



St Catherine's School



Planning Our Return to Barbreck

HANDBOOK

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Parent Information Booklet

We look forward to welcoming the return of all girls to Barbreck in the coming week.

This Parent Information Booklet serves to detail the organisation, logistics and planning for a return to School with the measures, processes and procedures to be implemented clearly identified to enable a safe environment for staff and students.

We ask parents to read this booklet carefully to ensure the many new processes and procedures implemented are clearly understood. We encourage all parents to work in partnership with the school to ensure a successful return for everyone.

Whilst we are looking forward to the girls' return, we ask for an understanding that our 'new normal' does not permit a close contact between students and adults. Unfortunately, we will not be able to greet the girls as we would normally do with a high five or a hug. We fear our young children may not quite understand these new protocols, so we ask parents to share some information from this Booklet with the girls prior to their first day.

It is my hope that there will soon be a day when we can again mill around the Barbreck Forecourt, chat and laugh together, hug the girls, give them a high five and watch as they skip arm in arm down the driveway.

That day depends on being vigilant, ensuring we abide with the current processes and procedures, caring for each other and understanding everyone's safety and wellbeing is important.

Should you have any queries or concern, please do not hesitate to contact me.

Kind regards

Karen McArdle

Head of Junior School

St Catherine's School will determine the plans and processes implemented by following the medical and health advice from the Victorian Department of Health and Chief Health Officer.

RESOURCES NEEDED FOR SCHOOL

To ensure we provide an optimal circumstance for a return to School, we request girls to bring their own hand sanitiser and a small packet or box of tissues. The tissues can be used as a barrier when needing to touch various objects within and around the classroom.

Hand Sanitiser will also be provided in every classroom and common areas; however, we would like to minimise the movement of girls around the classroom. By keeping their own small hand sanitiser on their desk, we will reduce the movement in the classroom and avoid common touch points in the classroom.

Pencil Cases are needed for all students to separate their pencils / pens from others. For students in the younger year levels, who previously shared resources, this will be a new and exciting step of owning a pencil case.

Morning Tea and Lunches need to be provided from home as the Mary Davis Centre Café will not be operating in the initial weeks of School commencement.

Play Equipment brought from home will ensure girls avoid contacting communal sports and play equipment. This equipment, clearly labelled, is not to be shared with others until further sporting restrictions have been effectively lifted.

Art classes will be conducted in Form rooms until further notice. In readiness for Art classes, students will need to bring the following items:

Visual diaries and pencil cases with any art making materials to avoid sharing basic equipment.

CLEANING OF BUILDING SURFACES

The School will ensure common surface areas or contact points are additionally cleaned throughout the day. At the beginning of each learning block, hard surfaces such as desks will be sprayed by the teacher, with school provided disinfectant, and girls requested to then wipe their own desks using paper towels. This will ensure that any contact contamination is reduced when girls and staff return to their desks after meal breaks.

Photocopy use will be restricted and students will be encouraged to submit work electronically for hygiene reasons. If printing is necessary, students will be encouraged to use hand sanitiser before and after touching the photocopier.

CLASSROOMS

Arrangements have been made for the desks to be set up in some classrooms to improve the physical distancing between students and staff. Staff are discouraged from moving amongst the students or inviting students to their desks for conferencing. Ideally, staff are requested to remain at their desk at the front of the room where possible.

To limit student movement, students should also remain at their desks. This also reduces the contact points such as shared desk tops.

STAGGERED COMMENCEMENT DAYS

In the week commencing, Monday 25 May, girls will return to School on staggered days as outlined below. Students will continue their Learn@Home program until they commence School. Please note, Monday 25 May is a Curriculum Planning Day.

Year Level	Start Date
P	Tuesday 26 May
1	Tuesday 26 May
2	Tuesday 26 May
3	Tuesday 26 May
4	Wednesday 27 May
5	Wednesday 27 May
6	Tuesday 26 May

STAGGERED START TO THE DAY

To avoid congestion associated with all Barbreck girls arriving at similar times, the School will be staggering the start time of the day as outlined below.

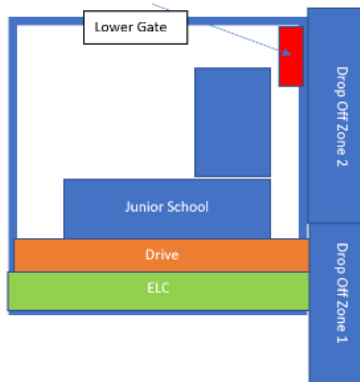
All girls will participate in their full school timetable each day, necessitating for those girls that start later to also finish later in the day.

The proposed start and finish times for year levels are set out below.

