

Dear Parents and Carers,

I am writing with additional information about the return of students to our school campus. First, a reminder about the dates for our phased return.

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| <b>Commencing 25 October<br/>(Week 4)</b>   | <ul style="list-style-type: none"> <li>• Early childhood centres (ECEC)</li> <li>• Preschool and kindergarten</li> <li>• Years 1 and 2</li> <li>• Year 6</li> <li>• Years 9 and 10</li> <li>• Out of school hours care (OSHC)</li> </ul> |
| <b>Commencing 1 November<br/>(Week 5)</b>   | <ul style="list-style-type: none"> <li>• Years 3, 4 and 5</li> <li>• Years 7 and 8</li> </ul>  |
| <i>From weeks 1 to 4 of term, onsite supervision and care continues to be available for vulnerable children and young people whose parents are essential workers.</i> |  |

Drawing on national and local health advice we have developed a return to school plan which has three key priorities:

- the health and safety of staff and young people,
- the mental and emotional well-being of students and staff, and
- ensuring continuity of learning.

Below is an outline of [ACT Health Guidelines](#) that schools are required to implement to ensure effective COVID-19 measures are in place.

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| <b>Limitations to parent access of school grounds and use of Check in CBR app</b> | All staff and visitors must check in using the 'Check in CBR' app. Parents and carers cannot enter school grounds except for an essential reason. Visitors must call to make an appointment in advance of attendance. All visitors must report to the front office. The check-in CBR QR code will be located at all entry points to Namadgi School. |
| <b>Student / Staff illness</b>  | Staff and students who are unwell are not able to attend school. Students who present unwell will be required to go home.   |
| <b>Hygiene</b>  | Schools will maintain and promote appropriate hand hygiene and respiratory hygiene practices. Students will need to wash hands and use hand sanitisers throughout the day. Students will not be allowed to share food or drink.   |

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| <b>Masks</b>                             | <p>Staff, visitors and students* in years 7-12 must wear a face mask on campus. Students in years 3-6 are encouraged to wear a mask if they are comfortable doing so and we strongly encourage Namadgi Year 6 students to wear a mask given our inclusive program within the High School campus.</p> <p>Students in Preschool to year 2 are not required to wear a mask.</p> <p>Masks may not be suitable for students with a disability or medical condition and schools will make allowances for those students not to wear masks. Medical certificates will be required from families and students will be issued a wrist band to identify their arrangement to staff. Certificates can be emailed to <a href="mailto:info@namadgi.act.edu.au">info@namadgi.act.edu.au</a></p> <p><i>* Students will be required to wear their personal masks. Masks will be available at school for those who require them. Disposable masks need to be changed every four hours.</i></p> |
| <b>Physical Distancing</b>               | <p>Physical distancing between children and young people is not always possible, particularly in single classrooms and school environments. It is however important for limiting the transmission of COVID 19. To promote physical distancing, we will adjust learning programs, breaktimes, our timetable as well as communicate processes around pick up and drop off arrangements. More specific information about what this means for your child is included further below.</p>   |
| <b>Environmental cleaning</b>            | <p>Our school cleaning program includes regular cleaning of high touch services, frequently used objects, and play equipment.</p>   |
| <b>Ventilation</b>                       | <p>All schools have been assessed to increase fresh air circulation and this may involve changes to ventilation, modified HVAC system settings and maximising the use of outdoor learning spaces. These plans have been documented in our Covid Safety Assurance Plan (CSAP) risk assessment.</p>   |
| <b>Managing suspected COVID-19 cases</b> | <p>We are prepared to respond to a positive COVID-19 case on campus, should the need arise. ACT Health will provide direction to the school and community, which may result in a full or partial school closure. A student who presents with symptoms of COVID-19 will be isolated with suitable supervision, and parents will be required to collect their child immediately. Symptomatic students will be required to wear a mask, isolate and also be collected from school.</p>   |
| <b>Routine testing for COVID-19?</b>     | <p>Anyone with COVID-19 symptoms should get tested immediately. ACT Health is not recommending routine COVID-19 testing of children, young people or staff using rapid antigen testing.</p>   |
| <b>Wellbeing supports</b>                | <p>Wellbeing and learning supports, such as face to face appointments with the school psychologist or access to a Learning Support Assistant, will recommence with the return to school.</p> <p>For parents and carers of students with a medical vulnerability: if you require the school to make reasonable adjustments for the safe return of your child, you must consult a GP and provide medical advice to that effect. Where adjustments can't be made, the school will support your child to learn from home through the ACT Directorate remote learning portal.</p>  |

To further support the ACT Health Guidelines our school is making the following adjustments.

