

Returning to Onsite Learning

Parent and Carers Handbook Covid-19

October 29th 2021



LETTER TO THE COMMUNITY

Dear Parents and Carers,

On behalf of the staff at Patterson Lakes Primary School, I want to say a big thank you to all of our students, parents and carers for your continued resilience and support during 2021. We are delighted and relieved to be able to welcome all students back onsite on Monday, November 1st.

I know the remote and flexible learning program was not always easy, but through our collective efforts, our students have continued to make valuable progress in their learning. You can be confident that our school will support all students in their future learning goals. Term 4 is important for every Victorian student, and our teachers will continue to strive to deliver high-quality learning for everyone and our continued focus is on making sure that students are supported in their wellbeing, learning and transition needs.

- Students in Years Foundation, 1 and 2 will continue to be escorted to the school gates and TheirCare, from 3.20 pm to support a reduction in adult congestion and traffic movement each afternoon. Siblings in years 3-6 will be dismissed from their class at 3.20pm. All other students in 3-6 will be dismissed at 3.30pm.
- Staff will be available at the three entry points into school each morning from 8.40 am to support the student transition back onto the school grounds.
- As your child is, returning to face-to-face learning, please be assured we will be focused on three key priorities, Mental Health and Wellbeing, Learning Excellence and Transitions.
- Please remember that TheirCare is still operating a before and after school program, ideal for families making the transition back into school; and also as an additional opportunity for your child to interact with their friends in a safe and secure environment outside of the home. Bookings for TheirCare can be made with TheirCare directly on 0447 752 950 or at their website, www.theircare.com.au to book a place for your child.

This manual has been prepared with the intention to keep families informed with all relevant information. However, there will be updates as we all navigate our way through the remainder of the year.

I will endeavour to continue to communicate with all families via Compass, but please remember that this information will also be updated on the School's webpage.

I would be remiss in not thanking the wonderful staff here at Patterson Lakes for their dedication, collaboration and care over these past months. Thank you to the families who have emailed me with their personal anecdotes and appreciation of the staff. They have been greatly appreciated.

Our school, working together with you, has shown it can be flexible and adaptable in responding to the challenges of coronavirus (COVID-19) and we will continue to meet the needs of students and their families going forward.

Stay safe and take care.

Carole Mayes
Principal

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ADULT / VISITOR ACCESS

- Visitors to school grounds must comply with vaccination requirements, density limits, face mask requirements, QR code check-ins and practise respiratory etiquette and good hand hygiene.
- The density limit of one person per four square metres should be applied to any spaces and activities being attended by parent/carers and other visitors. The density limit applies to all persons in the space, including students.
- Visitors to school grounds must comply with physical distancing and face covering advice set out in this document, and practise good hand hygiene including parents delivering or picking up students from OHSC.
- Adults picking up children from the front office if their child is unwell.
Parents must not go to classrooms.

AUTHENTIC RELATIONSHIPS- RECONNECTIONS

Upon our return to onsite learning at Patterson Lakes Primary School, we will have a two-pronged approach to ensure the health and wellbeing of the students is 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.

CAMPS

Camps, excursions, and incursions for Victorian schools can resume.

CANTEEN

The lunch ordering system will be closed until further notice.

CAR PARKING AND KISS AND GO ZONES

To minimise interaction of students and adults within the school and at entry points we request that parents place their child's school bags in the foot well of the car to negate the need for exiting the car and opening the boot. As the weather improves, we encourage all families to walk or ride to school either from home, or from one of Park and Stride destination points. [Map below]

For Term 4, we will continue to implement a 3-point drop off area:

1. Family surnames: A-G Front Gate on Gladesville Boulevard [Gate 1] – Next to Coles
Please observe the Kiss and Go drop off zone at the front of the school.
2. Family surnames: H-O McLeod Road [Between Gates 3 and 4].
Please enter McLeod Road from Thompson Road so that all cars are travelling in an easterly direction. This will allow for a safe drop off at the school – avoiding the need for children crossing the road and U-Turns. Please reverse into the car spaces in the afternoons for the safety of all students.
3. Family surnames: P-Z in the Community Centre Carpark gate [on Thompson Road].
Please reverse into the car spaces in the afternoons for the safety of all students. Upon exiting the car park, please turn left into Thompson Road, and either complete a circuit of the school down McLeod Road or perform a U-Turn near the Fuel Garages, to ensure that the traffic in the area continues to flow freely.

