

Friday 15 October 2021

Dear parent and carers,

As promised, we are writing with additional information about the return of students to our school campus. First, a reminder about the dates for our phased return.

Commencing 25 October (Week 4)	<ul style="list-style-type: none"> • Early childhood centres (ECEC) • Preschool and kindergarten • Years 1 and 2 • Year 6 • Years 9 and 10 • Out of school hours care (OSHC)
Commencing 1 November (Week 5)	<ul style="list-style-type: none"> • Years 3, 4 and 5 • Years 7 and 8
<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 with the same processes for arrival and collection.</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.

Use of Check in CBR app	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, or in advance of attendance. All visitors must report to the front office.
Student illness	Staff and students who are unwell are not able to attend school. Students who present unwell will be required to go home.
Hygiene	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.
Masks	Staff, visitors and students* in years 7-10 must wear a face mask on campus. Students in years 3-6 are encouraged to wear a mask if they are comfortable



	<p>doing so. Students in Preschool to year 2 are not required to wear a mask. 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.</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>
Physical Distancing	<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 may adjust learning programs, breaktimes, our timetable as well as pick up and drop off arrangements. More specific information about what this means for your child is included below.</p>
Environmental cleaning	<p>Our school cleaning program includes regular cleaning of high touch services, frequently used objects, and play equipment.</p>
Ventilation	<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.</p>
Managing suspected cases	<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. Symptomatic students will be required to wear a mask.</p>
Will schools have routine testing for COVID-19?	<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>
Wellbeing supports	<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 wish 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.</p>

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

Note: A separate document containing different maps will be attached to the same email as this document to add a visual reference and support your understanding of the information.

<p>Drop off and pick up</p>	<p><u>Entry and exit points</u></p> <p>During drop off and collection times, and throughout the school day, only students are to progress beyond the school gates to enter school grounds. The table below details the drop off and collection arrangements for each year group and your ongoing support in maintaining these procedures will ensure that we are keeping our staff and students as safe as possible in line with ACT Health guidelines.</p> <p>Parents and carers must not enter school grounds except in the case of an emergency.</p> <p>In exceptional circumstances where parents or carers are required to enter the school grounds, they must wear a mask, exercise social distancing and sign-in to Harrison School using the 'Check in CBR' App and the visitor sign in system located at each front office. In these exceptional circumstances and following consultation with staff, parents or carers may be permitted to walk their child to the external doors of classroom buildings, located closest to the child's classroom. Parents and carers are not permitted to enter the buildings or progress beyond the doors.</p> <p>Existing procedures will continue to support early collection of children from the site. Parents or carers are advised to notify the homeroom teacher ahead of time so students can be directed to the front office. Where possible, please avoid requests for collection during play break times as it is difficult for us to locate children who are outside playing. A parent or carer is required to phone the front office (number located clearly on glass sliding doors of both the main and senior front office) to facilitate sign out procedures. Please contact the school if you need to access the school grounds or if you need assistance.</p>
<p>Drop off and pick up</p>	<p><u>PRESCHOOL</u></p> <p>DROP OFF</p> <p>Staff will meet families at the metal gates alongside the carpark to receive children at 9am.</p> <p>Preschool 1 and 2 families will assemble (maintaining social distancing) at the base of the ramp and await instruction to proceed to the gate to facilitate handover. A sign will be attached to the outside of the metal gates to identify this area. A staff member will remain in this area until 9:10am.</p>



Preschool 3 families will assemble (maintaining social distancing) at the gate nearest to the day care centre. Families will await instruction to facilitate handover at the gate with a staff member. Staff will remain in this area until 9:10am.

Students who arrive after 9:10am are required to sign in at the Front Office.

END OF DAY COLLECTION

Preschool staff and students will assemble at the preschool gates leading to the car park. Staff will hand over at the front gate when parents/carers are identified. Please do not proceed to the gates until you are called upon to do so by the staff member at the gate. This will ensure less congestion and enable you to socially distance from other parents.

