

MONA VALE PUBLIC SCHOOL



27. 4. 2020

Term 2 School Operational Update – Phased return to school

Dear Mona Vale Community,

We hope this finds you and your family well. The information below provides detail on the phased return to school. The attached document will provide further information about the full suite of phases being developed by the Department of Education. We had a number of enquiries through the school email over the holidays. This information should assist you.

Q. Where are we now?

We are in Phase 0. Schools are open for families who need it. This will continue for Week 1 and 2, Term 2 (under the same conditions as the last two weeks of Term 1).

- Families are encouraged to keep their children at home wherever possible, with no student to be turned away.
- Students who attend school are supervised only, not in their regular classes.
- No excursions or inter-school activities.
- Continued enhanced cleaning and hygiene supply arrangements.

You must continue to:

- Keep your child/children at home if possible
- Support your child/children to continue learning at home.
- Communicate with the school via email and phone, rather than coming onto site, where possible.
- Follow the health advice and keep your child/children at home if they are unwell

Q. When does Term 2 start?

Monday 27th and Tuesday 28th April are for Staff only. Term 2 commences for students on Wednesday 29th April.

Q. How will my child access the learning for the first two weeks?

In Week 1 and 2 of this term, students will continue to learn from home, where possible, as they did at the end of Term 1. Students will return to online learning via Google Classroom and the classroom resource packs which you will have collected either today or tomorrow.

The school will remain open for students who need to attend. Supervision will be available for these students, and they will engage in the same learning as the students learning at home. As also announced by the NSW Premier, parents are encouraged to keep their children at home.

The Department of Education has requested one mode of learning, so please be assured that both students learning at school and learning at home will receive the same level of instruction and materials.

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Q. Where are we moving to next?

We are moving to Phase 1: Students at school at least one day per week. This phase will run from Weeks 3-6, Term 2 and be reassessed throughout this time by health experts.

- Schools have discretion for establishing which group attends on which day, with a preference to group siblings/families together.
- Families who need to send their child to school every day may continue to do so and no child will be turned away. Classes are split across different spaces and break times can be staggered.
- No excursions or inter-school activities.
- Continued enhanced cleaning and hygiene supply arrangements.

Q. What are my responsibilities?

- Drop your children off at school prior to 8:45am on the day they are booked to attend. Students will go straight to the classroom. For students in Years 2-6, we ask parents to wave goodbye at the school gate. For younger students, please walk them to the classroom stairs or door and say goodbye. Parents will **not** be able to come into the classrooms of a morning. (see below for details of where your children will need to go)
- Of an afternoon, if you must come onto school grounds, we request that only **one** family member comes on site and that you do not gather in groups. We will review the drop off and pick up arrangements and if we need to make adjustments to ensure the health and safety of staff and/or students we will do so. We encourage you to make a meeting place with your child(ren), Once you have your child(ren) with you, please exit the school grounds.
- Buses are running as per the normal timetable.
- Make sure your child(ren) have access to lunch and snacks, as our canteen is not be operating at this stage. Our bubblers are turned off, please send enough water to school for your child.
- Support your child/children to continue learning at home on remote learning days.
- Communicate with your school via email and phone wherever possible, rather than coming on site.
- Follow the health advice and keep your child/children at home if they are unwell.

From Week 3, every student will have the opportunity to start attending school one day a week, with around 25% of students in attendance on any given day. The Premier has stated that in Phase 1 children should be kept at home except for their rostered day and has asked parents to respect the guidelines that will be established by the school. Please note that this does not apply to those students who need to attend due to your work commitments.

Q. How do I know which day to send my child(ren)?

Mona Vale PS will be using a booking system so that families can select the day(s) most suitable for their children to attend. For this phase, we ask that you select Monday – Thursday unless you have no option but to send your children on Friday. Fridays will be for those families who need the supervision and face to face teaching by classroom teachers will not occur on this day. Classroom teachers will use this day for preparation, planning and meetings.

The number of places available is capped so that we can ensure we have an appropriate number of students and teachers on site each day. As we are a big school, this is an important factor in considering our approach to this phase.

For parents of children in our Support Unit, Mrs Kelson, Mrs Crawford and Miss Walsh will be in contact with you directly about the arrangement for your children. There is no need for you to use the booking system.

