

## RETURNING TO ONSITE LEARNING – 29 May 2020

Normal timetabled lessons and routines will apply for students returning to Schooling onsite. The below schedule outlines the return dates for each year level.

**Students will attend School onsite full time (Monday to Friday), during the regular school hours from the following dates:**

- Monday May 25 Classes Prep – Class 6 (Primary) classes onsite
- Monday 1 June Year 7-10 (Middle School) classes onsite
- Monday 1 June Year 11-12 (IB) exams onsite
- Tuesday 9 June Prep – Year 12 Classes onsite for all students until Term break

This will mean that Secondary students will have three weeks of Term 2 with our Term finishing on Friday 19 June. It is important to note, we finish a week earlier than government schools. Sophia Mundi School Management will monitor the health advice from the Victorian Government and will adjust as required should COVID-19 outbreaks occur.

**To assist with physical distancing onsite:**

- **We ask that parents and carers do not to come onto the School grounds.** Unless your child requires your urgent attention, which would be notified to you by the School.
- Whilst waiting for pick and drop off, we ask that parents and carers observe physical distancing.

### STAGGERED ARRIVAL TIMES FOR STUDENTS

- 7:45 – 8:00am Year 11-12 (IB)
- 8:15 – 8:30am Classes Prep – Class 6 (All Primary students)
- 8:30 – 8:45am Year 7-10 (Middle School students)
- **Punctuality for arrival to School is essential.** Please arrive in time to allow for student temperature checking and hand sanitising prior to their entry into the School.
- **Primary Students** (Prep-Class6)– enter/ exit via the Nun's Walk
- **Secondary Students** (Year 7-12) – enter/ exit via the Convent Main Gate

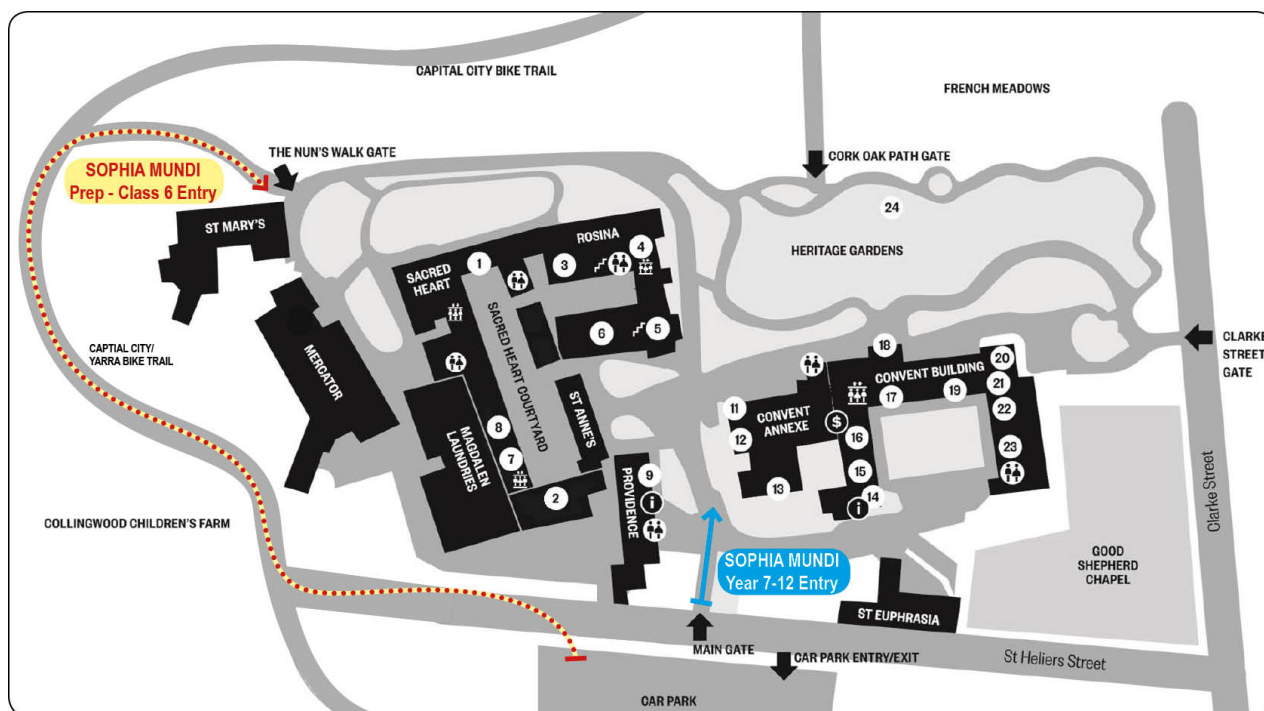
### STAGGERED FINISHING TIMES FOR STUDENTS

- 3:00pm Prep, Class1 and Class 2.
- 3:15pm Class 3, 4, 5 and 6
- 3:25 – 4:15pm Year 7, 8, 9, 10, 11 and 12 (depending on the timetable)
- **Primary students** will be escorted to the Nun's Walk exit gate at the end of class.
- **Secondary students** will depart from the School through the Main Gate at the end of class.