Please ensure that you complete all [necessary paperwork](#) ahead of collection time if you are authorising collection of your child to a person over the age of 16 (who is not already nominated on your authorisation form/school enrolment form).

KINDER – YEAR 2

DROP OFF

We will no longer require students to assemble for morning line up in the Central Courtyard at the commencement of the school day. Parents are advised to drop students at school closer to 8:50am and farewell them at the front gates/from their designated drop off point. Students can enter the site through the gym gates at the rear of the school or at the front gates adjacent to the pedestrian crossing gates (closest to preschool). See attached map.

Students in kindergarten will be directed to the junior basketball courts area, and students in years 1/2 will be directed to the central north area (alongside the canteen) if they arrive prior to 8:50am. Staff will be available to direct them to this location.

Students who arrive between 8:50am-9:10am will walk directly to their classrooms for roll call.

Students who arrive after 9:10am are required to sign in at the Front Office.

End of Day Collection

The end of day collection point for all kindergarten and Year 1/2 classes will be on the junior school oval between Harrison School and Mother Teresa School. Teachers will walk their children to a point on the oval and call parents forward to hand over students. Please allow the teacher time to assemble students on the oval. They will then call parents forward one by one to facilitate a safe and effective end of day hand over. During periods of



inclement weather, students will be held in classrooms until they can be safely brought to collection locations. Parents are advised to wait in their vehicles until rain or storm activity has passed.

YEAR 3/4

Drop off

We will no longer require students to assemble for line up in the Central Courtyard at the commencement of the school day. Parents are advised to drop students between 8:30am and 8:50am and farewell them at the front gates or at the car. Year 3/4 students are to enter the site through the main front gate, near the admin building and will proceed to the Central South area.

Staff will be available to support morning handover. Students who arrive after 9:10am are required to sign in at the Front Office and walk to their classroom via the entry closest to their classroom.

End of Day Collection

Students in years 3/4 will be dismissed from their classrooms as usual at the end of the day. Year 3/4 students are to exit from the main front gate.

YEAR 5/6

Drop off

5/6 students enter through the middle school gate located between the Technology and ERIC buildings (Located to the right as you enter the front carpark. There is a circular area to drive around and drop off as needed).

End of Day Collection

Students in years 5/6 will be dismissed from their classrooms as usual at the end of the day. 5/6 students are to exit from the middle school gate located between the Technology and ERIC buildings.

YEAR 7/8

Arrival and departure from school

Year 7 and 8 will enter and exit the school grounds via Senior front gates and Senior front office off Nullarbor avenue. Students may walk to this gate or be dropped off by car to this location. Students who ride or scoot to school may proceed directly to the Senior bike racks via the path next to the bike racks to secure their bikes or scooters. Students are encouraged to arrive at school in the mornings as close to 8:50am as possible.

Year 7 and 8 will use the PATS courtyard, all of Green Hill, and the square grassed area opposite the Senior bike racks as an area to congregate prior to Homeroom in the mornings if arriving before 8:50am.



	<p>All students are to leave promptly at the end of the day via the shortest route to their assigned gate.</p> <p><u>YEAR 9/10</u></p> <p>Arrival and departure from school</p> <p>Year 9 and 10 will enter and exit the school grounds via the gates next to the Senior bike racks off Nullarbor Avenue. If students arrive after 9:00am and are signing in late, they may proceed through the front gates and sign in at the Senior front office. Students are encouraged to arrive at school in the mornings as close to 8:50am as possible.</p> <p>Year 9 and 10 will use the gym, tennis courts, asphalt basketball courts and the senior oval as an area to congregate prior to Homeroom in the mornings if arriving before 8:50am.</p> <p>All students to leave promptly at the end of the day via the shortest route to their assigned gate.</p> <p><u>Sibling meeting point information</u> (as indicated on the attached map)</p> <p>We are actively discouraging the mingling of cohorts across the school and would encourage younger and older siblings to meet in the Central Courtyard at the end of the day and if there are any issues, students can seek support or assistance from staff at the front office. This is not applicable for preschool collection as older siblings are required to collect from the front gate area at preschool. If students are collecting younger siblings, they can go to the Central South area outside the library (where P – 4 would line up in usual circumstances) and meet them there before accompanying them through the main gate. Year 7 to 10 students are required to leave the school via their assigned gate and walk around the school perimeter and enter through the main gate to the collection point.</p>
<p>Hygiene routines</p>	<p><u>Hygiene Routine</u></p> <p>Teachers will be providing students with reminders and encouragement to engage in effective hand washing. Posters will be displayed across the site to remind students of the need for this regular practice and with visual prompts to support them to engage in effective handwashing. Teachers will also discuss these posters with students online prior to students returning. Classrooms will be provided with hand sanitiser and surface alcohol wipes for students to access throughout the day.</p> <p><u>Where will hand sanitiser be located?</u></p>



