

## RETURNING TO ONSITE LEARNING – October 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 12 October      Classes Prep – Class 6 (Primary) classes onsite  
Year 7 classes onsite  
Year 11-12 (IB) classes onsite
- Monday 26 October      Year 8 – 10 classes onsite
- Monday 26 October      Prep – Year 12 Classes onsite for all students until otherwise notified.

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 CURRENT GOVERNMENT GUIDELINES:

- We ask that parents and guardians 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 at the Nuns' Walk gate, we ask that parents and guardians observe physical distancing of 1.5m.
- All individuals on campus over 12years of age are required to wear a mask, unless they have a lawful exemption not to do so. *(Please advise the Principal of any exemptions via email.)*
- Hand sanitising prior to entry into the School.

### STAGGERED ARRIVAL TIMES FOR STUDENTS

- 7:45 – 8:00am      Year 11-12 (IB)
- 8:15 – 8:30am      Class 1 – 6 (Primary students)
- 8:40 – 8:45am      Prep
- 8:30 – 8:45am      Year 7-10 (Middle School students)
- Punctuality for arrival to School is essential.** Please arrive in time to allow for walking to the entry gates and student hand sanitising prior to their entry into the School.
- All students (Prep – 12) – enter/ exit via the Nun's Walk**

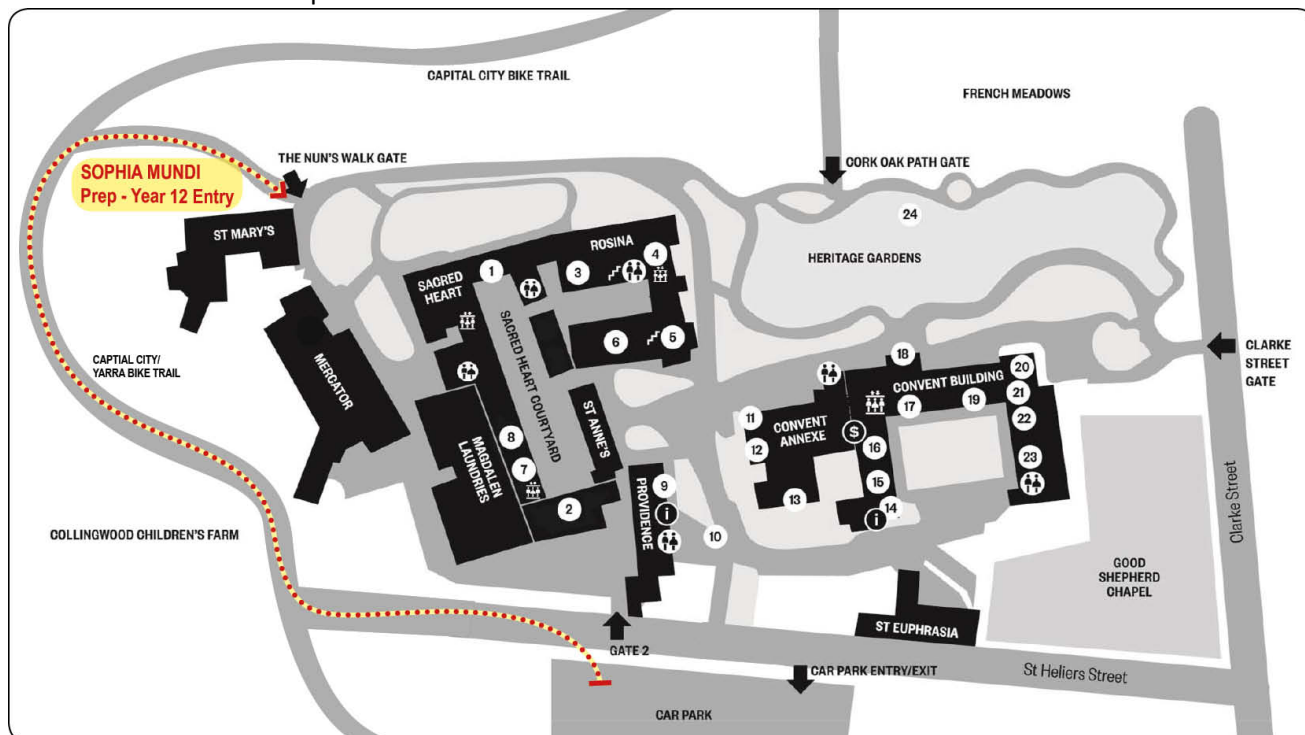
### STAGGERED FINISHING TIMES FOR STUDENTS

- 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 Nun's Walk exit gate at the end of class.



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

- **Primary (Prep-Class6) and Secondary Students (Year 7-12) 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).
- 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

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 4.
- All school excursions, assemblies, inter School sporting activities and other large gatherings have been cancelled for Term 4. FLARE will continue but in Primary School and Secondary School class 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 guardians.

## 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 and sanitising in each classroom.

### HYGIENE

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

- All staff will have their temperature checked and use hand sanitiser upon arrival at the entry/exit of the School.
- Any individual with signs of illness will be directed to First Aid and further assessed by a First Aid Officer, including temperature checks and a mask (if required).
- 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 2021)
- 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.
- All learning resources brought back to school to enable hygiene protocols for individual student use. ie each student has their own materials to use at School (pencils, crayons, scissors, workbooks, craft materials, sports equipment, etc)
- All individuals on campus over 12years of age are required to wear a mask, unless they have a lawful exemption not to do so. *(Please advise the Principal of any exemptions via email.)*
- Use of woodwind and brass instruments (including recorders), singing and voice projection will not be practiced at School until further

### **CAN VISITORS BE ONSITE AT SOPHIA MUNDI?**

- NO external visitors are permitted to enter or visit the School unless in emergency, or critical to the School's operations.
- Parents and Guardians 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 has 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 will be further assessed by a First Aid Officer member and have their temperature checked. The First Aider will assess if a mask is required. If symptoms warrant the student being collected, a parent/guardian will be contacted, and prompt collection of the student is required. If a parent/guardian 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 reopen Sophia Mundi, we have relied on the advice of the Australian Health Protection Principal Committee (AHPPC) and the Victorian Government authorities. To ensure the safety of staff and students, we have followed the guidelines of the Department of Education and Training and the Department of Health and Human Services 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)