

Dear parent and carers,

As promised, I am 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.</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	<p>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.</p> <p>If your child or young person has any allergies which may impact their use of hand sanitiser please touch base through the following email: carolinechisholminfo@ed.act.edu.au</p>

<p>Masks</p>	<p>Staff, visitors and students* in years 7-12 must wear a face mask on campus. Students in years 3-6 are encouraged to wear a mask if they are comfortable 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>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. This will be facilitated by a whole school change of masks daily for students at 12.30pm.</p> <p>Mask wearing guidelines have been developed and will be discussed and displayed in all classrooms from year 3 to year 10.</p> <p><i>Attachments</i> Masks on at CCS for Students, Staff and Visitors SC Masks on at CCS for Students, Staff and Visitors JC Keep our friends and family safe from COVID at CCS Supports for Mask Wearing</p>
<p>Physical Distancing</p>	<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>
<p>Environmental cleaning</p>	<p>Our school cleaning program includes regular cleaning of high touch services, frequently used objects, and play equipment.</p> <p>We have developed additional hygiene procedures on top of this cleaning program for each campus. Junior Campus desks and chairs will be cleaned at the end of every session and Senior Campus desks and chairs will be cleaned at the end of every lesson.</p>
<p>Ventilation</p>	<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> <p>This means classroom windows will be open, HVAC systems will be utilised and as much as possible, learning activities and eating and drinking will occur outdoors.</p>
<p>Managing suspected cases</p>	<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>
<p>Will schools have routine testing for COVID-19?</p>	<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>
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To further support the ACT Health Guidelines our school is making the following adjustments.

Drop off and pick up	<p>A set of procedures has been developed for each Campus which includes details of where students should enter the school grounds, the areas they need to go to before 9.00am, the locations they will exit the school grounds and the related procedures for families.</p> <p>All families are encouraged to coordinate a pick-up point with their young person/people away from the main entrance to the Campuses to ensure physical distancing can be maintained.</p> <p>Siblings will first meet on the small dirt space East of the carpark and will then move to the agreed pick-up location with parents and carers. This space will not be available for parking as it usually is. Senior Campus students are permitted to meet their Junior Campus sibling at this location.</p> <p>Parents and carers are not permitted to enter the school grounds unless there has been prior agreement to do so or in case of emergency. Senior Campus families should remain in their cars at pick up time. All meetings with families will be held via phone or through online meetings.</p> <p><i>Attachments</i> Procedure for Entering the School (JC) Beginning of the Day Drop Off (JC) Procedure for Exiting the School (JC) End of the Day Pick Up (JC) Procedure for Entering the School (SC) Procedure for Exiting the School (SC) Late Arrivals Procedure Early Pick Up Procedure Therapists On Site Guiding Protocols</p>
Hygiene routines	<p>Procedures have been established for quality hygiene routines each day. Every classroom, office space and meeting room will have a supply of hand sanitiser for use for all individuals upon entry and exit.</p> <p>Upon entering the classroom, students and staff will sanitise their hands. Shared equipment will be reduced and minimised throughout lessons.</p> <p>At the end of every lesson with practical components (PE or Food or Sport and Rec), students and staff will sanitise their hands and all shared equipment.</p> <p>All students and staff are asked to sanitise their hands prior to eating.</p> <p>School bubblers will be closed, as such we request all students bring their own drink bottle.</p>

	<p><i>Attachments</i> Procedure for Entering the Classroom (JC) Procedure for Exiting the Classroom (JC) Procedure for Entering the Classroom (SC) Procedure for Exiting the Classroom (SC)</p>
<p>Teaching and learning</p>	<p><i>Junior Campus</i> Junior Campus students in the K/1 class, we have made the decision for the year 1 students from this class to be part of the 1/2 unit for the remainder of the year while the kindergarten students will remain in the kindergarten unit. Jill and Emily will work with their class across both units. Families of this class will be contacted directly about the changes in place.</p> <p>Adjustments have been made on the Junior Campus specialist program to reduce teacher movement across the school. Miss Kristie will be teaching in the LSU, year 5/6 and preschool. Miss Karon will be teaching in year 3/4. Miss Santos will be teaching in year 1/2. Miss Jill will be teaching in kindergarten. Classroom teachers will ensure that all students will access the full curriculum.</p> <p><i>Senior Campus</i> To minimise cross cohort interactions, classrooms have been allocated for use by each year level in separate middle years and senior years buildings. Student timetables reflect this change.</p> <p><i>Reset</i> Reset on Senior Campus will run outdoors.</p> <p><i>Band</i> There will be no band for students across either Campus.</p> <p><i>Drama and Dance</i> These lessons will occur outdoors.</p> <p><i>After School Clubs</i> Table Top games for SC will continue online, no other school clubs will run.</p> <p>For Senior Campus students, they will not be required to get changed for PE. Middle Years and Senior Years toilets have been allocated for different age groups to limit cross cohort interactions.</p>
<p>Break times</p>	<p>To reduce cross cohort interactions, both Campus timetables have been adjusted. Both Campuses will have three breaks for the remainder of term four. Playground zones have been allocated throughout the day for each cohort and it is expected that students remain in this space with their peers. Staff movement between cohorts has been minimised, as such there have been some minor changes to programs.</p> <p><i>Attachments</i> JC Timetable SC Timetable</p>

