



Return to School - Parent and Student Information

STAGE 1:
Y11, Y12 students return to school,
others continue remote learning

STAGE 2:
all students return to school

The Victorian government has announced that students, teachers and support staff can return to face-to-face teaching. This follows advice from the Victorian Chief Health Officer. The return to school will take place in two stages. This will give the Victorian Chief Health Officer and Government time to monitor and evaluate the effects that the staged return to school has on the increased movement of people and transmission within the community.

- Monday 25 May 2020** **Student free day** - to support the transition back to onsite schooling.
- Tuesday 26 May 2020** **Stage 1:** Year 11, Year 12 and some Year 10 students return to onsite schooling.
- Friday 5 June 2020** **Stage 1: No remote learning classes for Years 7-10 students** (catch up day). All VCE and VCAL students attend school as normal.
- Tuesday 9 June 2020** **Stage 2:** All students will attend school as normal
- Friday 19 June 2020** **Stage 2: Student free day** - Teacher Professional Practice Day

Stage 1: From Tuesday 26 May 2020	Stage 2: From Tuesday 9 June 2020	Stage 3: Term 3 Ongoing	Stage 4: The Future
<p style="text-align: center; color: white;">Parents must continue to</p> <ul style="list-style-type: none"> Encourage your child/children to follow the College's hand sanitisation and hygiene expectations Follow your school's advice regarding changes to drop off and pick up, including staying in your car when dropping off and picking up your child/children if safe to do so Maintain physical distancing by avoiding gathering outside of school gates Make sure your child/children have access to lunch and snacks, noting our canteen will only provide a limited service Support your child/children to continue learning at home on remote learning days. Communicate with your school via email and phone wherever possible Follow the health advice and keep your child/children at home if they are unwell 	<p style="text-align: center; color: white;">Parents must continue to</p> <ul style="list-style-type: none"> Encourage your child/children to follow the College's hand sanitisation and hygiene expectations Follow your school's advice regarding changes to drop off and pick up, including staying in your car when dropping off and picking up your child/children if safe to do so Maintain physical distancing by avoiding gathering outside of school gates Make sure your child/children have access to lunch and snacks, noting our canteen will only provide a limited service Communicate with your school via email and phone wherever possible Follow the health advice and keep your child/children at home if they are unwell 	<p style="text-align: center; color: white;">Parents must continue to</p> <ul style="list-style-type: none"> Encourage your child/children to follow the College's hand sanitisation and hygiene expectations Follow your school's advice regarding changes to drop off and pick up, including staying in your car when dropping off and picking up your child/children if safe to do so Maintain physical distancing by avoiding gathering outside of school gates Make sure your child/children have access to lunch and snacks, noting our canteen will only provide a limited service Communicate with your school via email and phone wherever possible If it is necessary to meet with a teacher, you will be guided where and how the meeting will take place Follow the health advice and keep your child/children at home if they are unwell 	<p style="text-align: center; color: white;">Parents must continue to</p> <ul style="list-style-type: none"> Encourage your child/children to maintain vigilance with hygiene procedures when entering and exiting the school Maintain awareness about social interaction, minimising social gathering outside of the school gates Maintain open lines of communication with teaching staff and administration to ensure your child's learning and wellbeing continues to be supported in the best ways possible Communicate with your school via email and phone wherever possible If it is necessary to meet with a teacher, you will be guided where and how the meeting will take place Follow the health advice and keep your child/children at home if they are unwell



We welcome our students back to onsite classes

Student Guidelines

Travel to and from School	<ul style="list-style-type: none"> • Bus services will run as normal. Physical distancing will be difficult during bus travel • Students are asked to maintain space as much as possible and carry hand sanitiser and use it before and after bus travel There will be hand sanitiser at the entry gate to the College • Parents weigh up risks and make the best decisions on transport for the family situations • Parents should not car pool, unless with members of the household
Bring to School	<ul style="list-style-type: none"> • Only your books/folders for classes for that day • Students are required to bring to school every day their own: <ul style="list-style-type: none"> ✓ Water bottles (to be filled up at taps around the school). Water fountains will be closed ✓ Lunch and snacks (to reduce the need to go to the canteen) <p>Students are encouraged to bring their own:</p> <ul style="list-style-type: none"> ✓ Hand sanitiser ✓ wipes
Drop Off/Pick Up arrangements	<ul style="list-style-type: none"> • The drop-off / pick up point is on Manresa Drive leading up to the statue of St Ignatius • Parents/carers please remain in the car
Arriving at school	<ul style="list-style-type: none"> • Move swiftly to your designated classroom, do not congregate in the hallways, locker area etc. • Maintain physical distance from others where possible
Physical distancing protocols	<ul style="list-style-type: none"> • For students, exercise common sense in relation to physical distancing • Class sizes do not need to be amended, but where practical, student desks should be separated and students should be reminded of the need to wash and sanitise hands regularly • Don't engage in physical contact when greeting staff or other students
Cleaning	<ul style="list-style-type: none"> • Additional cleaning will be carried out during the day which includes disinfecting of high-touch points such as: door handles, light switches, photocopiers, remotes, desks etc. • You are not required to clean your desks at start and end of every lesson
Sanitiser	<ul style="list-style-type: none"> • Sanitiser units have been installed in every classroom in the school and in corridors • Every person entering is required to sanitise their hands on entering every room and do the same on departure
Signage	<ul style="list-style-type: none"> • Signs have been placed all around the school to remind you of washing hands, social distancing, closed off areas etc. so please take careful notice of these signs

