

St. Joseph's School, Sorrento

Remote and On-Site Learning Policy



Rationale:

The purpose of this policy is to outline essential measures that have been put in place to manage risk relating to Coronavirus (COVID-19) during key interactions between students, parents and staff.

St. Joseph's Primary School is committed to providing a safe learning and working environment for our students and staff. We ask the whole school community to follow this policy to enable us to provide the safest possible environment during the unprecedented pandemic.

Background:

St. Joseph's Primary School is following the advice of the State Government, Department of Education and Melbourne Archdiocese Catholic Schools (MACS).

This policy relates to all members of our school community; all teaching and non-teaching staff, parents and carers, students, Parish Priests and visitors to the school.

General School Requirements:

- The most important action the school can take to promote the ongoing health of all is to ensure that any unwell staff or students remain at home until they are completely recovered.
- Staff or students most at risk of severe illness should individually assess appropriateness for on-site attendance at this time with support from their medical professional.
- Parents, carers and Parish priests, can only enter the school via the main office. These people will not be able to move further into the school unless they have an essential reason as determined by the school principal, leadership or office staff.
- Visitors to the school are limited to those delivering or supporting essential school services and operations (e.g. maintenance work, cleaning).
- Volunteers, allied health professionals and external providers will not be permitted on-site.
- All interschool activities are cancelled until further notice.
- School assemblies, camps, incursions and non-essential large gatherings are postponed until further notice.
- Extra cleaning will be carried out with cleaners coming in during the day as well as after school.

REMOTE LEARNING PHASES

While we realise online learning cannot fully substitute the quality of a face-to-face classroom or provide personalised learning, we are prepared to provide our students with creative and unique opportunities to continue their education while schools are closed.

During remote learning phases the following procedures will be adhered to:

All students will be learning from home except for students in the following categories:

- Children on days when they are not able to be supervised at home and no other arrangements can be made.
- Children of parents who cannot work from home
- Any student with a disability
- Any vulnerable child

On-Site Provision:

- On-site provision will be available, but only for student in the categories listed above.
- Temperature checks will be conducted on all staff and students as they arrive and during the day if deemed necessary by a teacher.
- Unwell children will be excluded from attending.
- Any child who becomes unwell while at school will be sent home.
- Social distancing will be practiced wherever practicable.
- Soap, water, paper hand towels and hand sanitiser will be available in all areas of the school.
- Both on-site and remote learners will receive the same learning program.
- Students learning on-site will be supervised by a current VIT registered teacher.
- Any Education Support staff assisting with supervision will have a current Working With Children Check.
- Teachers have noticed that some children are becoming anxious and unsettled while attending on-site learning (during the remote learning phases). Teaching staff will monitor how individual children are coping and will liaise with parents as to strategies or changes to hours of attendance (full day and half day options are available).

Home learning:

- Students and parents will be given clear information about how and when they will receive learning materials and feedback.
- Students and parents will be given a clear schedule that shows what is expected of students in relation to the completion of learning tasks.
- Parents/carers are responsible for student's safety and supervision while at home.

Home and on-site learning programs:

Remote learning can be accessed by any internet-enabled device, including a smartphone.

The learning program delivered on-site will be the same as the learning program delivered to students undertaking remote learning.

For students in Prep to Grade 2, learning programs will include the following:

- Literacy activities that take a total of about 45-60 minutes (minimum)
- Numeracy activities of about 30-45 minutes (minimum)
- Additional learning areas, play based learning and physical activity of about 30-45 minutes (minimum)

For students in Grades 3 to 6, learning programs will include the following:

- Literacy: 45-60 minutes (minimum)
- Numeracy: 30-45 minutes (minimum)
- Physical activities: 30 minutes (minimum)
- Additional curriculum areas: 90 minutes

Access to resources for students:

Families that do not have access to the internet or a device can contact the school by email - office@sjorrento.catholic.edu.au or phone the school on 03 5984129.

- For students who do not have access to digital technologies at home, the school is able to loan devices for the duration of the remote learning period. Parents will be asked to sign our Parent/Carer Digital Technology Policy.
- The school can also provide hard copies of all learning activities.
- All school digital technology and cyber safety policies will be followed.

Remote Learning Procedures:

- The expectations for students vary depending on their year level. Specific expectations for Prep, Year 1 /2, Year 3 /4 and Year 5 /6 will be detailed in the weekly programs sent out.
- Staff will monitor student work on a daily basis.
- Teachers will use Platforms, such as Hapara to upload instructions and documents into student folders on their drive.
- Students can access these via their St Joseph's Student Homepage or by signing into Gmail where they can, then access their drive via google apps (nine dots).
- Program of lessons, suggested activities and daily expectations will be sent out on a week by week basis.
- Other online platforms could include teachers using Google Meets and Zoom so that students can have face to face time with their teachers.
- Screencastify is recommended for preparing instructional videos and presentations.