	Toilet Usage Procedures
Before and After School Care	Communities @ Work and CCS have worked in partnership to establish common protocols and procedures. These procedures have already been shared with families and are advertised within the OSHC space. Families are discouraged from entering the OSHC building and are asked to sign their young people in and out at the front door.
School canteens	The canteen will be operating on both Campuses. Our P&C have COVID safe measures in place for their employees to ensure the safety of all students accessing canteen food. The Senior Campus canteen will be open 5 days a week. The Junior Campus canteen will be open 2 days a week; Thursday and Friday. There are no over the counter sales available; a click and collect model will operate. All orders must be made through FlexiSchools; cash is not preferred. Designated times have been set for grades on each Campus to access their click and collect orders. Marks have been provided on the ground to assist with physical distancing when lining up for order collection. <i>Attachments</i> Canteen Operations

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 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, I'd 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](#).

I would also like to take this opportunity to thank you for your support and understanding as we return to face-to-face schooling. Please send any questions to: carolinechisholm@ed.act.edu.au

A video is available explaining the key changes, please see the following link: <https://drive.google.com/file/d/1RgAhiSSx1nOAJnwRy3NxG0xCUIhBa9fx/view?usp=sharing>

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

My regards,



Jennifer Howard

Principal - Caroline Chisholm School

Attachments

Attachments Related to Masks:

Masks on at CCS for Students, Staff and Visitors SC
Masks on at CCS for Students, Staff and Visitors JC
Keep our friends and family safe from COVID at CCS
Supports for Mask Wearing

Attachments Related to Drop Off and Pick Up:

Procedure for Entering the School (JC)
Beginning of the Day
Drop Off (JC)
Procedure for Exiting the School (JC)
End of the Day Pick Up (JC)
Procedure for Entering the School (SC)
Procedure for Exiting the School (SC)
Late Arrivals Procedure
Early Pick Up Procedure
Therapists On Site Guiding Protocols

Attachments for Hygiene Routines

Procedure for Entering the Classroom (JC)
Procedure for Exiting the Classroom (JC)
Procedure for Entering the Classroom (SC)
Procedure for Exiting the Classroom (SC)

Attachments for Break Times

JC Timetable
SC Timetable
Toilet Usage Procedures

Attachments

Canteen Operations



Masks on at CCS for students, staff and visitors (SC)

All students must wear a mask while at Caroline Chisholm School. All adults must wear a mask, too. This is how we keep our friends and family safe from COVID.

Put on a new mask at the end of Time Block 3 (12.30pm).

The mask should cover your mouth and nose without gaps at the side of your face.

Disposable masks and cloth masks are acceptable. Masks with a valve are not.



Used masks should be disposed of in a bin with a lid.

Masks should be worn at all times except for:

- When eating or drinking.
- When performing for an assessment task by negotiation with the teacher.



Masks on at CCS for students, staff and visitors (JC)

All adults must wear a mask while at Caroline Chisholm School. All students are encouraged to wear a mask. This is how we keep our friends and family safe from COVID.

Put on a new mask at 12.30pm.

The mask should cover your mouth and nose without gaps at the side of your face.

Disposable masks and cloth masks are acceptable. Masks with a valve are not.



Used masks should be disposed of in a bin with a lid.

Masks should be worn at all times except for:

- When eating or drinking.
- When performing for an assessment task by negotiation with the teacher.