Hand sanitiser will be available in every classroom, meeting room and staff room to supplement regular handwashing with warm water and soap. Hand sanitiser will also be available at the main front office and the senior front office.

What will hand washing routines look like?

Staff and students should undertake hand hygiene regularly, particularly on arrival into learning spaces and before and after eating. Where appropriate, it is recommended that you practice this routine with your child before they return to school:



Teaching and learning

Teaching and Learning

To limit mingling during the school day we have placed the school into cohort groups with assigned spaces on school grounds. These cohorts are:

- Preschool
- Kindergarten
- Year 1/2
- Year 3/4
- Year 5/6
- Year 7/8
- Year 9/10

In the first week back at school our teachers will be focusing on re-establishing routines and expectations, building positive relationships and peer collaboration whilst delivering learning programs in our classrooms.



Teachers have continued to collect formative assessment whilst students have been learning in the online environment, and our assessment schedule will resume as normal after the first week of transition back to school.

Some students may have expressed fears or concerns regarding their return to school. Please contact your child's homeroom teacher if you would like to discuss the transition needs of your child so that we can prepare for transition success. Parents of students in Preschool to Year 6 with adjusted learning pathways will be contacted by their homeroom teachers to discuss transition back to the site. For Years 7 to 10, staff in the LSU and the School Connection and Engagement team will continue to contact families with specific learning or wellbeing needs to discuss the transition and support back to site for those students in their programs.

The arrangements in place to limit mingling among cohorts mean that there will be some changes to the release programs (such as Music, Japanese and HPE) in Preschool to Year 6. Year 7-10 classroom teachers will continue to teach across Years 7 to 10, however, there will be some movement of classroom locations.

Some of our specific school-based activities such as the 7-10 Enrichment program, Student Leadership Group, Deadly Mob, Defence Club, lunchtime groups and other clubs will either be altered to occur in specified cohorts, paused for Term 4, or conducted online where possible.

3 – 6 Chromebooks

Chromebooks and chargers have been loaned to our 3 - 6 primary students to enable remote learning during the lockdown period. Upon the return to face-to-face learning, the Directorate will not recall devices until the end of term. This is to provide contingency should a return to remote learning be required.

3 – 6 primary students are to bring the charged Chromebook to school each day for usage during school hours. Students must take their device home each day. This will ensure the Chromebook is accessible for students if a return to remote learning is necessary. Charges should be left at home for overnight charging.

We are seeking advice from the Instrumental Music Program about the safest way to progress with Band. This information will be shared with appropriate families as soon as possible.



Break times

Break times

Break times will be staggered across Kindergarten to Year 10 at Harrison School to limit mingling between cohorts. The changes to years 3 to 6 break times are detailed below, and the Kindergarten to year 2, and years 7-10 break times remain unchanged.

	RECESS	LUNCH
K- 2	10:50-11:20	13:10-13:50
3-6	9:55 – 10:20	12:15-12:55
7-10	10:50-11:20	13:10-13:50

All students will need to bring a drink bottle to school as the bubblers are not in use in accordance with ACT Health Guidelines.

Designated areas on the playground for year cohorts during recess and lunch

Adjustments have been made to the designated areas of the playground for year groups across Harrison School. These designated areas will be implemented upon return to school, and students will be supported to understand and adhere to these new areas.

