



MULGRAVE PRIMARY SCHOOL

PRINCIPAL'S MESSAGE

Dear parents and carers,

As we near the end of remote and flexible learning for the 6th time, we hope to be able to transition to full time face to face learning as smoothly as possible.

As we were last year, we could not be prouder of the way our school community has faced the challenges of lockdown and isolation.

Of course, our priority as a school continues to be the wellbeing of your child/ren. On their return, we will focus on literacy and numeracy each morning, followed by a considerable wellbeing focus in the afternoon. This will be screen free time designed to enable our students to reconnect with their peers.

To make the return to school a smooth, safe and enjoyable experience, we ask you to become familiar with and follow our *Return to School* policy, and as always, contact your child/ren's class teacher if you have any concerns about your child.

We look forward to having all students at school, however our intention is to have as few people on site as possible. The less people that come on site, the less chance of the school being forced to close due to a Covid case, meaning we have a better chance of avoiding further remote learning. This is why for now, only staff and students will be allowed on site.

Thank you and take care.

Charles Spicer, Stuart Hattwell and Tom Boyle

P.S. As previously mentioned, I hold a medical exemption which is why I am rarely seen with a mask. I have been double vaccinated and will continue to do my best to socially distance where possible.

Charles

SPECIALIST NOTE

From the 25th October until all students return on the 8th of November, we will not be running a specialist program. In order to help make the transition back to school as smooth as possible for the younger students, the Specialist team has been designated to other roles across the school. However senior students can still visit the Specialists Home learning website for access to a selection of previously supplied tasks and activities. If you haven't completed all the set work from the Specialist subjects, now is a great time to catch up. If you have, no Dojo posts are required.



MULGRAVE PRIMARY SCHOOL

SCHOOL VISION

To nurture a collaborative, engaging and resilient environment that enhances knowledge and supports social, emotional and academic growth; maximising our potential to become effective members of our learning community.

OUR VALUES

Motivated:

Approach all tasks with a positive, enthusiastic attitude and a belief that you can be a great learner.

Persistent:

Never give up, even when things are challenging.

Successful:

At MPS, we are proud of our school, we work hard, are honest, tolerant, persistent and motivated.

SCHOOL RULES

1. **Respect:** Always show respect for yourself and others, accepting everybody equally and remembering our manners.
2. **Safety:** Be aware of what is around you at all times and behave, learn and play in a safe manner.
3. **Listen:** Be attentive to your teachers and peers at all times.
4. **Responsibility:** Always take ownership of your behaviour, words and actions and realise that your choices impact on others.
5. **Resilience:** being able to cope with challenging situations and make good choices.



MULGRAVE PRIMARY SCHOOL

COVID-19 Return to School Policy

Rationale:

The purpose of this policy is to outline how our school will be managing risk relating to Coronavirus (COVID-19) during key interactions between students, school council members, parents and staff during the return to school in Term 4, 2021 and until such time as the Chief Health Officer advises it is no longer required.

Mulgrave Primary School is committed to providing a safe learning and working environment for our students and staff. We ask for the whole school community to follow this policy to enable us to provide the safest possible environment during this time. We all have a role to play in stopping the spread of COVID-19 in Victoria. This policy is being implemented during the current State of Emergency and beyond.

Background:

Mulgrave Primary School is following the advice from the Department of Education and Training including, [Health and safety advice for return to onsite learning in the context of COVID-19](#) which can be found on the Department's [Coronavirus \(COVID-19\) website](#).

Scope:

This policy applies to everyone in the Mulgrave Primary School community. This includes all members of staff (principals, teachers and education support staff), school council members, all parents/carers who interact with the school and all students. It also includes visitors to the school.

This policy may be amended at any time as required by the DET, CHO or Mulgrave Primary School. Amendments will be communicated through Class Dojo and Xuno allowing suitable notification to members of our school community. As there are regular updates in requirements, members of our school community should expect changes and are responsible for reading and adhering to the necessary arrangements for the health and safety of all.