As a school community, we

- will ensure that staff are on hand at the gates to greet students from 8.40 am, when they are dropped off by parents/carers only
- Students in Years Foundation, One, Two and their siblings in Years 3-6 when they return to onsite learning, will exit their classrooms at 3.20pm to reduce the number of students exiting the school at 3.30pm
- ask that students to return to the same gate each afternoon for collection – if a different gate is preferred, parents and carers are **requested to advise the class teacher so that they can amend their lists**
- will ensure that students who walk home, or meet their parents at a designated point away from school can enter and exit via the nearest gate to their home or where their car has been parked in a side street
- request that parents **do not enter** the school grounds and contact the school by phone or email as their first point of contact
- encourage students to walk or ride to school
- encourage non-contact greetings
- ask that parents/carers do not to linger while picking up or dropping off students to observe physical distancing measures by not congregating in areas inside or around the school
- The Coles Carpark gate will remain closed for the duration to ensure that safety of all students

****Drivers who are dropping their children off at one of the Kiss and Go Drop off points, MUST always follow the instructions of staff. There is no parking in these spaces.**

We encourage all families to make use of the Patterson Lakes Primary School Walk and Wheels to School Route Map.

This suggested routes to school map has been designed to help encourage students of Patterson Lakes Primary School to **walk, bike, scooter, skate or park & stride** safely to school.

With more students travelling actively to school this will reduce the amount of cars on the road and traffic congestion during the busy drop off and pick up times.

By using one of the marked routes, students will be walking with other students.

There are also 4 park and stride points marked on the map. These are drop-off points and have been chosen as a good place for parents driving students to school to drop them off so they can walk the rest of the way with other students and families.

Walking

If you live within a 10 or 20 minute walk from school, commuting on foot can be just as convenient as driving, and much more fun. It can also be a great way for your child to get regular exercise, and for your child's mind to become alert and ready for a day at school.

Pick a day and use the map to test out what it's like to walk to school. Even just one or two days a week can make a difference – for you, your child, and the environment.

Consider joining one of the informal walking groups along your chosen route.

Wheels

Routes to school also encourages children to cycle, scooter or skate. Riding a bike is another fun and active way to travel to and from school. It's important that students wear a bike helmet and have the necessary skills and ability to ride safely. Children under 12 can ride on the footpath with supervising adults.

Park & stride

If you don't live within the walking zone, there are still ways to get active. "Park and Stride" is the term for parking near the school and enjoying a short walk with your child to school then back to the car in time to continue your day.

Look for the "Park and Stride" symbols on the routes. This is also a great way to help reduce traffic congestion and air pollution around the school, and to spend quality time with your child.

Did You Know...

- A 20 minute walk to or from school provides one third of your daily recommended exercise
- Students who walk or ride a bike to school in the morning arrive awake and more prepared to learn
- On average, half as many students walk or cycle to school today than students did forty years ago

This map is intended for information purposes only. Kingston City Council assumes no responsibility for people using these suggested routes. While Council has mapped the suggested walking routes marked on the map, parents and guardians are responsible for their own and their children's safety while using such routes. Please remember to observe and obey road rules.

This map has been developed by Kingston City Council and Patterson Lakes Primary School as part of the Kingston Schools Road Safety Programs.

Kingston's programs provide encouragement, education, engineering and enforcement support to improve safety, reduce congestion and promote walking and cycling as a healthy and viable way to get to and from school.

WALK AND WHEELS TO SCHOOL ROUTE MAP

SUGGESTED ROUTES TO PATTERSON LAKES PRIMARY SCHOOL

Walk & Wheels Route Map

yellow route

Start at Launching Way, Park & Stride from here → Cross the pedestrian lights and continue down McLeod Rd → Keep right on McLeod Rd and continue to the school.

🕒 20 minute walk

purple route

Families can begin at Sovereign Ct continue along Lord Rodney Dr → Park & Stride from Harbour Dr → Wells Rd → take the footpath under Wells Rd bridge to the shared path on the other side → Shared path is the Peninsula Link Trail alongside Legana Ct → Continue on shared path and use the pedestrian bridge over Thompson Rd → Thompson Rd → Gladesville Blvd → cross at school crossing.

🕒 35 minute walk

green route

Start at Eel Race Rd, Park & Stride from here → Cross the pedestrian bridge to Tradewinds Ln → Palm Beach Dr → cross Palm Beach Dr to Ocean Reef Dr → Take the path across Ocean Reef Drive Reserve → Continue on the shared path along Terrigal Dr → Take the path to Gladesville Blvd → Gladesville Blvd → use crossing on McLeod Rd → cross at school crossing on Gladesville Blvd.

🕒 30 minute walk

orange route

Park & Stride from Palm Beach Rd → continue along Palm Beach Rd → Cross over Lagoon Pl to Gladesville Blvd → Gladesville Blvd → use crossing on McLeod Rd → cross at school crossing on Gladesville Blvd.

🕒 25 minute walk



The Coles carpark gate will remain closed throughout the duration of the pandemic. All staff have been asked to be available in the yard between 8.45 am – 9.00 am and again directly after school to support the transition into the school grounds from the three gated areas.



