



From the Deputy Principal

6 May 2020

Dear Parents and Guardians

Dr Hillier announced on Monday 27 April that we will be commencing a staged return to school from Monday the 11 May. Although we have been very pleased with the way the whole school community has responded to remote learning, we are thrilled to be able to start getting students back into the classrooms again. Alongside our focus on student learning, our most important consideration is providing a safe and supportive environment for our entire community. Therefore, to facilitate the staged return to school, our Work Health and Safety team have been working hard examining the government and medical advice, consulting with stakeholders and preparing risk assessments and procedures to minimise risk in order to facilitate the return to face-to-face lessons.

The consistent advice of the Australian Health Protection Principal Committee (AHPPC) is that attendance at a school campus for education represents a very low health risk to students. The greatest risk of transmission of COVID-19 in the school environment is between adults. Therefore, our risk mitigation strategies for the return to school are aimed at protecting our School community and will be continually reviewed throughout the term as appropriate and as new Government advice or direction is provided.

Week 3 Model (B Week)

Week 3	Monday	Tuesday	Wednesday	Thursday	Friday
Years K-2	On Campus	On Campus	Remote	Remote	On Campus
Years 3 and 6	Remote	Remote	Remote	On Campus	Remote
Years 4 and 5	Remote	Remote	On Campus	Remote	Remote
Year 7	On Campus	Remote	Remote	Remote	Remote
Year 8	Remote	On Campus	Remote	Remote	Remote
Year 9	Remote	Remote	On Campus	Remote	Remote
Year 10	Remote	Remote	Remote	On Campus	Remote
Year 11	Remote	Remote	Remote	Remote	On Campus
Year 12	On Campus	On Campus	On Campus	On Campus	On Campus

Week 4 Model (A Week)

Week 4	Monday	Tuesday	Wednesday	Thursday	Friday
Years K-2	On Campus	On Campus	On Campus	On Campus	Remote
Year 3	Remote	Remote	Remote	On Campus	On Campus
Year 4	Remote	Remote	On Campus	Remote	On Campus
Year 5	Remote	On Campus	Remote	Remote	On Campus
Year 6	On Campus	Remote	Remote	Remote	On Campus
Year 7	On Campus	Remote	On Campus	Remote	Remote
Year 8	Remote	On Campus	Remote	On Campus	Remote
Year 9	Remote	Remote	On Campus	Remote	On Campus
Year 10	On Campus	Remote	Remote	On Campus	Remote
Year 11	Remote	On Campus	On Campus	Remote	On Campus
Year 12	On Campus	On Campus	On Campus	On Campus	On Campus

NOTE: If all works to plan, Week 5 will see a further increase of on Campus learning across K-11.

Bell Times (Years 3-12)

Although some students will be on Campus, we will maintain our adjusted period length and bell times until all students are back on Campus. This will enable the dual model of lesson delivery to be facilitated as well as allow opportunities for workspaces in classrooms to be sanitised between lessons and for students to be less congested in corridors.

Reducing Large Gatherings

Throughout Term 2, unless circumstances change, there will be no activities involving large gatherings. Therefore, whole school assemblies, incursions or other activities involving more than one class in an enclosed space will not take place.

Reducing Congestion in Corridors

Although we have been advised that the 1.5m rule does not apply for students, reducing congestion is still a sensible practice in these circumstances. Therefore, in the initial weeks students will be:

- Kept out of corridors until the time to enter the classroom
- Years 7-12 students will **not be able to access lockers** during the day. The locker area is usually one of the most tightly congested areas in the School posing a physical distancing risk for students accessing them and teachers needing to move through the corridors to access classes. Therefore, students will need to carry their school bags around with them throughout the day.

Parents and Visitors on Campus

With the greatest risk of transmission in the school environment coming from adults and our need to keep our Campus staff safe, there will be strict restrictions to adults entering the Campus grounds.

- **NO external visitors** (including parents) are permitted to enter or visit the School unless an emergency, or critical to the School's operations.
- Parents and carers are asked not to come onto the grounds unless your child requires your urgent attention, which would be notified to you by the School.
- If a child has exceptional circumstances and they need to be escorted onto campus by a parent, prior discussion with a Head of School must be undertaken.
- All incursions, events and ceremonies on-site that involve visitors have been cancelled until further notice.

Early and Late Departures

Normal procedures around submitting a Skoolbag for early departure or late arrival. However, as we are avoiding parents entering the school grounds and coming into contact with students or staff, we request that parents:

- **Years K-2:** Drop late students at the gate and send them directly to their classroom. The teacher will send them with a buddy to reception to sign in.
- **Years 3-12:** Drop late students at gate and send them directly to reception to sign in.
- When collecting students departing early, call reception from the gate and the student will be sent or escorted (depending on the age) to the gate (Westmoreland Ave. is recommended for closer proximity to reception).
- Call reception on 9981 4400 if parents have any logistical problems with the above three points.

Drop Off and Pick Up

- When dropping off and picking up students from K-12 parents and carers must **stay in their vehicles**. The **kiss-and-drop** area is ideally suited for this.
- The exception to this is dropping off and picking up from the **ECC** where legislation requires children to be signed in and out. Parents must maintain **social distancing**, and hand and respiratory hygiene.
- If collecting students as a pedestrian, parents are asked to wait outside the school gates and maintain **1.5m social distancing**.
- Parents are not permitted to linger and are requested not to arrive early. Siblings are not permitted to use play equipment.