Year level	Arrival & Temperature Check Time	Departure Time
P	8.10 - 8.25am	3.05pm
1	8.10 - 8.25am	3.05pm
2	8.10 - 8.25am	3.05pm
3	9.00 - 9.15am	3.40pm
4	9.00 - 9.15am	3.40pm
5	8.10 - 8.25am	3.05pm
6	8.10 - 8.25am	3.05pm

DROP OFF ZONE PROCEDURE

To avoid congestion of both girls and their parents at the start of the day, we ask parents to remain in their cars on arrival while their daughters move to the designated areas along Heyington Place near the Junior School. The diagram sets out the two drop off zones. Please limit parking in the drop off zones to two minutes to avoid traffic congestion on the street. Staff will be scheduled for a morning roster to supervise the drop off areas and undertake student temperature checks.



PICK UP ZONE PROCEDURE

Girls will exit through the same gate they enter each morning. We request parents to remain in their vehicles. Staff will supervise their classes and ensure they are socially distancing while waiting.

TEMPERATURE CHECKS FOR GIRLS

Upon arrival at their designated entrance, each girl will have her temperature checked using a non-touch thermometer or distance thermometer. Our supervising staff will ensure the girls are socially distancing along the footpath if there is a queue for the temperature checks. If a normal temperature is recorded, (not above 37.5 degrees) staff will put a stamp onto the back of each girl's hand, signalling they have had a temperature check and are okay to proceed into school.

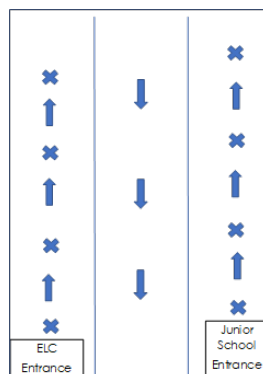
In the case of a girl's temperature being higher than the specified 37.5 degrees, a staff member will contact parents by phone to return to collect their daughter. Staff will wait for parents to return. All girls who are late to School must have their temperatures checked at Reception and receive a stamp to enter their classrooms.

Temperature checks will also be conducted throughout the day. If a girl is showing a temperature higher than specified, Reception will contact parents to arrange for her to be collected from the bottom of Anne Smith Avenue. Mary or Sharon will escort the girls once parents have arrived. The Sick Bay will not be operational to care for students during the day.

DESIGNATED ENTRY POINTS TO GROUNDS

We are fortunate that there are a number of entry points to the Barbreck Campus so we can ease the congestion at the start and end of the day by using these. The entry points we will use will be the Anne Smith Avenue and the Barbreck Lower Gates. Each year level will be assigned a point of entry and exit.

To ensure that we limit contact between ELC children and their parents with the Barbreck girls, we will schedule allocated times for the girls' entries and exits. Please note that when using the Anne Smith Avenue, we have allocated lanes for separate arrivals but joint departures.



Year Level	Campus Entry and Exit Points
P	Drive
1	Drive
2	Drive
3	Lower gate
4	Lower gate
5	Lower gate
6	Lower gate

DESIGNATED ENTRY POINTS TO BUILDING

The Barbreck building has three entry points: Reception, the Auditorium and the lower ground floor entrance near the Red Steps. Year levels or specific classes will be assigned to these Entry and Exit points to limit congestion and to assist with social distancing.

Year Level	Building Entry and Exit Points
P	Reception
1	Reception
2	Reception
3	Reception
4	Reception
5 KW	Red Steps
5FW	Auditorium
6	Red Steps

****Please remember that some year levels will have a later start to the day so there will not be as many classes entering or exiting through Reception at the same times.***

SOCIAL DISTANCING: CLASSROOMS

Owing to our smaller class sizes, some of our classrooms can accommodate the social distancing measures comfortably. For those classes with more students, we can provide a double classroom space or use another large area, such as the Auditorium. Desks will be separated and moved apart and seating arrangements will be made so girls are socially distancing while in the classroom.

Year	Room	Room
P	Current	+ next door
1	Library	
2	Current	+ Year 1 room
3B	Current	
3S	Current	
4	Current	
5KW	Current	+ next room
5FW	Auditorium	
6C	Current	+ next room
6R	Current	+ across hallway

SOCIAL DISTANCING: SPECIALISTS

To reduce student movement and integration across the school day, students will remain in their classrooms at their desks with Specialist teachers attending the girls' classroom. This also reduces the contact points such as shared desk tops etc.

For Physical Education, girls will be permitted to wear their PE gear to and from school to avoid the use of common change rooms.

SOCIAL DISTANCING DURING MEAL BREAKS

The staggered start to the day will also lead to staggered break times for morning tea and lunch. Year levels will be allocated designated meal and play areas each break on a rotational basis so that all girls can experience various areas in a week. Areas to be used for play will be the Village Green, the Aquatic Centre Green and the Upper Netball Courts. Girls can bring their own play equipment to school but must not share equipment such as skipping ropes, balls and hoops.

