



**Pittwater House**

## From the Principal and the Deputy Principal

11 March 2020

Dear Parents and Guardians,

As highlighted in my email last week, responding to the Coronavirus is an evolving issue for our community and for Pittwater House. We have been reviewing the advice from the various authorities and have put some initial actions in place that will be reviewed as new information and advice emerges. It is our intention to maintain normal routines as much as possible throughout this period, however, to ensure the safety and wellbeing of our students, families and staff, certain backup contingencies need to be established. We must also ensure we have clear plans in place if individuals or multiple students and staff are quarantined or if the School must close due to actions of the NSW Department of Health.

As a school we have been preparing plans around a number of contingencies that we believe are possible:

1. School closure for one or more days
2. Individual students or staff are quarantined at home for 14 days or more
3. Large groups are quarantined at home for 14 days or more
4. One or more students or teachers are in hospital for periods of time with the virus.

Therefore, plans that have currently been put into place include:

1. Students have been spoken to about hygiene and reminded about the wall mounted sanitisers that are already in position around campus. We have installed a significant number of extra wall-mounted hand sanitisers around the School in addition to those already in place.
2. Signage is being placed around the School to remind students of hygiene procedures.
3. Parents were reminded last week via email of the need (as always) to keep their children at home if they are sick and to ensure they inform the School of any infectious illnesses they have been diagnosed with.
4. Cleaning staff are undertaking daily disinfectant wipe downs of all door handles, backs of doors, hand rails and other common surfaces.
5. Teaching staff have been tasked with preparing plans to ensure lessons can be maintained in the event of any of the four scenarios mentioned above. Canvas is going to be the central tool to facilitate this for Years 3-12 and Seesaw will be used for K-2.
6. We are going through our School calendar with the view of minimizing activities that involve widespread public exposure. This will mean some events may be cancelled or postponed. Some events that have already been identified are:
  - a. Postponement of the Year 7 Parent Teacher Night - Thursday 26 March
  - b. Whole School assemblies (no assembly will take place for groups bigger than one year group)
  - c. Cancelling whole of School Anzac Day Services - Thursday 9 April

- d. Cancelling the Year 3-6 Secondary School Information evening and school tour – Tuesday 7 and Wednesday 8 April
- e. Other events will be communicated to groups involved.

## In the Event of a School Closure

The aim will be to evacuate the students from the campus as fast and as safely as possible to minimise exposure to students and staff. Therefore, parents will need to be prepared for a situation where with little notice they can collect their child from School. The Health Centre will identify students and staff at high risk due to medical reasons and they will be isolated separately to minimise risk. Parents of these children will be contacted as a priority. Please see evacuation details below.

## Student Collection Procedure in the Event of School Closure

1. Parents will be sent a text message from the School alerting them of the need to collect their child. PLEASE make sure your mobile numbers for all contacts are up to date on Edumate.
2. ECC parents will receive a separate communication, however, collection of ECC children will be from the ECC.
3. K-2 Hub - Parents will collect directly from K-2 Hub.
4. Years 3-6 – Parents will collect all students from the Junior School Deck
5. Secondary students will be collected from the following locations:
  - a. **Year 7** – School Hall
  - b. **Year 8** – Sports Centre
  - c. **Year 9** - Performing Arts Centre (behind Sports Centre)
  - d. **Year 10** – Ampitheatre (in front of Canteen)
  - e. **Year 11** - NG1 and NG2
  - f. **Year 12** – NG1 and NG2
6. Teachers at each location will have a list of parents or nominated contacts who the students can be released to. Students will not be released to catch public transport home.
7. Parking is at the best of times difficult at school. Therefore, communication, directing personnel and signage will all be used to make this as smooth as possible.
8. Secondary students who walk or drive to school will be released pending parental approval.
9. Please note, you will receive in the near future another correspondence requesting you to update your emergency contact details and to provide permission for various contingencies of students being released from school in a forced closure. In the meantime, please ensure your mobile numbers are updated and correct in Edumate.

## If Your Child or a Family Member Contracts the Virus

The management of an outbreak within the School will require staff and families to work together. In the event your child or a member of your family contracts the virus:

1. It is essential you keep your child at home, but contact the School immediately. The email address [emergency@tphs.nsw.edu.au](mailto:emergency@tphs.nsw.edu.au) should be used 24 hours a day to report a Pittwater House student contracting the virus or them having been in direct contact with someone carrying the virus. The more notice we have, the better we can put plans in place to protect the School community.
2. We will always be mindful of your privacy and confidentiality. Therefore, we will work with you to examine the extent of your child's contact with the School community and the extent other students and staff may need quarantining.
3. Our wellbeing team will continue to provide contact and support to students throughout any absences from school.
4. We will take advice from the NSW Health Department on return-to-school protocols.

## If You Are Planning International Travel

It is important that the School is aware of the travel intentions of families. If you are planning to travel outside Australia during the Term 1 or Term 2 holidays, please email [principal@tphs.nsw.edu.au](mailto:principal@tphs.nsw.edu.au). The current travel advice can always be found on the Smart Traveller website <https://www.smartraveller.gov.au/>. The countries being subject to travel warnings is changing regularly. We would strongly discourage families from visiting countries experiencing high cases of COVID-19 and may require students to be absent from school for 14 days after departure from the country travelled to – even for countries not yet on the self-isolation list put out by the health authorities. While subject to change, this would currently be the case for Italy, South Korea, Japan and Mongolia as well as China and Iran.

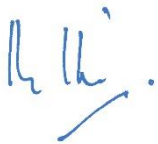
## If Your Child Needs Support

If you are concerned about your child's wellbeing during this time of uncertainty, contact the relevant Year or Stage Coordinator to discuss the most appropriate support. The Heads of School and Deputy Principal are also always available for more serious issues. Support is also available through a number of external agencies. Parents can:

- call the National Coronavirus Health Information line (1800 020 080)
- review the [NSW Health](#) COVID-19 website for the latest information and advice
- obtain help and information from the local General Practitioner or Community Health Centre.

We encourage you to rely on the School's communication and will continue to update you on a situation that is highly fluid. If you have any other concerns please feel free to contact James Walmsley, Deputy Principal on [james.walmsley@tphs.nsw.edu.au](mailto:james.walmsley@tphs.nsw.edu.au).

Yours sincerely



Dr Nancy Hillier  
Principal and CEO



Mr James Walmsley  
Deputy Principal