**FRONT OF SCHOOL – [Gate 1]
GLADESVILLE BOULEVARD
KISS AND GO DROP OFF ZONE**
This area will be for families with the Surname starting with A-G.
This is a drop off zone only.

**McLeod ROAD KISS AND GO ZONE
DROP OFF ZONE [between gates 3 & 4]**
This area is for families with the Surname starting with H-O. This area is a drop off zone only. Please ensure that you drive in an easterly direction down McLeod Road, so that your child may carefully exit the car and not cross the road.

**COMMUNITY CENTRE CAR PARK
KISS AND GO DROP OFF ZONE**
This area is for families with the Surname starting with P-Z.
This area is a drop off/pick up zone only. Please do not park in the Community Centre to collect your child at the end of the day.

CLASSROOM ENVIRONMENT

It is the responsibility of teachers and students to keep their classroom and surrounding areas tidy and clean and that furniture not moved around the classroom during the day.

Classrooms will maintain open ventilation during the school day.

All students and staff upon entering any learning space must either wash their hands with soap or use hand sanitiser.

CLEANING

Attention to the following areas by school cleaners:

- High touch points (door handles, metallic surfaces etc.)
- Toilets
- Drinking fountains

Any queries should be directed to the Schools Email address.

COLLECTION OF STUDENTS

Parents/Carers wanting to collect students must first email the classroom teacher by 8.00am to notify the class teacher of the time they will be collecting their child AND call the school office on 9772 – 4011 to notify the school of the name(s) of your child(ren) to be picked up and at what time.

The classroom teacher and office staff will coordinate for child/ren to be packed and ready to go from the school office based on the information provided.

Parents will not be permitted to collect students from the classrooms.

COVID – SUSPECTED CASE MANAGEMENT

Required actions for suspected cases of coronavirus (COVID-19)

Anyone who is unwell must stay home.

Any person is considered a suspected case if they experience the following symptoms: fever, cough, and shortness of breath, sore throat, loss of smell or taste.

As soon as practicable after becoming aware of a suspected case, and that the person has attended on a school site whilst symptomatic or prior to the onset of symptoms, **please notify the Principal immediately.**

Stay home when unwell and get tested

The most important action school communities can take to reduce the risk of transmission of COVID-19, is to ensure that any unwell staff and students remain at home and get tested, even with the mildest of symptoms. Everyone should consider their health before they start work or attend school and ensure that they are free from coronavirus symptoms and have not had contact in the past 14 days with a person confirmed to have coronavirus or a person suspected to have coronavirus.

EXTENDED STUDENT ABSENCE

When on-site learning recommences, schools are not expected to provide remote and flexible learning where parents or carers of students elect to keep their child at home, except where this is based on medical advice.

Teachers, and where relevant, education support staff, will not be expected and should not be requested by parents/carers or students to provide additional advice or support, including for the learning materials provided, to students whose parents/carers make a choice for them not to attend on-site learning and

where this decision is not based on medical advice. This includes by email, phone or other forms of digital communication.

FACE MASKS

The Victorian Chief Health Officer has announced new rules around mask wearing to keep everyone at school safe. 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 is to wear masks to help minimise COVID-19 transmission risk.

When worn properly, masks can play an important role in reducing the transmission risks of Covid-19 that could happen from common activities in school.

Students in Grade 3 and above

- Face masks will also be required for all school students in Grade 3 and above indoors including at Outside School Hours Care (OSHC) programs, unless a lawful exception applies. Face masks can be removed while outdoors at school for primary students.
- Students in Grades 3 to 6 are required to wear face masks from 18 October 2021. All other students who are required to wear a face mask must continue to do so from the first day they return to onsite learning.
- Face masks will be strongly recommended for Prep to Year 2 students.
- For students with a disability, parents and carers should speak to the child's doctor or regular health professional about the best methods to encourage mask wearing. Students and parents can also contact the [Disability Liaison Officer program](#) for more information.
- Students with a medical condition or disability that make wearing a face covering unsuitable are not required to wear a mask.
- Face masks are required for students in Year 3 to Year 6 unless an exception applies. Exceptions include students with a physical or mental disability where their disability means it would not be suitable. Parent/carers of a student/s who meet the criteria for an exception must provide their approval in writing for their child/ren to not wear a mask to the school.

We will try to maximise outdoor learning where possible and offer more recreation and breaks wherever practicable to further support students.

We can work together to support students by having conversations around the importance of masks in preventing COVID -19 transmission and remind them that it's only for a few days a week.

We have seen through remote learning that friendships are important. We can work together to remind students that wearing masks means they can see their friends and be at school together more often. We also protect our friends and keep them safe.

We encourage you to discuss wearing masks with your children to keep kids in the classroom and minimise COVID-19 transmission risk. The Raising Children Network has resources that can help you with [having conversations with your children about wearing masks](#).