## WHAT ARE THE PROCEDURES FOR DROPPING OFF AND PICKING FROM PRIMARY SCHOOL?

- **Primary (Prep-Class6) will enter and exit via the Nun's Walk.** From the Convent car park, follow the signs to the Collingwood Children's Farm, keeping to the path on your right, (along the Main Capital City/ Yarra Bike Trail). Pass the Farm Café and turn right into the "Nun's Walk" (back of St Mary's).
- Secondary Students (Year 7-12) will enter and exit via the Abbotsford Convent Main Gate.
- For late arrivals or early departures, parents should call the Office 9419 9229 so a staff member can enable entry. School staff will arrange for younger children to be escorted to/ from classrooms.
- Please see the map below for directions:



## PHYSICAL DISTANCING ONSITE

On the 24th of April the AHPPC issued a statement to say they do not believe that the 'venue density rule' of no more than one person per four square metres is appropriate or practical in classrooms or corridors, nor is maintaining 1.5m between students during classroom activities. Sophia Mundi will however continue to encourage physical distancing for both students (where possible and practical) and staff. Some examples of this include:

- **Primary Students Morning Tea and Lunch Breaks:** Prep – Class 6 students will eat in class with the Class Teacher for the first 15mins of both breaks. Class 1-3 will be in the Courtyard for play. Class 4 - 6 will be on the Courts.
- **Secondary Students** follow all adult hygiene measures and (as far as possible) maintain a physical distance of 1.5m. Year 7 – 12 students will be on the Courts for Morning Tea/ Lunch. We will review the Morning Tea and Lunch space use on a weekly basis.
- The Library will be closed to Prep – Year 10 students for the remainder of Term 2.

- All school excursions, assemblies, inter School sporting activities and other large gatherings have been cancelled for Term 2. FLARE will continue but in Primary School and Secondary School groups rather than vertical, mixed year levels
- Activities that lead to large groups of students, including use of common areas will be avoided when possible.
- Staff maintaining 1.5m physical distance from other adults in staff rooms, School Reception and other common areas. Numbers in these locations are restricted.
- Encouraging non-contact greetings.
- Using phone or MS Teams to conduct meetings involving parents or carers.

## WHAT CLEANING, HYGIENE AND DISTANCING MEASURES ARE IN PLACE?

### CLEANING

- Extended and increased formal cleaning of high-touch areas including toilets, door knobs, taps, light switches etc.
- Further installation of extra hand sanitising stations throughout high-traffic areas of the School, including entrances points to Senior classrooms, Library, Arts Wing and entry/exit points in the St Mary's building.
- Provision for handwashing facilities in each classroom.

### HYGIENE

Continued promotion of good hygiene practices for staff and students. This includes:

- All staff and students will have their temperature checked and use hand sanitiser upon arrival at the entry/ exit of the School.
- Washing hands with soap and water for 20 seconds or using hand sanitiser at regular intervals throughout the day particularly before and after eating, and after going to the toilet.
- Covering coughs and sneezes with one's elbow or a tissue and placing used tissues straight into the bin.
- Avoiding touching one's eyes, nose and mouth.
- Encouraging students to not share food or drink.
- The Canteen will not resume operations until further notice (possibly in Term 3)
- All students should bring their own water bottles to school with their names clearly marked. Students are able to refill their water bottles from various taps around the School.

## CAN VISITORS BE ONSITE AT SOPHIA MUNDI?

- NO external visitors are permitted unless to enter or visit the School unless and emergency, or critical to the School's operations.
- Parents and Carers are asked not to come onto the School grounds unless your child requires your urgent attention, which will be notified to you by the School.
- All parental involvement in onsite events have been cancelled.

### WHEN SHOULD I KEEP MY CHILD HOME FROM SCHOOL?

- Any student or staff member who has been overseas must self-isolate for 14 days upon their return, during which time they will be excluded from school.
- Students or staff who have been identified as close contacts of a person diagnosed with COVID-19 during their infectious period must also self-isolate at home, and should not attend school or childcare settings until 14 days after their last contact with the infected person. Please call Fiona on 0401 828 602 or 9419 9229 if you find yourself in this situation.
- If a student is unwell with a respiratory illness, or cold or flu-like symptoms (cough, sore throat, fever, runny nose, shortness of breath) they must remain at home until symptoms resolve and, where appropriate, seek advice from a medical practitioner. Any student with a known allergy must have a medical action plan in place at the School, or a current letter from their doctor, to minimise confusion about assessing symptoms.

### WHAT HAPPENS IF MY CHILD BECOMES UNWELL AT SCHOOL OR SHOWS ANY SIGNS OF RESPIRATORY ILLNESS AND/OR COLD OR FLU-LIKE SYMPTOMS?

- If a student becomes unwell with respiratory illness, and/or cold or flu-like symptoms (cough, sore throat, fever, runny nose, shortness of breath) they will be directed to First Aid. Students with any of these symptoms will be asked to wear a mask and then be further assessed by a Staff member. If symptoms warrant the student being collected, a parent/carer will be contacted, and prompt collection of the student is required. If a parent/carer can't be contacted, an emergency contact will be called.

### WHAT SHOULD I DO IF MY CHILD IS WELL BUT I WANT TO KEEP THEM HOME FROM SCHOOL?

- If for particular medical or family reason students are unable to attend onsite learning at School, we ask that parents please speak with the Class Teacher/ Guardian or Head of Faculty to make alternative arrangements. This is similar to when a student stays home for an extended period of sickness or is away travelling. Such students will receive copies of work, assignments and any other relevant messages or information via the established Teams Classrooms.
- If parents are keeping children home as a long-term precautionary measure, please contact the School to let us know.

### FURTHER INFORMATION

In deciding to open Sophia Mundi, we have relied on the advice of the Prime Minister, the Federal Education Minister, the Australian Health Protection Principal Committee (AHPCC) and the Victorian Government authorities. To ensure the safety of staff and students, we have followed the guidelines of the AHPCC as they relate to schools.

If you have any further questions, please email Fiona Cock (Principal) [principal@sophiamundi.vic.edu.au](mailto:principal@sophiamundi.vic.edu.au) or Peter Henderson (Assistant Principal) on [peter.henderson@sophiamundi.vic.edu.au](mailto:peter.henderson@sophiamundi.vic.edu.au)