

22 May 2020

Dear VCE and VCAL Students

I trust you are all well and looking forward to returning to college next Tuesday May 26.

A number of important questions have been raised by students which I would like to address, as well as a number of general reminders.

### **Bringing materials to college**

During the initial return to face-to-face learning period we ask students to bring only what you need for the day. The college has procedures in place if we were required to revert back to remote learning at short notice.

### **Morning Homeroom**

Morning homeroom will not operate during the fortnight Tuesday May 26 – Friday June 5. Students will be expected to be ready to start timetabled classes at 9.00am. Morning homeroom will recommence at 8:48am on Tuesday June 9 with extended time to allow for students to arrange their books and lockers.

### **Academe**

Academe will return as timetabled from Tuesday May 26. Members of the wellbeing team will be circulating to check in on students.

### **Study periods**

Students will be required to attend study periods in the VCE study room in the library or the Year 12 common room. As per normal processes, students are required to sign in at the library. Please note this includes when students have a study period during period 1.

### **Extended Pastoral Care**

Extended Pastoral Care will continue with Homeroom teachers running activities for students completing remote learning and also face-to-face learning. This is a great opportunity to spend time with your Homeroom teacher and discuss any concerns you may have, particularly in the absence of morning homeroom during this period.

### **Common rooms**

The Year 12 common room will continue to operate as prior to the remote learning period.

The Year 11 common room is a shared space with staff offices (Mr Ficarra, Mrs Kennedy and Ms Weaver) and will therefore require alternative arrangements. Students will still be permitted to use the common room to heat up food, but numbers will be limited to 10 students at a time. This arrangement will be reviewed on Friday June 5, following the initial two-week period.

## **Uniform**

Students are required to wear their full college winter uniform during Term 2 and 3. Year 12 students are reminded that they are permitted to wear their rugby jumpers on Tuesday and Thursday only, and must ensure the college blazer is worn as the outer garment to and from school every day.

## **Face masks / Health**

Following information provided by the Department of Health, the advice is that wearing a mask does not benefit a person who is well. Masks should be worn by those that have been diagnosed with coronavirus to reduce the risk of infecting others.

If you are feeling unwell at college you will need to attend First Aid. Any students with signs/symptoms aligning with Covid-19 will have a parent/guardian phoned to immediately collect the student from the college. Symptoms include:

- Shortness of breath
- Sore throat
- Runny nose
- Cough
- Fever or chills
- Loss of taste and/or smell

If a student is actively coughing and/or sneezing a mask will be applied. The student will remain in the isolation room closest to the First Aid office and no other student or staff member will be allowed to enter.

If other students present and have the above symptoms, then they are to remain outside the First Aid Office until they are seen to by Mrs Clohesy (College Nurse).

If the student is to be sent home, they will be escorted by Mrs Clohesy to collect their belongings and bag and return to wait in First Aid area until their parent/guardian arrives.

## **Hygiene**

Cleaning kits consisting of hand sanitiser, spray disinfectant, wipe cloths will be supplied to every classroom and work area, students and teachers will be asked to wipe down surfaces at the end of each class.

Students will be expected to use hand sanitiser as they enter and exit the classrooms and common areas. Hand sanitiser will be available throughout the college. Please cover your nose and mouth with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneeze into your upper sleeve or elbow.

Students are also encouraged not to share pencils/pens/markers etc.

## **Wellbeing**

To avoid students going through First Aid to seek wellbeing support the following process will be implemented. If students do not have a scheduled wellbeing appointment, students will need to go through the House Leader office and see Mrs Jones.

## **Canteen / Drinking water**

The canteen services including lunch orders will return to normal operations. We encourage students to order lunches, and pay using debit cards if possible.

The drinking mechanism has been disabled on the water fountains, and will now only allow for bottle refills. We strongly encourage you to bring your own reusable water bottle.

**Afterschool study**

Students will be permitted to use the library until 5.45pm and the Year 12 common room until 4.30pm as per the previous arrangements.

Shared food will again be available for Year 12 students at 4.00pm in the Year 12 common room. Please use the tongs provided.

**SAC Alternate Arrangement**

The SAC Alternate Arrangement will resume next week on Thursday as per previous arrangements.

If you have any questions or concerns, please don't hesitate to contact me.

Finally, on behalf of all the staff – we are really looking forward to welcoming you back to face-to-face learning next week.

Yours sincerely

A handwritten signature in black ink, appearing to read 'H. McClaer', written in a cursive style.

**Mr Heath McClaer**

Deputy Principal, Students