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| <p><b>Drop off and pick up</b></p> | <p>Upon returning to school students, parents and carers will need to adhere to the following plans in order to minimise contact with other students when entering and exiting the school grounds. The back gate will remain closed under the current restrictions. Namadgi students will only be able to enter the school through the three gates located at the front of the school building facing O’Halloran Circuit and are designated accordingly:</p> <p><b>Gate 1</b> – Preschool and Kindergarten students will enter through the gates nearest to the preschool. Independent students can be dropped off and picked up from this point without adults entering the school grounds. For anxious students or students requiring support a parent/carer can support them to their external class door or preschool gate. Preschool gates will be clearly labelled for groups to be dropped off and picked up. Parents /carers will not be able to enter the preschool grounds. Kindy students will meet at the external door to their classrooms. Parents/carers will not be able to enter the school buildings. <b>We strongly urge parents/carers to drop students off as close to 9am as possible in kindergarten and 9am promptly for preschool classes.</b></p> <p>Parents/carers will not be able to congregate on school grounds at drop off or pick up times.</p> <p><b>Gate 2</b> - For students in Years 1 to 5 they can enter and exit the school through the main gates located between the admin block and VPAC. For anxious students or students requiring support a parent/carer can support them to the external door of their classroom. To minimise adults on school grounds we require parents/carers to not travel past the front gates when dropping off or picking up. <b>We strongly urge parents/carers to drop students off as close to 9am as possible to minimise the risk of cohort mingling.</b> Students arriving prior to 9am will be required to move to zoned spaces near their villa’s to avoid mingling. These will be supervised by staff, but the best approach to avoid congregating is to arrive close to 9am.</p> <p><b>Gate 3</b> – For students in Years 6 – 10 they can enter and exit the school via the gates between the Gym and Tennis Courts. For anxious students or students requiring support a parent/carer can support them to the external doors of their classroom or villa. <b>We strongly urge parents/carers</b></p> |
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|                                     | <p><b>to drop students off as close to 9am as possible. For students making their own way to school we again urge parents/carers to help plan travel to minimise any congregation prior to gates opening from 8:30am.</b></p> <p>Students will be required to move to their designated zones once arriving at school.</p> <p><i>A map outlining the zoning for break times and arrival times in the morning will be sent to families soon and be available on the school web site.</i></p>  |
| <p><b>Hygiene routines</b></p>      | <p>Hand sanitiser will be located in every classroom and upon entry to Administration buildings.</p> <p>Every classroom will also have sanitising wipes and routines will be established with students to assist with wiping their desk and resources at the end of use. Alongside the touch point cleaners these routines will assist with maintaining safe hygiene practises.</p> <p>Hand washing with soap in bathrooms will be strongly encouraged and signposted with helpful visuals in all bathrooms. Supplementing handwashing routines students and staff will also use sanitiser.</p> <p>For early childhood and students with additional needs teachers will support and remind throughout the day.</p>  |
| <p><b>Teaching and learning</b></p> | <p>Specialist teaching programs will continue following COVID safe guidelines across the school. Staff will collect Primary school groups at the external doors to their classrooms and drop off at the same location working each day within the same cohort and villa. A movement plan for specialist staff will also be in operation to enable tracing of movement.</p> <p>Primary Cohorting Plan – Assigned staff to cohorts for the day:</p> <p><b>Monday:</b><br/> Kindergarten – PE<br/> Villa 2C – Library<br/> Year 1 – Kitchen Garden / Science</p> <p><b>Tuesday:</b><br/> Villa 2B – Kitchen Garden / Science<br/> Villa 2C – PE</p> <p><b>Wednesday:</b><br/> Villa 2C – In-class release program (no movement)<br/> Kindergarten – Library</p> <p><b>Thursday:</b><br/> Villa 2B – Kitchen Garden / Science<br/> Villa 2C – Library</p> <p><b>Friday:</b><br/> Villa 2C – Kitchen Garden / Science<br/> Villa 2B - PE</p> |