Q. How will I make a booking?

We are using Care Bookings, a sister site to School Interviews. Instructions for how to login are below. We ask that you book only the day(s) you need so that all students can access face to face teaching. This means, where possible you keep your children at home for four days in the week. We understand for some families this will not be possible.

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1. Log onto www.carebookings.com.au
 2. Go to “make a booking”
 3. Use the code **P7XMU** click Go
 4. Enter your email
 5. You will be emailed a “token” number (apologies this is a privacy setting)
 6. Enter your token number and press Go
 7. Now enter your name, phone number and the **FULL** Name of your child/ren e.g. Bob Smith and full class name e.g.2 Orange
 8. Now you can see the days/dates
 9. If the grade you want is full on the day you want, you will see that grade crossed out
 10. If you want to book every Wednesday for example, you can click on the green bar on Wednesday and you can click multiple Wednesdays from there. Alternatively, if you want to select different days, you can click and book the particular dates you would like
 11. Once you have made your bookings you will see a tick next to the booking day
- You can also see your bookings by either clicking “list bookings” in the top left-hand corner of the screen or “email bookings” will email you the list of bookings that you have made.
 - If you **must** send your children due to work requirements and there are no places left, please send the school an email.
 - Should you have any problems making a booking, please email monavale-p.school@det.nsw.edu.au, please do not call the school for these issues. Your email will be responded to promptly.
 - Please note: Bookings will close at 3:00pm on Thursday for the following week. This will allow us to roster teaching and non-teaching staff on site. Do not just send your child to school without booking them in through Care Bookings.

Q. What classroom will my child(ren) go to when they are on site?

Students will meet in the following rooms each morning. Teachers will then separate the students into smaller groups. We are utilising all of our double classrooms to make sure sufficient space is allocated.

KINDY 1: K Orange and K Blue classrooms

Year 1: Pizza Hut

Year 2: Q Block downstairs

Year 3: Library

Year 4: Hall

Year 5: 5 Green and 5 Indigo classrooms

Year 6: 6 Green and 6 Indigo classrooms

Support Unit: H Block

Q. What will the learning look like under this model?

Students learning either at home or at school will continue to engage in learning experiences provided by their teachers. When on site, students will be taught by a teacher from their grade. All classes are using the same unit of learning in their grades. Our OC classes will continue to access the curriculum at their level, as planned by their teachers.

We again reinforce the message that we understand these are challenging times and only ask that families do their best. The health and wellbeing of all families is our key priority and encourage you to aim for a balanced approach to learning at home. The table below outlines the recommended time allocations for students participating in learning at school or at home.

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A focus on English and mathematics in primary school reflects the expectation that approximately 50% of the school week is devoted to these subjects. Other subjects make up approximately 30- 40% and schools have flexibility in how they implement these subjects. You should note that at this time, the suggested learning time ranges from 2 ½ to 3 hours for students depending on which grade they are in.

Q. When will my child's teacher be available?

In Phase 1, we will require teachers to be on site more often. Teachers will be responsible for face to face teaching during this time and will therefore not be available on the Google Classroom for those learning from home. Google Classrooms will be muted at 3:15pm on days that teachers are directly teaching, and 4:30pm on the days they are on site for face to face teaching. This will allow your child's teacher to review the posts and questions from the day.

Q. What if my child needs help with their learning?

We have set up a Learning Helpdesk to assist with any learning questions or issues you or your children may have. Simply call the school number and ask to be put through to the Learning Helpdesk or email the school with the subject line: Learning Helpdesk request. There may be a need for our Learning Support team to call you back as we have a limited number of phone lines.

Q. What will the week look like?

Monday – Thursday students will access the curriculum through Google Classroom and engage in face to face learning one day per week.

Friday – a limited number of students on site (as per Phase 0 conditions). All students will engage in sport, music, PDH and library lessons via Google Classroom either at home or at school.

We have been incredibly appreciative of the support and understanding we have received from parents during these unprecedented times in education. We know how challenging this has been for our students and their families. I would also like to thank the dedicated staff of Mona Vale Public School who have gone above and beyond to learn new modes of lesson delivery and technology platforms when designing and creating new content in a short time period to ensure their students' learning and growth continues.

From all of the staff, thank you to the parents who have kept us caffeinated through your tab at The Pod. This has been very gratefully received.

Regards,
Shannan Judge, Principal