Keep our friends and family safe from COVID at CCS

Masks on for **all adults and students** in year 7 and above. Students in year 6 and below are encouraged to wear a mask. The only exemptions are:

- When eating.
- When performing for an assessment.
- People with a medical exemption. These people should wear a wristband when outside of their house. These will be provided by the Education Directorate.
- **Everyone** uses a new mask at 12:30.
- **Everyone** washes hands with soap and water for 20 to 30 seconds whenever possible. If you can't wash your hands use hand sanitiser.
- **Everyone** keeps a 1.5m distance from other people.
- **Everyone** stays home if they have any of these symptoms:
 - Fever or chills
 - Cough
 - Sore throat
 - Difficulty breathing or chest pains
 - Loss of sense of smell and/or taste
 - Runny or blocked nose
 - Muscle and/or joint pain
 - Diarrhoea
 - Nausea
 - Vomiting
 - Headache
 - Loss of appetite
 - Feeling tired for no reason
- **Students** stay in their assigned areas during break times.
- Click and collect used for canteen orders.
- **Everyone** eats during break times only. **Everyone** eats outside whenever possible.
- **Everyone** arrives on time to start classes at 9:00 but no earlier than is needed.
- **Everyone** leaves the school grounds after 3:00 as quickly as possible.
- **Adults** check in with the Check in CBR app.
- **Adults** check room capacity posters and avoid entering the room if it is at capacity.
- **Adults** have meetings online wherever possible.

This is how we make sure that all students, staff and visitors to the school can use the spaces safely while minimising the risk of viral transmissions and quarantines.



Supports for Mask Wearing

These measures are all legally required by the school and any students, staff and visitors who are on the school site. If students do not follow the procedures these steps will be taken:

1. The student is given an individual reminder of expectations.
2. If the student remains noncompliant, they are instructed to leave class and report to an executive teacher. An executive teacher will have an individual conversation with the student in a location distanced from other students and staff (Front office staff courtyard for the Junior Campus, Bali Garden for the Senior Campus). The incident is recorded on Sentral by the classroom teacher.
3. If the student remains noncompliant, a parent or carer is contacted.
4. If the student remains noncompliant they are suspended due to
 - persistent and wilful noncompliance and
 - acting in a way that threatens the safety of other students and staff.

Access Canberra may be notified to report a breach of compliance with the public health directions:

<https://www.accesscanberra.act.gov.au/s/report-covid-19-breach>

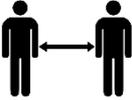
<https://www.covid19.act.gov.au/act-status-and-response/act-public-health-directions>



Procedure for Entering the School (JC)

Please follow all teacher instructions

When entering the school...

	Sanitise your hands as you come in
	Be mindful of your personal space
	Keep movement around the school to a minimum
	Go straight to your designated area. Right place, right time
	Adults must wear a mask

Teachers/LSAs need to...

- Be vigilant during duties and transition times.

These expectations are in accordance with ACT Health and ACT Education Directorate guidelines.



Beginning of the Day

Drop Off (JC)

In accordance with ACT Health and ACT Education Directorate guidelines we are required to minimise mingling and movement of students. Please ensure you are following the steps below to ensure everyone's safety.

Students are to follow the Procedure for entering the school and head to their designated area:

Designated area for morning

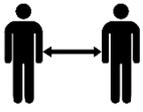
Kindy	Kindergarten Playground <i>No equipment before school</i>
Year 1/2	DG
Year 3/4	3/4 Courtyard behind the hall
Year 5/6	Wetlands
LSU	Near the canteen



Procedure for Drop Off at Preschool

Please follow all teacher instructions

When dropping off your child at preschool...

	<p>Meet outside the preschool at grass area (see map) <i>No siblings on equipment</i></p>
	<p>Adults must social distance while waiting for start of the day</p>
	<p>Adults must use the Check In CBR App (located on the fence)</p>
	<p>Adults must wear a mask, please stay outside the classroom/ playground</p>
	<p>Sanitise your hands as you come into preschool</p>

Teachers/LSAs need to...

- Meet families at grass area each morning
- Walk children from grass area to preschool at 9am

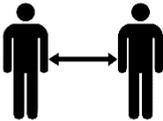
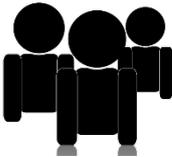
These expectations are in accordance with ACT Health and ACT Education Directorate guidelines.