Requirements:

Attendance on-site

The Department of Education and Training (DET) advises that:

Perhaps the most important action school communities can take to reduce the risk of transmission of coronavirus (COVID-19), is to ensure that any unwell staff, children and young people remain at home.

Staff or students most at risk of severe illness should individually assess appropriateness for onsite attendance at this time with support from their medical practitioner.

As the main risk of transmission of coronavirus (COVID-19) in the school environment is between adults, it is important that visitors to school grounds are limited to those delivering or supporting



MULGRAVE PRIMARY SCHOOL

essential school services and operations.

This means that at our school:

- **All unwell staff and students must stay home.**
- Parents/carers of students with complex medical needs (including those with compromised immune systems), should seek advice from the student's medical practitioner to support decision-making about whether on-site education is suitable, noting that this advice may change depending on the status of the coronavirus (COVID-19) pandemic in Victoria. This is in line with the [DET Health Care Needs](#) policy.
- **Visitors to school grounds will be limited** to those delivering or supporting essential school services and operations (e.g. student health and wellbeing services, maintenance workers).
- Additional staff, including parent volunteers, will not be attending school or student support programs, such as morning reading, until advice from the CHO deems this to be safe. Activities dependent on and involving parents such as daily reading in the morning are cancelled until further notice.
- We ask that parents or carers who need to contact teachers do so via email, Classroom Dojo or by phoning the office. Urgent matters should be communicated by phone call.
- Where required, online video conferencing meetings will be arranged with the approval of the Principal or Assistant Principals.
- All interschool activities that involve onsite attendance by students from other schools, such as inter-school will be cancelled until further notice.
- School assemblies, excursions, camps and other non-essential large gatherings will be postponed until further notice.

School Arrival and Departure:

DET advises that:

As the main risk of introducing coronavirus (COVID-19) to the school environment is from adults, close proximity between adult members of the school community should be avoided, particularly during school drop-off and pick-up.

This means that at our school:

- We ask staff and parents/carers to observe physical distancing measures by not congregating in areas inside or around the school.
- Parents and carers should not enter the school grounds/buildings at any time unless by prior arrangement with the Principal or Assistant Principal
- The following arrangements will remain in place until further notice.



MULGRAVE PRIMARY SCHOOL

The “Kiss and Go” drop off points on Gladeswood Drive, where students can alight from a vehicle, whilst the parent/carer remains in the vehicle and moves on once the children are clear of the area.

Over the next few weeks student will enter the main gate and be dismissed from the three gates at the front of the school (2 on Gladeswood and 1 just around the corner on Maygrove).

From November 8th, there will be additional exits provided at the vehicle gate on the northwest end of the Year 5 portables on Maygrove Way and in the northeast corner of the school via the Tennis Club entrance. In addition, the existing car parks in Gladeswood Reserve are highly recommended for use, should you wish to walk your child to the gate.

Drop Off (Mornings):

- To minimise interaction of students and adults within the school and at entry points we: will open three entry points for students attending Mulgrave Primary School – located off Maygrove Way, Gladeswood Drive and Gladeswood Reserve.
 - Parents should not linger outside of the school grounds for longer than is necessary to drop off students.
 - Student drop off should be between 8.45am and 8.58am. The 8.58am preparation bell will signal students to move inside. **Gates will be locked prior to this time.**
 - Parents should remain outside the gate at all entry points, students should enter and proceed to their classroom areas.
 - Parents are asked not to congregate in any areas along Maygrove Way, Gladeswood Drive or Gladeswood Reserve, so all parents and students can move along freely.

Late Arrival to School:

- Any late arrivals to school will need to be signed in via the office.
- Late arrival is strongly discouraged due to the need for careful measures at drop off time – however in the event that this does occur the following arrangement should be followed:
 - Parents should call the school to advise us that they are arriving.
 - A staff member will meet the parent and student at the main gate at Gladeswood Drive.
 - Parents can then send their child in with the staff member whereby they will be assisted to sign in and escorted to their classroom.
 - **Parents will not be allowed to enter the school grounds.**

Please note: Under no circumstances should children arrive to sign-in without an adult present.