<p>In classrooms – hygiene and physical distancing</p>	<ul style="list-style-type: none"> • On entering and leaving the classroom use the hand sanitiser located in the room • Where possible the desks/chairs will be set up in "exam style" format to provide as much distance as possible in the room • Avoid close-proximity with other students and staff • Maintain distance when entering or leaving a classroom • Avoid touching your face • Advise your teacher immediately if you start to feel unwell • Doors to shared areas should be propped open and remain open throughout the day • Where a classroom has an external door (e.g. Yr 8, Yr 9) you MUST use these doors rather than the central corridors of the buildings as it will maintain the required physical distancing
<p>Physical distancing - Yard</p>	<ul style="list-style-type: none"> • There will be allocated/restricted areas for year levels, including the tennis courts and front soccer ovals • You will be advised of your area on your first day back at school • Maintain physical distance from other student where possible
<p>Physical distancing - Canteen</p>	<p>The Canteen will operate as normal.</p> <p>Restrictions:</p> <ul style="list-style-type: none"> * ONE person at a window at a time * line up as per the physical distancing requirements indicated on the ground with "feet" markers <p>HOWEVER</p> <ul style="list-style-type: none"> * it is preferable that you bring your own snacks and lunch * If you need lunch from the Canteen PLEASE pre-order it
<p>Physical distancing - Facilities</p>	<ul style="list-style-type: none"> • There will be limited numbers in facilities such as lockers, toilets, meeting rooms, ILC etc which you MUST observe
<p>Hygiene Practices</p>	<ul style="list-style-type: none"> • Cover your mouth and nose when coughing, sneeze with a tissue, or cough/sneeze into your elbow • You should immediately dispose of the tissue into a bin and sanitise your hands • When using the bathroom wash hands with soap and water, or the hand sanitiser unit placed in corridors, before and after using the bathroom • Refrain from touching your eyes, nose or mouth • Use the Sanitiser units FREQUENTLY throughout the day that have been installed in every classroom in the school and in corridors
<p>Lockers</p>	<ul style="list-style-type: none"> • Year Level Coordinators will manage staggered access to the lockers by classes by placing coloured dots on the lockers • Students will be advised of the scheduled time they can access their lockers at the conclusion of the day • Maintain physical distance from other students where possible • Only bring your books/folders for classes for that day
<p>Recess/Lunch – Activities</p>	<ul style="list-style-type: none"> • Physical activity is encouraged at recess and lunch HOWEVER maintain physical distancing where possible • Wash your hands or hand sanitise before and after using any sports equipment • Sports equipment (e.g. basketballs): we encourage the students to use disinfectant wipes on any sport equipment they use during recess and lunch

Teaching and Learning Tips	<ul style="list-style-type: none"> * Only bring to school your books/folders for classes for that day * Have your materials ready for your lessons <ul style="list-style-type: none"> • Where possible submit your work electronically for feedback • Do not approach your teacher unless you are asked and keep 1.5m distance between you and your teacher • Maintain the "exam style" format of the desks/chairs in classrooms
Feeling unwell	<ul style="list-style-type: none"> • At Home Do not come to school if you are showing any flu like symptoms or are generally feeling unwell Parents contact the School, as per normal, to advise that you are not able to attend. • At School If a student feels unwell at school: <ul style="list-style-type: none"> * tell your teacher IMMEDIATELY * go to the designated, isolated room near Reception/ Wellbeing (the "Meeting Room") * use the phone in the room to call Reception * the Reception staff will phone home and your parents will have to arrange for the student to be collected from school. • Household illness / compromised immunity Some students may live in a household where they or others are considered at a heightened risk due to Chronic Illness and/or Compromised Immune Systems. It may not be safe for such students to return to face to face teaching at this time. If you are concerned that your daughter/son may be in this situation please access and check this link: https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/advice-for-people-at-risk-of-coronavirus-covid-19/coronavirus-covid-19-advice-for-people-with-chronic-health-conditions If you believe that she/he is unable to recommence face to face learning from May 26/June 9 please advise the College Deputy Principal – Students, Michael Timms by email to timmsm@ignatius.vic.edu.au as soon as possible.
Temperatures	<ul style="list-style-type: none"> • The government advisory panel suggests that there is little benefit in taking the temperature of people as they come on site We may conduct temperature testing only staff or students who are showing symptoms. This will be done in a designated, isolated room near Reception
Visitors	<ul style="list-style-type: none"> • No visitors will be allowed onsite such as guest speakers, canteen volunteers or parents for meetings
Student Wellbeing	<ul style="list-style-type: none"> • Student wellbeing is paramount at Saint Ignatius College. If you are concerned about yourself or a friend please see your Homeroom Teacher, Year Level Coordinator or Wellbeing Officer • The CANVAS Wellbeing tile has plenty of information in relation to mental health and wellbeing and I would encourage all students to familiarise themselves with this information