Procedure for Exiting the School (JC)

Please follow all teacher instructions

When leaving the school at the end of each day...

	Parents and carers are to wait outside the gates, students will come out of the school to meet you
	Parents/carers are to stay in their car where possible
	Ensure social distancing
	Parents/Carers are to wear a mask when out of their car and use the Check In CBR App
	Siblings are to meet each other outside the school at dirt patch or agreed place
	Leave the school promptly

Teachers/LSAs need to...

- Be vigilant at end of day duties.

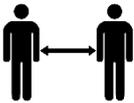
These expectations are in accordance with ACT Health and ACT Education Directorate guidelines.



Procedure for Pick Up at Preschool (JC)

Please follow all teacher instructions

When picking up your child at preschool...

<p>2.55pm</p>	<p>Preschool children and siblings will be picked up from the grass area (see map). Please do not enter the playground area. A teacher will bring your child to the grass area to meet you. <i>No siblings on equipment</i></p>
	<p>Adults must social distance while waiting</p>
	<p>Adults must use the Check In CBR App located on the fence</p>
	<p>Adults must wear a mask, please stay outside the classroom</p>
	<p>Leave the school promptly</p>

Teachers/LSAs need to...

- Teacher and LSA is walk children to grass area at the end of the day

These expectations are in accordance with ACT Health and ACT Education Directorate guidelines.



End of the Day Pick Up (JC)

In accordance with ACT Health and ACT Education Directorate guidelines we are required to minimise mingling and movement of students. Please ensure you are following the steps below to ensure everyone's safety.

2.50pm	Pick up for all Kindergarten students and their siblings at the front of the school
2.55pm	Pick up for all Preschool students and their siblings at the front of the preschool
3.00pm	Year 1 - 6 students exiting the school via designated gates and walking to meeting point with parent/carer

Exiting Gates

Kindy	Gate closest to preschool
Year 1/2	Gate closest to preschool
Year 3/4	Side gate near bike rack
Year 5/6	Back gate near 5/6
LSU	Main front gate

The dirt car park will be blocked off for cars and will be a space for parents/carers to social distance and wait for picking up their child/ren (refer to map) or a family agreed location. Siblings are to meet up outside of the school grounds; this includes SC siblings who are collecting their JC siblings.

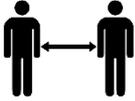
Parents/carers will need to check in via the Check In CBR App if they get out of their car.



Procedure for Entering the School (SC)

Please follow all teacher instructions

When entering the school...

	Sanitise your hands as you come in
	Be mindful of your personal space
	Keep movement around the school to a minimum
	Be right place, right time Students arrive and move to the designated outdoor spaces Year 7 - Courts Year 8 - Amphitheatre Year 9 - Hills Year 10 - Canteen Sprouts
	Wear a mask

Teachers/LSAs need to...

- Be vigilant during duties and transition times.

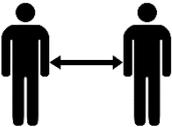
These expectations are in accordance with ACT Health and ACT Education Directorate guidelines.



Procedure for Exiting the School (SC)

Please follow all teacher instructions

When leaving the school at the end of each day

	Leave the school promptly
	Parents/carers are to stay in their car
	Ensure social distancing
	Wear a mask
	Dispose of COVID rubbish in bin provided

Teachers/LSAs need to...

- Be vigilant at end of day duties.

These expectations are in accordance with ACT Health and ACT Education Directorate guidelines.



Late Arrivals Procedure

If a student arrives between 9.01am and 9.15am, students and families are asked to follow the procedure below.

1. A staff member will be outside the main entrance to each campus.
2. Student names will be taken down on paper. The student will be given a late slip.
3. The student will make their way straight to class.
4. School staff will update all attendance records accordingly.

If a student arrives after 9.15am, students and families are asked to follow the procedure below.

1. The parent/carer/student is asked to call the relevant front office.
2. A staff member will open the gate (JC)/advise the student where to meet them (SC) and a late slip will be provided.
3. The student will make their way straight to class.
4. School staff will update all attendance records accordingly.

Early Pick Up Procedure

If a student needs to be collected part way through a day, parents and carers are asked to follow the procedure below.