MULGRAVE PRIMARY SCHOOL

Pick Up:

- Pick up will be the most difficult point of the school day in regard to social distancing and all members of the school community will need to be very careful at this time.
- To **minimise** interaction of students and adults within the school and at exit points we ask that parents use a regular and pre-arranged pick up routine for picking up children from school at the Maygrove Way (2 exits), Gladeswood Drive (2 exits) and Gladeswood Reserve (2 exits) gates.
 - Where possible older siblings should collect younger siblings and proceed to the pre-arranged pick up point.
 - Staff will escort students to their designated gate (students will be split among the teaching team according to the gate of choice).
 - Maygrove Way & Gladeswood Drive - Parents should wait on the nature strip (socially distancing) or at their cars so children can locate and join them.
 - Gladeswood Reserve - Parents should wait on the eastern side of the path (socially distancing) so that students can exit to locate them. **Gladeswood Reserve is the preferred collection point, as it has the most available space.**
- Mulgrave PS staff will be on duty at each entry/exit point to manage these arrangements both before and after school.
- Parents should discuss this routine with their child/ren.
- Early pick-ups must be phoned through to the office so that students can be collected and brought to the foyer. When the parent is at the main gate, please call the office again and we will escort your child/ren to the gate. We would ask that this be avoided wherever possible.
- Early pick ups will not be arranged after 3:15pm and students will exit the school at 3:30pm as per normal.
- Parents who would like to contact teachers after school should do so by phoning the school, via Class Dojo or via email.

Hygiene:

DET advises that:

Everyone can protect themselves and prevent the spread of coronavirus by continuing effective hand hygiene.

At our school:

- **Students from Years 3-6 are required to bring their own mask to be worn indoors. Medical exemptions can be sent via the message function to your child's teacher in Xuno. The medical exemption must be attached to the message and we ask that you email your child's classroom teacher to confirm your upload.**



MULGRAVE PRIMARY SCHOOL

- All staff and students will undertake regular hand hygiene, particularly on arrival to school, before and after eating, after blowing their nose, coughing, sneezing or using the toilet. This will be directed or supervised by staff where required.
- Where soap and water are not readily available, hand sanitiser will be made available.
- Students must bring their own water bottles to school for use (and refilling). Students will not be able to drink directly from drinking fountains at this time.
- Staff and students are reminded to clean their mobile phones regularly. The Mulgrave PS Mobile Phone Policy remains in place so students should still hand their mobile phones in at either the office or to their classroom teacher upon their arrival at school.
- Sharing of food is not permitted.
- Students will use their own items such as **headphones**, pencils and equipment wherever possible. If students are required to share equipment during classes, they will be asked to sanitise or wash their hands, whichever is practical, before and after this sharing.
- Specialist classes will be arranging specific sanitising measures after each class, e.g. students will place used paint brushes in a tub of Dettol as they finish their session.
- Consideration is given to sanitising of tables located in learning spaces between classes or classes will be conducted in the classroom of that class.

Specific Arrangements for Teaching and Learning Environments and Break Times:

DET advises that:

Maintaining a physical distance of 1.5 metres will not always be practical in education settings. Physical distancing is most important between adults.

Reducing mixing between different cohorts (either classes or year levels) is recommended as a precautionary measure to minimise risk of spread of transmission and aid containment in the rare event of a confirmed case of coronavirus (COVID-19) on site.

At Mulgrave we are fortunate to have a large yard that will support social distancing and minimise interactions between year level groups as much as possible.

At our school, we will:

- Maintain a normal recess and lunchtime schedule for all students.
- Students from different year levels will be allocated zones to play in during recess and lunch breaks. This will be rotated based on the staggered return of Prep – Year 2 students and then to cater for all students from Prep to Year 6 following the return of the Year 3-6 students.
- Students will be strongly encouraged to keep social distance as much as possible, and discouraged from touching or having physical contact with other students or staff.
- There will be no contact sports allowed.