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|  | <p>High School classes will be operating following their timetable with strict consideration and planning given to cohorting guidelines – minimising movement and sanitising workstations following use. For the majority of our weekly timetable students will be separated via cohorting plans, but there will also be unavoidable times where students will cross over between villa's. For this purpose the 7/8 cohorts and 9/10 cohorts will be considered as one and our movement plans will allow for tracing as needed. Entry and exit plans will be in operation to minimise contact between cohorts.</p> <p>Extracurricular programs will only be conducted if they meet the current restrictions. Examples could be music tuition, Menslink counselling, Allied Health approved interventions.</p> <p>Unfortunately, extracurricular programs such as volunteers in schools, outreach programs, incursion activities, visiting sports coaches and school performances will not be able to commence under the current restrictions.</p> <p>Any changes to these programs will be advised via SeeSaw, School Newsletter, Emails to families or videos on our social media pages.</p>   |
| <p><b>Break times</b></p>                  | <p>Cohorts (High School) and groups of students within villa's (Primary) will be kept together at break times and designated zones on the playground to play at these times. The zoning map will be sent soon and available on the school web site. We will keep current break times the same for most cohorts and villa's with some adjustments to the Kindergarten breaks. This plan will be supported by staff for duties who work with these students to minimise mingling and movement between groups of students and staff.</p> <p>A more detailed plan with Year groups, times and zones will be issued to families at the start of week 3 to prepare students for a return to school. This will include the designation of bike racks for students.</p> <p>Break Times:<br/>         Preschool: Outdoor time 9:30am-11am (following regulations for E/C)<br/>         Kindy: B1 – 11am-11:30am B2 – 1:30pm - 2pm<br/>         Years 1 to 5: B1 - 10:30am - 11am B2 – 1pm – 1:30pm<br/>         Years 6 to 10: B1 - 11am – 11:30am B2 – 1:30pm - 2pm</p> <p>The Library will not be available before school and operate on a cohort timetable throughout the week. The High School Gym will also be rostered at break times by cohort.</p> |
| <p><b>Before and After School Care</b></p> | <p>For students enrolled in before and/or after school care they will need to adhere to the providers directions and guidelines. PlayBase staff will escort students to their classrooms if you have indicated this need with the provider at the start of the day. Please contact the provider to make any arrangements.</p>   |

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|  | Drop off and pick up is otherwise as per the providers arrangements through the VPAC entrance.   |
| <b>School canteen and Breakfast Club</b> | <p>The school canteen will be available for a click and collect service only from the 1<sup>st</sup> of November. Students can collect orders outside the canteen doors following the COVID safe directions. As restrictions ease the canteen service will adapt to meet the needs of families and food delivery.</p> <p>The canteen will circulate menu options in Week 3 and take online orders until 11am daily.</p> <p>Primary students will collect lunch orders (two students only per class) from the external door to the canteen and deliver them back to their classroom to avoid mingling in larger groups.</p> <p>High School students can collect from outside the canteen doors and return immediately to their break zone.</p> <p>Breakfast club will continue to operate out of the Kitchen Garden daily outside the main entry. This will occur outdoors for COVID safe needs and staff will be available to direct students to ensure social distancing.</p> |
| <b>Cohorting / Villa Grouping</b>        | As per the break times cohorts and students in villa's will be kept together for as much as practical throughout each day until restrictions ease. These plans will support limiting mingling between cohorts and allow for greater accuracy with contact tracing if needed.   |

We will continue to review and adjust these measures based on the most up to date advice from ACT Health.

Remember, all adults and children aged 12 years and above are eligible for vaccination. If your child is eligible but not yet vaccinated, we encourage you to book them in by calling the COVID-19 vaccination line on ph. 5124 7700 daily between 7am-7pm. Bookings can also be made with some [GP clinics and pharmacies](#).

We understand that there has been considerable change and uncertainty for our students during the pandemic, and as we transition back to school. I'd remind you that you and your child can book an appointment with our Telehealth Support Service on 02 6205 1559 between 9.00am and 4.30pm weekdays. With the return to school, your child will also be able to organise face to face sessions with the school psychologist.

For more information about the return to schools, I'd recommend visiting [the Education Directorate's website](#).

You can keep up to date with the latest health information, advice and resources on the [ACT's COVID-19 website](#).

I would also like to take this opportunity to thank you for your support and understanding as we return to face-to-face schooling.

We look forward to seeing all our students back at school very soon.

Regards,

Gareth Richards

Principal – Namadgi School