FOOD AND DRINK

Students are requested to bring their own food and drink to school. Students should bring their own water bottle for use at school. Taps may be used to refill water bottles. There will be no birthday celebrations with food. Teachers may make other birthday activities for the special person.

GOLDEN RULES

- Stay home if your child is unwell (refer to COVID-19 symptoms in FAQs); go to the School Office immediately upon feeling unwell
- No hugging, kissing or touching other students or staff
- No sharing of food or drinks

- Students are not to rearrange any desks or furniture
- Students must follow set rules and directions from staff for common areas, bathrooms, canteen and classrooms
- Cough/sneeze into your elbow or a tissue and dispose of tissues immediately
- Wash or sanitise hands after coughing, sneezing, bathroom visits and before eating
- Students must vacate all learning spaces including the playground by 3.45pm to allow for daily deep cleaning, unless attending a TheirCare program

If a student is found in deliberate breach of essential rules, his/her parent or carer will be asked to collect him/her immediately.

HEALTH AND HYGIENE

- Sanitiser will be available in every classroom, school reception and at entry points (gates) as students arrive at Patterson Lakes Primary School Primary School. Students may bring their own sanitiser as well.
- Parents are required to check their child's health each morning before school and can provide personal supplies of tissues and sanitiser if so inclined; flu shots are encouraged
- All bathrooms and high-touch areas cleaned on an increased rotation throughout a day and bins emptied daily
- Personal Protective Equipment (PPE) has been distributed to staff as required
- Hygiene reminder signage has been placed around the school
- Staff will work in separate spaces to comply with social distancing guidelines
- Classes to take place outdoors where possible
- Air conditioning filters and coils have recently been cleaned
- All doors are opened and lights turned on by teacher in the morning to avoid using high-touch areas
- Playground equipment can be used by students. However, students should practise hand hygiene before and after use.
- Students should bring their own water bottle for use at school. It is recommended that students not drink directly from drinking fountains at this time. Taps may be used to refill water bottles.
- The Department's Students Using Mobile Phones Policy remains in place. Phones must be placed in the lockable safes located near their classroom each morning before 9am. Please remind your child to clean their phones regularly.
- Schools are managed environments that include the records of student, staff and visitor attendance, which can support contact tracing.

MARKING ROLLS

All rolls should be first marked for attendance at **9.15 am** and again after the lunch break on Compass. All students are expected to attend on-site once their year level has returned to on-site learning. Exceptions may exist for medically vulnerable students. It is recommended that parents/carers of students with complex medical needs, seek advice from the student's medical practitioner to support decision-making about whether on-site education is suitable.

MENTAL HEALTH AND WELLBEING

The mental health and wellbeing of principals, teachers, school staff and students remains an important consideration.

For students

The [Mental Health Toolkit](#) has advice and resources to support student mental health and wellbeing. This includes advice on positive mental health promotion, curriculum support, how to identify and access support as well as parent and student-specific pages.

This Toolkit now includes a Quick Guide to Student Mental Health and Wellbeing Resources that highlights the most relevant evidence-based resources for use by teachers, parents and students.

PLAYGROUND EQUIPMENT AND SPACES

Playground equipment can be used. However, students should practise hand hygiene before and after use. In line with community advice, reasonable precautions are still advised to reduce the risk of coronavirus (COVID-19) transmission in the context of sport and recreation.

Outdoor facilities are preferred for physical education and recreational play.

Non-contact sports should be encouraged. Hand hygiene must be practised before and after use of any sporting equipment.

RESTRICTIONS

No trade/ Tutors/speech therapists etc. or other visiting personnel will be permitted on site until otherwise advised by the Principal.

If you need to make contact with the office, please do so by phoning 9772 – 4011 where the office staff will attend to your query.

SCHOOL EVENTS

Outdoor events are strongly encouraged.

Assemblies and other events exclusive to staff and students from single school can resume.

Formals, graduations, and other ceremonies (including events held off school premises and/or with parents/carers and other guests) can resume from Phase C, however they must align with community settings.

- Indoor events will remain subject to the obligations such as caps and density quotients. All eligible adults must be fully vaccinated.
- Outdoor events can be held with up to 500 people, with a density quotient of one person per two square metres applied.

SOCIAL DISTANCING

Social distancing no longer applies to children at school but does apply to adults. It is important that parents and Carers observe these requirements whilst waiting to collect their child/ren at the end of the school day.

THEIRCARE - OSHC

Outside School Hours Care (OSHC) and vacation care services onsite at Patterson Lakes Primary School will continue to operate with relevant risk mitigation measures put in place. Any student attending after school care will make their way to TheirCare services in the hall at 3.30 pm.

Please contact TheirCare directly on 0447 752 950 or at their website, www.theircare.com.au to book.

Updates to this handbook will be provided to parents and carers via Compass and on the School's webpage.