The Mary Davis Centre Café will not be operational in Term 2, so girls will need to bring all meals to school.

Unfortunately, for the present time, the playground adjacent to the Village Green will be closed.

TIMETABLE CHANGES

To accommodate a staggered start to the day and staggered meal breaks, the timetable has been modified. All lessons and meal breaks will be for 35 or 40 minutes. The timetable is detailed below.

Years	8.40-9.20	9.20-10.00	10.00-10.40	10.40-11.20	11.20-12.00	12.00-12.40	12.40-1.20	1.20-1.55	1.55-2.30	2.30-3.05	3.05-3.40
P, 1, 2	1	2	3	MT	4	5	L	6	7	8	
3, 4		2	3	4	MT	5	6	L	6	8	1
5,6	1	2	3	MT	4	5	6	L	7	8	

The siblings waiting for the Years 3 and 4 classes to conclude for the day, will be supervised until the 3.40pm finish in the French Language Lab.

STUDENT WORK

To reduce handling and possible contamination, students in the upper Junior School levels will be encouraged to submit work electronically.

CLASSROOM ACTIVITIES

Classroom group work will be modified or suspended if the activity cannot be modified to avoid close physical proximity between students. Physical Education classes will continue in Term 2, albeit these lessons will take place outdoors or in covered areas where physical distancing can be maintained. Contact sports or sports with shared equipment will not be permitted in Term 2. Students participating in Physical Education classes will have permission to wear their PE uniform to and from school, and for the duration of the day to avoid using the change rooms.

CO-CURRICULAR PROGRAMS

A revised co-curricular timetable will be provided for Weeks 7-10 of Term 2 and again at the beginning of Term 3.

SHARING IS NOT CARING AT THIS TIME

As we recommence learning on the campus, we will not allow sharing of equipment or materials. Girls in the lower years will be asked to bring their own pencil case to avoid sharing communal pencils, erasers and rulers.

In addition to this, the school lockers will not be permitted to be used. Students will keep their school bag at their desk.

FRESH AIR FLOW

Where possible, teachers will increase the amount of fresh air available indoors by opening windows or adjusting air conditioner / heater.

NO LARGE GATHERINGS

The online Barbreck Assembly will continue for the foreseeable future. Unfortunately, all school excursions, camps and combined House activities will not be permitted.

We also ask parents to remain in their car and not gather on the footpath or enter the school grounds.

ILLNESSES, COLDS, ETC

To maintain a healthy school environment, staff and students who are ill or present with cold or flu like symptoms will not be allowed to attend School until the illness has passed. Students or staff who present or develop these symptoms while at School will be required to leave and stay at home until they have passed.

Parents and carers of children with complex medical needs should seek medical advice from their regular medical/health practitioner to ensure informed decision making about whether attendance on campus is suitable. This is in alignment with the Department of Education & Training Health Care Needs Policy.

PARENTS KEEPING CHILDREN AT HOME

Some parents may decide to keep their daughters at home and decide on a later return to school date. The School will be able to provide lessons for them in a number of ways; however, this is dependent on the number of girls attending school.

As you would appreciate, a teacher is unable to teach a class and provide online lessons at the same time. One possible scenario is two classes combined with reduced student numbers allowing one teacher to work face-to-face with the girls and the second teacher guiding the Learn@Home program. This model will be guided by the capacity of the classroom to accommodate the girls attending school for face-to-face lessons. In some instances, it may be appropriate to use MS Teams connected via Vivi to the Comm Box to enable students at home to participate in the lessons.

Ultimately, we believe students are best taught within the classroom; as such, all girls should be attending School on campus in the coming weeks.

PFA SECOND HAND UNIFORM SHOP

The St Catherine's School PFA Second Hand Uniform Shop will be open on the dates listed below. Please contact our PFA Shop Convenor, Tamsin Greig for an appointment prior to attending School (Tamsin Greig: 0437 070 899).

Wednesday 20 and 27 May 1-4.30pm

Wednesday 3, 10 and 17 June 1-4.30pm

SCHOOL PROGRAMS AND FACILITIES

As part of the gradual and phased return to the school campus in Term 2, the following amenities will be closed until otherwise advised:

- Illawarra Boarding House
- The Marigold Southey Sports and Aquatic Centre and H2O Swimming Programs
- The School Gymnasium and Waverley Gymnastics Programs
- Mary Davis Centre Café

References:

AHPPC advice on reducing the potential risk of COVID-19 transmission in schools (24 April 2020) _ Australian Government Department of Health

ISV - SIT_EG1_Protocols-Rtn-Onsite-Learning

ISV - SIT_EG1-Recommendencing-Onsite-Learning-CL

ISV - SIT_EG2-Recommendencing-Onsite-Learning-CL