Cohorts	Designated areas on the playground during recess and lunch
Kindergarten	Junior basketball area, the large sheltered play space with the sandpit and half of the oval area during play periods.
Year 1/2	Fixed equipment, the verandah area outside their building on the north side, the small sandpit, the concrete area outside Junior PATS building and half of the junior oval during play periods.
Year 3/4	Central south and central north areas (The areas between the library and green building) during play periods.
Year 5/6	Middle School Square / Blue Court and Garden to equipment areas during outside breaks.
Year 7/8	Senior PATS courtyard, all of green hill, and the square grassed area opposite the bike rack
Year 9/10	Gym, tennis and asphalt basketball courts, and the senior oval.



	<p><u>Designated travel routes and bathrooms</u></p> <p>Pathways, external doors, stairwells, and bathrooms will be designated to specific year groups to limit student mingling throughout the school day across Harrison school.</p> <p>Areas will be clearly sign posted and students will be supported to understand and adhere to designated travel routes and bathrooms for their year group. The following table details the designated bathrooms. Please refer to the supporting map for more details.</p> <table border="1" data-bbox="456 694 1441 1355"> <thead> <tr> <th>Year Group</th> <th>Designated bathroom</th> </tr> </thead> <tbody> <tr> <td>Preschool</td> <td>Toilets located in the preschool buildings.</td> </tr> <tr> <td>Kinder</td> <td>External toilets in the green building.</td> </tr> <tr> <td>Year 1/2</td> <td>Toilets located in the blue building.</td> </tr> <tr> <td>Year 3/4</td> <td>Students in the JPA building will access the external toilets in the Central Playground at the end of the canteen. Students in the Joseland building will access the toilets in the Joseland building.</td> </tr> <tr> <td>Year 5/6</td> <td>Students in the Burton and Woodlands buildings will access the toilets in the Woodlands building.</td> </tr> <tr> <td>Year 7/8</td> <td>Toilets located downstairs in the Mulligans building.</td> </tr> <tr> <td>Year 9/10</td> <td>Toilets located downstairs in the VAST building and in the GYM at break times.</td> </tr> </tbody> </table>	Year Group	Designated bathroom	Preschool	Toilets located in the preschool buildings.	Kinder	External toilets in the green building.	Year 1/2	Toilets located in the blue building.	Year 3/4	Students in the JPA building will access the external toilets in the Central Playground at the end of the canteen. Students in the Joseland building will access the toilets in the Joseland building.	Year 5/6	Students in the Burton and Woodlands buildings will access the toilets in the Woodlands building.	Year 7/8	Toilets located downstairs in the Mulligans building.	Year 9/10	Toilets located downstairs in the VAST building and in the GYM at break times.
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<p>Before and After School Care</p>	<p><u>Before and after school care</u></p> <p>Educators have been working for the duration of the lockdown. They will continue to follow the organisation's COVID Response Plan, as well as adhere to ACT Health requirements. Mask wearing for educators is mandatory, both inside and outside. Educators will sign in using the school's check-in code each time they work, use appropriate hand & respiratory health practices, as well as maintain social distancing from other adults. Before and after school care providers will have an educator at the main front gate at drop off and pick up times to meet or handover children to an authorised adult.</p>																
<p>School canteens</p>	<p><u>School Canteens</u></p> <p>The canteen will be operational during the return to school in a click and collect manner. Pre-ordering will be required through Flexischools only. There will be no over the counter sales. No cash will be accepted.</p>																



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The canteen will not be open at recess P-10.

Students placing canteen orders in kindergarten to year 6 will have their orders delivered to their classrooms in a contactless manner. Students in years 7 and 8 can access the Senior canteen and collect their orders after the first 10 minutes of lunchtime (1.20pm). Students in years 9 and 10 can access the Senior canteen and collect their orders in the first 10 minutes of lunchtime (1.10pm).

We encourage families to discuss the importance of not sharing food with others during eating times.

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 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 like to 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, we 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](#).

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

We are excited and look forward to seeing all our students back at school.

Kindest regards,

Jacqui Ford and Ben Davies
Harrison School