In classrooms, we will:



MULGRAVE PRIMARY SCHOOL

- Organise learning spaces according to DET recommendations/ Advice from Chief health Officer.
- Wherever possible use natural ventilation to maintain a flow of fresh air in classrooms.
- Use Covered Outdoor Learning Areas (COLA's) as often as practical. This includes the 5/6 COLA, the Canteen COLA, the PE COLA (next to the hard courts) and the shade sail area between the main office and the Art Room.
- Wherever possible use outdoor areas for activities such as Physical Education. In the event this is not practical, the stadium panel lift doors will be opened, as will the louvre system.

Additionally:

- Until further notice there will be minimal mixing between classes – who will spend most of their learning time with their regular class members / teachers and support staff.
- There will be no formal assemblies or student meetings conducted indoors – consideration will be made on live streaming of meetings between class or year level groups.

School Offices and Staff Facilities:

DET advises that:

As the greatest risk of transmission of coronavirus (COVID-19) in the school environment is between adults, close proximity between staff will be avoided where possible and especially in offices and staff rooms.

At our school we will:

- In line with other workplaces across Victoria, we will remind staff to maintain physical distancing from each other as much as possible in the reception, staff room, learning spaces and offices.
- Instruct staff who have any illness to stay home.
- Teaching staff working in their classrooms will work at their classroom workstation – only accessing the teacher office areas to gather resources or equipment
- Teachers in portable classrooms should work in these spaces wherever possible
- Teachers in the BER should work in classrooms as much as possible – however the BER office can be used by no more than 2 staff at the same time where necessary
- Contact in administration areas / office should be kept to a minimum – however it is possible for staff to meet 1-1 in these areas as required
- A maximum of 4 staff are able to meet in the principal's office
- Use of the staff room will be limited to no more than 13 persons in the staff lounge and no more than 2 members in the staff resource areas at any one time
- Staff should not spend any more than 1/2 of one break time in these areas wherever possible.



MULGRAVE PRIMARY SCHOOL

- PLC and PLT meetings can be conducted in classroom areas providing table areas are sanitised prior to and following the meeting and that staff work at least 1.5m from each other.
- Teaching and ES staff meetings will be conducted using video conferencing via Zoom.

Cleaning and Facilities Management:

DET advises that:

Environmental cleaning, coupled with regular hand hygiene, remains important to reduce the risk of coronavirus (COVID-19) transmission.

At our school we will:

- Continue extension of routine environmental cleaning, including progressive cleaning throughout the day to ensure that risks of transmission are reduced for high-touch services. See Department information about [Access to cleaning supplies and services](#).
- Provide liquid hand soap and/or hand sanitiser for use of students and staff
- Carefully consider the necessity of using shared items or equipment e.g. shared computers, class sets of teaching and learning materials, musical instruments etc at this time
- We will be practising hand hygiene immediately before and after use of shared equipment.

Sport and Recreation:

DET advises that:

In line with community advice, reasonable precautions are still advised to reduce the risk of coronavirus (COVID-19) transmission in the context of sport and recreation.

- Playground equipment can be used. However, students will be directed to practise hand hygiene before and after use.
- Wherever possible, outdoor facilities will be used for physical education and recreational play. Where indoor facilities are used, we will limit the number of students to a single class.
- We will encourage non-contact sports at this time. Hand hygiene will be practised before and after use of any sporting equipment.

Provision of Routine Care and First Aid:

DET advises that:

Physical distancing is not practical when providing direct care. In this situation standard precautions, including hand hygiene, are important for infection control.

At our school:



MULGRAVE PRIMARY SCHOOL

- Standard precautions as per DET [Infectious Diseases policy](#) and the Mulgrave PS First Aid Policy will be followed when providing first aid. For example, we will use gloves and an apron when dealing with blood or body fluids/substances.
- Hand hygiene will be practised before and after performing routine care or first aid.
- Additional Personal Protective Equipment (PPE), for example face masks, is not required to provide routine care or first aid for students who are well, unless such precautions are usually adopted in the routine care of an individual student.
- PPE may be considered for adults who are supervising or caring for any children who are showing cold/flu symptoms.