1. Ring the front office to inform them of the time the young person needs to depart school.
2. Staff will call for the student to the front office with their bag.
 1. JC Preschool students will be walked to the preschool single gate by a staff member.
 2. JC K-6 students will be walked out the main front gate to the parent or carer by a staff member.
 3. SC student will walk to the front office and inform a staff member they are leaving and then walk independently out the front of the school.

School staff will update all attendance records accordingly.



Therapists On Site Guiding Protocols

CCS understands the importance of children and young people accessing early intervention and long term supports for their mental health, wellbeing and development. Returning to on site learning presents the opportunity for students to gain access to these supports again after the lock down in the ACT finishes.

COVID safety plans and procedures are in place to support the wellbeing of therapists, students and school staff while a therapist is on site.

Where therapy cannot be provided through an online format, the following protocols should be applied:

- Therapists should coordinate with the students' teacher/DECO a time and for the therapy.
- When attending the school site the therapist must follow all WH&S guidelines in place:
 - Sign in via the school sign in records
 - Check in via the Check in CBR App
 - Wear a mask at all times when on premises
 - Use hand sanitiser upon entry and exit to the premises, more frequently as needed
 - Wear gloves if they are providing hand over hand support
 - Maintain physical distancing from others on the school site
 - Work in a designated space for the therapist and the student to minimise contact with others. If possible, this is outside. Otherwise:
 - JC Psychologist Office
 - SC DECO office
 - Ensure the windows are open to maximise ventilation
 - Follow all emergency evacuation plans if needed
- Therapists should be prioritised according to their impact on student wellbeing and occupational violence.
- Therapists must first complete the Therapists in School Registration Form before entering the school site.:

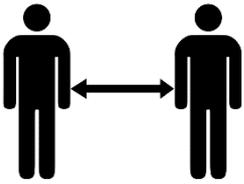
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Procedure for Entering the Classroom (JC)

Please follow all teacher/educator instructions

When entering the classroom...

	<p>Sanitise your hands as you come in and sit at your desk</p>
	<p>Be mindful of your personal space</p>
	<p>Wear a mask if you choose to</p>

All staff need to...

- Wear a mask at all times and dispose of it appropriately every 4 hours (either in bins provided or sealable bag)
- Social distance from other adults
- Ensure ventilation in the classroom is optimal

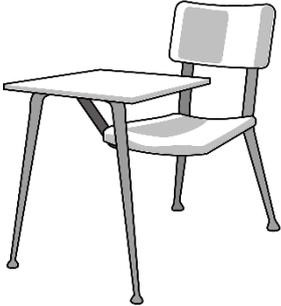
These expectations are in accordance with ACT Health and ACT Education Directorate guidelines



Procedure for Exiting the Classroom (JC)

Please follow all teacher/educator instructions

When leaving the classroom for each break time...

	<p>Teacher will give each student a paper towel and the teacher will spray each desk</p>
	<p>Student will wipe down own table and chair</p>
	<p>Dispose of wipe in bin provided</p>

Teachers need to...

- Ensure class resources are available and minimise sharing of equipment between students
- Ensure windows are open at all times
- Close windows once students have left at 3.00pm

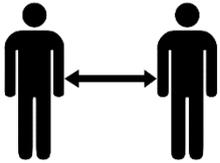
These expectations are in accordance with ACT Health and ACT Education Directorate guidelines



Procedure for Entering the Classroom (SC)

Please follow all teacher/educator instructions

When entering the classroom...

	Sanitise your hands as you come in
	Be mindful of your personal space-keep movement in the room to a minimum
	Wear a mask

All staff need to...

- **Wear a mask at all times and dispose of it appropriately every 4 hours (either in bins provided or sealable bag)**
- **Social distance from other adults**
- **Ensure ventilation in the classroom is optimal**

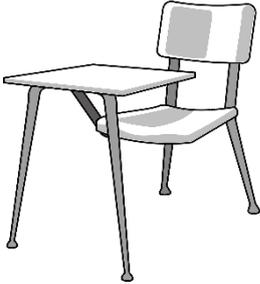
These expectations are in accordance with ACT Health and ACT Education Directorate guidelines.



Procedure for Exiting the Classroom (SC)

Please follow all teacher/educator instructions

When leaving the classroom for each break time...

	<p>Teacher will give each student a paper towel and the teacher will spray each desk</p>
	<p>Student will wipe down own table and chair</p>
	<p>Dispose of wipe in bin provided</p>

Teachers need to...