Uniform Shop

The Uniform Shop will resume normal hours from Monday 11 May. Online ordering is encouraged and you can find the opening hours and online order forms here <https://www.pittwaterhouse.com.au/join-us/uniforms>. Uniform fittings requiring parental attendance are only available by appointment. Only one adult may accompany the student. We will be limiting the number of people in the shop at any one time and asking people to wait outside using social distance measures if the shop is already occupied by a customer.

Supervision for Students at School on Non-Scheduled Days

Students of essential workers can send their child to school on the days they are not scheduled for face to face learning. Essential workers are defined as anyone who needs to leave their home to attend their employment. Students at school on their non-scheduled day will be learning remotely in supervised combined grade classes.

Students who Stay Home on their Scheduled Face to Face Days

A teacher cannot effectively deliver tailored remote learning and face to face lessons concurrently. However, we understand that some students will not be able to attend on their scheduled days due to a variety of personal or family medical considerations. Therefore, in K-6 work will be provided through SeeSaw and Canvas, but there will not be any real time interaction. In Years 7-12, class work will continue to be provided on Canvas, however, interaction will come through (in most lessons) the teacher running Zoom throughout the lesson, the teacher wearing a microphone, and the student at home being able to listen into the teacher instructions and class discussions during the lesson. This will not be as targeted to the student at home as scheduled remote learning, however, it should still provide them with a good learning experience. Parents will need to submit a skoolbag notification for these students to attendance indicating they are absent as 'other' and then the reason as being 'remote learning'.

Keeping Classrooms Safe

Pittwater House has significantly increased its cleaning schedule. Some of the changes implemented include:

- Students will have to sanitise hands as they enter the School grounds each morning.
- Communal spaces will be cleaned three times a day
- Teacher workstations will be sanitised between different teacher use.
- Students will be encouraged to use the hand sanitiser pump packs in every classroom as well as the wall mounted sanitation units throughout public spaces in the school.
- Doors and windows will be left open where possible.
- Furniture will be spread where practical and bigger classes will be moved from smaller rooms in initial stages where possible.
- Sanitisation equipment will be available to allow student desks and chairs to be sanitised when a changeover takes place. This will be done by a combination of teachers and students at the end of a lesson.
- There will be no use of unessential shared resources
- Signage has been posted around the school to encourage students to obey general hygiene measures.
- Toilets are stocked with soap and paper towel.
- Senior Students will not be allowed to sign in and out of school during the school day to go to 21 Grams.
- Students are encouraged to bring their own water bottle as the canteen will only be taking orders and only the water bottle refill bubblers will be in operation.

Keeping your Child Home if they are Unwell

Your child must stay home from school if:

- They are unwell, particularly with a cough, fever, sore throat or other respiratory symptoms
- They have travelled overseas within the last 14 days
- They have had close contact with a confirmed case of COVID-19
- They have a confirmed case of COVID-19
- They are awaiting the results of a test for COVID-19

Students who present with cold or flu like symptoms whilst at school will be escorted to the School's Health Centre and parents will be required to urgently collect them.

Canteen

The School Canteen is another area where congestion is unavoidable under normal circumstances. Therefore, until further notice the Canteen will be only open for on-line orders through the 'My Student Account'.

School Buses

State transit buses have continued to operate. Pittwater House School Buses will be operating again from 11 May. Students using the Pittwater House School buses will need to complete a **casual booking** for weeks 3 and 4. Students must **tap on and off with student card** for Pittwater House buses. More details will follow via SkoolBag. Students are encouraged to **wash their hands** before and after riding on buses.

Uniform

From 11 May we will switch to the winter uniform. Please see school uniform rules to assist https://www.pittwaterhouse.com.au/assets/docs/School-Uniform_Dec2019_LR_FA.pdf.

To avoid congested areas, initially we will have the Students' **change rooms closed**. Therefore, when a student has K-10 PDHPE practical lesson scheduled on their timetable they **will wear their PDHPE uniform** to and from school and throughout the day.

All students are reminded that the correct uniform is to be worn, whether it is the school's winter uniform or sports uniform.

Parent Teacher Interviews

Term 2 had parent teacher interviews scheduled for Years 8-12, plus Year 7 had theirs postponed from the end of Term 1. Therefore, we will be running Zoom parent teacher sessions for some of these groups in Term 2 and will hold the others over Term 3. All K-12 parents are reminded that they can seek feedback on their child's progress at any time throughout the year and should not wait for a scheduled interview if they have concerns. The Term 2 Zoom interviews will be in a different format and rather being condensed into one night, will be scheduled throughout the week. Hopefully this will make them more convenient and also avoid the strain that in some cases 40 back-to-back video interviews will have on the staff. The schedule for interviews will be:

- Week 4 – Year 7
- Week 6 – Year 8 (need to have theirs in Term 2 to assist with 2021 electives selection)
- Week 7 – Year 10 (need to have theirs in Term 2 to assist with 2021 subject selection)

Performance Ensembles and Music Tuition

- Private lessons will continue remotely organised directly with private tutors.
- Finances will be arranged directly between private teachers and individual families.
- Lesson fees will not be recharged through school accounts during remote private lessons.

Music and Dance Ensembles will be remote sessions initially. All the ensemble information is on the Canvas Performing Arts Ensembles. We see these starting up in a face-to-face format as the term progresses and more students are back on campus consistently.

Mobile Phones

The 2020 mobile phone rules will still apply as the students return. There are no changes to the K-6 rules, for Years 7-10, with lockers out of bounds, students will need to keep their phones turned off, in their school bags. If phones are seen on students, they will be confiscated as per the new 2020 policy.

If you have any concerns or questions, please don't hesitate to contact me on james.walmsley@tphs.nsw.edu.au.

Yours sincerely,



James Walmsley
Deputy Principal