The above procedures will be adapted, refined and modified according to the ever-changing needs in the current climate.

ON-SITE LEARNING PHASES

St Joseph's will provide full on-site learning as directed by government authorities, DEET and MACS.

During on-site learning phases a number of considerations must be taken into account to promote the health and safety of staff, students and parents.

Staff:

- Staff may be at greater risk of more serious illness if they contract Covid-19 if they are:
 - Aged 70 years and older
 - Aged 65 years and older, with chronic medical conditions
 - Of any age with compromised immune systems
 - Aboriginal or Torres Strait Islander and ages over 50 years with one or more chronic medical conditions.
 - Staff in these categories (except for those over 70) are expected to provide a medical certificate if they seek to work from home.
- If a staff member is unwell they are expected to stay at home.
- Normal attendance requirements for school staff apply, to all staff members, as determined by MACS regulations and at the discretion of the School Principal.
- Staff are asked to maintain social distancing at all times:
 - Using spaces within the school that can support physical distancing for staff
 - Limiting numbers of staff accessing communal areas such as staff room, admin office area and teachers' offices.
 - Only using staffroom for as little time as possible so that other staff members can access the room.
 - Being aware of keeping physical distancing while working at a task or conducting a meeting.

- Staff meetings will be held online or in the 5/6 area where staff can distance themselves from one another.
- Soap, paper towels and hand sanitiser pump bottles are available in all learning spaces and staff are asked to maintain good hand hygiene.
- Staff will be expected to temperature check on arrival.

Students:

- All unwell students must stay at home.
- If a student becomes unwell while at school, parents or carers will be contacted and it is expected that they are picked up as soon as possible.
- Students are not expected to maintain physical distancing.
- Students may be temperature checked on arrival and during the day if a teacher feels it is necessary to do so.
- Students are asked to wash or sanitise their hands on arrival and throughout the day; after using shared equipment, after going to the toilet, before and after eating, after blowing their nose or sneezing, after playing outside or working in other areas of the school and at other times as deemed necessary by teaching staff.
- The movement of students around the school is limited as much as possible.
- All assemblies and other large group activities, including sporting events, are cancelled.
- All excursions, incursions and incidental outings are cancelled.
- Every student is expected to have their own water bottle as drinking taps are turned off.
- Students are told not to share food and to be aware of good hygiene as much as possible.
- Only students who are sick and need to go home will be able to access the sickbay. Teachers are asked to deal with all other medical issues in the classroom or out on the playground. An alternate sickbay has been set up to deal with more serious injuries.

Parents:

- Parents are not allowed on school grounds apart from the admin area if absolutely necessary.
- If parents do need to enter the admin area it is expected that they maintain social distancing with all staff, students and other parents and they use the hand sanitiser provided.
- Parents will be informed of staggered arrival and departure times.
- Morning drop off and afternoon pick up will be done via a valet system.
- The school bus will run but numbers will be limited in order to protect passengers and the bus driver (conditions will be set by the Principal)
- There will be no parent helpers in the classrooms, canteen, etc.
- All discussions with teachers will be conducted via phone call or email
- Parent/Student/Teacher Goal Setting Meetings will take place via Google Meet.
- End of semester reports will be published but in a modified form to reflect remote learning limitations
- Parents are able to borrow digital devices for their children but are expected to adhere to our Digital Technology Acceptable Use Policy.

Managing a suspected or confirmed case of Covid-19:

Department of Health and Human Services (DHHS) has procedures in place to manage suspected or confirmed cases of Covid-19 in schools.

1. Complete the Covid-19 confirmed case checklist form
2. Notify Diocesan Contact: Archdiocese of Melbourne: Dennis Torpy, Manager, Student Wellbeing, on 0408 565 063 or email dtorpy@cem.edu.au
3. Notify relevant Regional General Manager and Regional Leadership or Principal Consultant

4. The Diocesan Director will communicate with the school principal via email to confirm a direction to close the school or for an initial period of deep cleaning and contact tracing.
5. DHHS will liaise directly with Principal/Diocesan Contact during this process.
6. Following DHHS confirmation, the Diocesan Director will confirm when the school has been approved as safe and ready to re-open.

This policy may be amended at any time to reflect changes in government regulations and school circumstances.