroom teachers to develop learning plans for students who may need support with their learning.

## **Wet Weather**

In the case of inclement weather we will open up classrooms across the college that will be supervised by staff members. These rooms include G8/9, H5/6 and A3/4.

## **Lockers**

Access to the lockers will still be at normal times and our normal expectations around behaviour in the locker areas continues.

## **Classrooms**

It is not essential that students practice social distancing in the classroom however we will be encouraging social distancing where possible both in the classroom and on the college grounds. Sound hygiene practices on entering and leaving the classroom are also compulsory. Hand sanitiser has been placed in every classroom and students will be expected to sanitise their hands as they enter at the beginning of the lesson and when they leave at the end of the lesson.

Students will be asked to respect each other's and the teacher's personal space. There will be no physical contact allowed with other students which is normal practice.

## **Classroom Activities**

As you would be aware each classroom undertakes different types of classroom activities for learning purposes. This is particularly relevant for practical subjects which involve a lot of movement and different groupings. Teachers will be modifying classroom activities as required to minimize the use of shared resources, group work and some practical activities.

## **Well-being**

Our Well-being team will continue to provide individual student support along with other group support programs. An example of this is our Breakfast club and lunchtime activities. Our team has undertaken an assessment of their current practices and made adjustments where necessary to ensure our well-being programs can continue to support our students.

## **Doctors in Schools**

Our Doctors in Schools program will be operational one day a week as per normal. At the moment this is open every Thursday from 9.00am-1.00pm and our normal referral and booking processes have not changed.

## **Drink Taps**

All of the outside drink taps have been de-commissioned so that students and staff will not be able to drink from them. We are replacing these taps with bottle filler taps which means that all students will need to bring a personal drink bottle with them to school. There is to be no sharing of drink bottles under any circumstance.

Bottles of water will also be able to be purchased from our Canteen.

## **Toilets**

We have installed vandal proof soap dispensers in our toilets along with electronic hand dryers which removes the need to use paper towel. Students are encourage to wash their hands with soap on a regular basis especially before eating food.

## **Canteen**

Our canteen remains open each day and is operating under our social distancing practices. Only four students will be permitted to enter the canteen at any one time. All other students will line up outside of the canteen in an orderly manner and adhere to the 1.5 metre markers that are located on the concrete outside of the canteen to support social distancing.

## **Café**

Cafe 263 is closed to the public in the short term. Our senior students can continue to access the café during the day as per our normal procedures. Numbers are limited at any one time in this space and we have created a new Yard Duty supervision position to support this change.

## **Library**

Until further notice our Library will be closed at recess and lunchtime. This is to ensure that we do not have large numbers of students gathering in one space. Our library will still be used for normal classroom learning.

## **Senior Studies Centre**

Our Senior Studies Centre will be open for our Year 12 students however there will no longer be crockery and cutlery that can be used and shared among students in this area. Microwave, hot water and sandwich press facilities will still be operational. Students will no longer be able to congregate in this space at recess and lunchtime. We have created a new Yard Duty supervision position that will cover this area at recess and lunchtime.

## **Assemblies and House Assemblies**

Whole school assemblies and House assemblies will not be physically held until further notice. We will be using digital technology to undertake these events and ensure we stay connected as a whole school.

## **Physical Education**

Our physical education program will continue as normal with the only exception being that there will be no contact activities undertaken in these classes.

## **Music Lessons and Band practice**

Onsite music lessons and band practice will continue as normal and will include additional physical distancing and hand hygiene as required.

### **Camps and Excursions**

Activities such as camps, excursions and incursions will not be offered until current travel and social distancing restrictions are lifted.

### **VET/School Based Apprenticeships/Work Placement**

These programs will continue as usual. Some delivery is being conducted remotely with these organisations at the moment and students can come into our college to undertake this work. Our school based apprenticeships continue to operate on-site. Students are able to undertake work placement and any students who are unable to do this will come to school to undertake course work. TAFE organisations are also modifying programs to cater for students who are unable to undertake on-site work placement. We will also be supporting students to find another suitable work placement if required however as you can imagine this is a difficult task in the current climate.