- Ensure class resources are available and minimise sharing of equipment between students
- Ensure windows are open at all times
- Close classroom windows once students have left at 3.00pm

These expectations are in accordance with ACT Health and ACT Education Directorate guidelines.



Timetable Guidelines

JC Timetable

Time	Session
8.45am to 9.00am Bike and Scooter Locations K-2 Wet area in classrooms 3/4 Bike Lock Up 5/6 Back Shed	Morning Supervision in designated outdoor spaces Kinder - Kinder playground (not on equipment) Year 1/2 - DG Year 3/4 - Courtyard behind the hall Year 5/6 - Wetlands LSU - Inside next to canteen
9.00am to 10.30am	First session
10.30am to 11.00am	First break
11.00am to 12.00pm	Second session (11.00am to 11.10am eating)
12.00pm to 12.30pm	Second break
12.30pm to 1.30pm	Third session (12.30pm to 12.40pm eating)
1.30pm to 2.10pm	Third break
2.10pm to 3.00pm	Fourth session
2.50pm	Pick up for all Kindergarten students and their siblings at the front of the school via the gate closest to preschool
2.55pm	Pick up for all Preschool students and their siblings at the front of the preschool
3.00pm Year 1 - 6 students exiting the school via designated gates and walking to meeting point with parent/carer	Year 1/2 Use the gate closest to preschool Year 3/4 Use the side gate near the bike rack Year 5/6 Use the back gate near 5/6 LSU Use the main front gate

Timetable Guidelines



SC Timetable

Time	Session
8.45am to 9.00am Bike and Scooter Locations 7/8 to shipping container next to the gym 9/10 Regular bike lock up	Students arrive and move to designated outdoor spaces Year 7 - Courts Year 8 - Amphitheatre Year 9 - Hills Year 10 - Canteen Sprouts
9.00am to 9.10am	CC
9.10am to 10.00am	TB 1
10.00am to 10.10am	Transition Year 9/10 move 10.00am Year 7/8 move 10.05am
10.10am to 11.00am	TB 2
11.00am to 11.25am	First break Canteen Collection Year 10 Year 7/8 Hills/Courts Year 9/10 Amphitheatre/Sprouts move at 11.20am Bali Gardens only for mask non compliance
11.25am to 12.20pm	TB 3
12.20pm to 12.45pm	Second break Canteen Collection Year 7/8 Year 7/8 Amphitheatre/Sprouts Year 9/10 Hills/Courts move at 12.15pm Bali Gardens only for mask non compliance
12.45pm to 1.40pm	TB 4
1.40pm to 2.05pm	Third break Canteen Collection Year 9 Year 7/8 Hills/Courts Year 9/10 Amphitheatre/Sprouts move at 1.25pm Bali Gardens only for mask non compliance
2.05pm to 3.00pm	TB 5
3.00pm	Home time



Toilet Usage Procedures

Toilet allocation has been set out to reduce contact between cohorts of students. These procedures should be followed at all times; including before and after school, during class time and break times. Students should be encouraged to take the most direct path from their location to the bathrooms allocated to their year group.

Junior Campus

- Kindergarten - Toilets between Acacia and Kurrajong
- Year 1/2 - Toilets between Acacia and Kurrajong
- Year 3/4 - Toilets between Melaleuca and Grevillea
- Year 5/6 - Toilets between Melaleuca and Grevillea
- LSU - Hall toilets

Senior Campus

- Year 7 - MY Toilets
- Year 8 - MY Toilets
- Year 9 - SY Toilets
- Year 10 - SY Toilets
- LSU - LSU toilet or year level toilet



Canteen Operations

Junior Campus

- All orders must be made via Flexischools.
- There will be no over the counter sales.
- Two students from K-2 classes and one student from each 3-6 class will collect all JC orders (regardless of what food is ordered) at 11.00am.
- Canteen manager has been informed to do this swiftly to limit students lining up.

Senior Campus

- All orders must be made via Flexischools.
- There will be no over the counter sales.
- Canteen manager has been informed to do this swiftly to limit students lining up.
- Grades can only go to the canteen to collect their orders at the designated time:

Time	Session
11.00am to 11.25am	First break Canteen Collection Year 10
11.25am to 12.20pm	TB 3
12.20pm to 12.45pm	Second break Canteen Collection Year 7/8
12.45pm to 1.40pm	TB 4
1.30pm to 2.10pm	Third break Canteen Collection Year 9