Management of an Unwell Student or Staff Member:

DET advises that:

It is important that any staff member or student who becomes unwell while at school returns home. While it is unlikely that a staff member or student who is unwell with flu-like symptoms will have coronavirus (COVID-19) there are some sensible steps schools can take while a student awaits collection by a parent or carer as a precaution.

This means that at our school:

- **Staff and students experiencing compatible symptoms with coronavirus (COVID-19), such as fever, cough or sore throat, will be isolated in an appropriate space with suitable supervision and collected by a parent/carer as soon as possible. Urgent medical attention will be sought where needed.**
- Unwell students will not be permitted to travel home unsupervised.
- **Students should not attend school when experiencing any symptoms. We ask that all families respect the greater health and safety of the community and keep their child/ren home if they are unwell in any way.**
- Where staff or students are experiencing compatible symptoms with coronavirus, we will ensure hand hygiene, physical distancing and (where possible) use of a face mask. See DET [guidance for the use of Personal Protective Equipment in education](#).
- Health care plans, where relevant, should be updated to provide additional advice on monitoring and identification of the unwell child in the context of coronavirus (COVID-19).
- If a staff member is unsure whether a student is unwell in the first instance we will contact the parent/carer to discuss any concerns about the health status of the student, and we will take a precautionary approach, requesting the parent/carer to collect their child if concerns remain. A trained staff member may take the temperature of the student, where appropriate, to support decision-making. Gloves will be worn for the purpose of taking a temperature.
- Staff or students experiencing compatible symptoms with coronavirus (COVID-19) should be encouraged to seek the advice of their healthcare professional who can advise on next steps. A medical certificate is not required to return to school after a



MULGRAVE PRIMARY SCHOOL

period of illness, however staff and students should not return until symptoms resolve.

- We reserve the right to take the temperatures of all/any staff and students in attendance. In doing so, a staff member will use an infrared non-contact forehead thermometer.
- If a student spreads droplets (for example by sneezing, coughing or vomiting), surfaces will be immediately cleaned with disinfectant wipes (and using gloves).

Managing a Suspected or Confirmed Case of COVID-19:

The Department has comprehensive procedures in place with the Department of Health to manage suspected or confirmed cases of COVID-19 in schools.

- Contact the Department by calling 1800 126 126 to report an IRIS incident alert if a student or staff member tests positive to COVID-19. Schools do not need to take further action, until directed to do so;
- Regional staff will contact the school and advise the next steps including any communication support;
- The Department will notify WorkSafe on behalf of the affected school in the event of a confirmed case of a staff member.
- We will inform the Department by making an [IRIS incident alert](#).

DHHS defines 'close contact' as someone who has either:

- had at least 15 minutes of face-to-face contact with a confirmed case of coronavirus (COVID-19)
- shared a closed space for more than two hours with someone who is a confirmed case.

Further Information and Resources:

- [DET Coronavirus \(COVID-19\) website:](#)
 - <https://www.education.vic.gov.au/school/Pages/coronavirus-advice-schools.aspx>
- [DHHS Coronavirus \(COVID-19\) website:](#)
 - <https://www.dhhs.vic.gov.au/coronavirus>
- [DET Infectious Diseases Policy:](#)
 - <https://www.education.vic.gov.au/school/principals/spag/health/pages/infectiousdiseases.aspx>
- [DET Health Care Needs Policy](#)
 - <https://www.education.vic.gov.au/school/principals/spag/health/pages/healthcareneeds.aspx>
- [Talking to your child about COVID-19:](#)
 - <https://www.education.vic.gov.au/Documents/about/department/covid-19/talking-to-your-child-during-coronavirus.docx>



MULGRAVE PRIMARY SCHOOL

- Department of Education and Training COVID-19 Advice Line – 1800 338 663
- Department of Health and Human Services Coronavirus hotline – 1800 675 398 (24 hours, 7 days a week)

Review

This policy was last updated on 11th October 2021 and will be reviewed as required.