



Returning to School – Parent Information

Dear Parents and Carers,

Today I am writing with additional information about the return of students to school onsite. As always, if you have any questions about the operation of our school - including issues like mask wearing, ventilation and cleaning - the Education Directorate also has some very useful [Frequently Asked Questions](#) on their website which may answer questions you have.

Indoor air quality plans will be available on our school's website by 22 October. Next week I will continue to provide you with general information to help support your child as they return to school. First aid for students, use of shared spaces such as our library and hall and amenities information will be included.

Once again, thank you for your support during this time. I look forward to seeing our students returning to school over the coming weeks.

First, a reminder about the dates for our phased return.

Commencing 25 October (Week 4)

- Preschool and Kindergarten
- Years 1 and 2
- Year 6
- K6N (staggered return as organised with Families)
- Woden Community Service Out of school hours care (OSHC)

Commencing 1 November (Week 5)

- Years 3, 4 and 5

From weeks 1 to 4 of term, onsite supervision and care continues to be available for vulnerable children and children whose parents are essential workers. Please register if your child will be attending to ensure we have the appropriate staffing ratio to support children. The link is sent out daily by email with the Principal updates.

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.

To help children prepare for returning to school student friendly posters with key information will be shared by teachers. Our procedures are similar to last year so the pick-up and drop off routines will be familiar to you, however this year we are required to provide more detail to comply with the Health Guidelines.

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	<p>Staff and visitors 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><i>Students are encouraged to wear their personal masks. Masks will be available at school for those students in years 3-6 who request them. Disposable masks need to be changed every four hours.</i></p>
Physical Distancing	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, have staggered student morning tea and lunch break times to reduce the number of students in the playground at any one time and modified our pickup and drop off arrangements. More specific information about what this means for your child is included below.
Environmental cleaning	Our school cleaning program includes regular cleaning of high touch services, frequently used objects, and play equipment.
Ventilation	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.
Managing suspected cases	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.
Will schools have routine testing for COVID-19?	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.
Wellbeing supports	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.

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.

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

Drop off and pick up

Kindergarten to Year 6 Arrangements

The school will be heavily reliant on families maintaining social distancing at this time. We ask you to not enter the school grounds unless your child requires your support. Please say your goodbyes when possible outside of the school grounds. If you are dropping off younger children, we ask you to remain outside the taped areas. If you would like to catch up with other families we ask that you move outside of the school grounds to do this.

Play equipment before and after school is not to be used by children. Thanks for your help with this.

Drop-Off

Families are encouraged to drop their child off as close to 9am as possible and collect at 3pm.

Any K-6 students arriving at school **between 8.30am and 8.40am** are required to move directly to the following supervised outdoor areas:

Kindergarten: Franklin Sensory Garden under the 'big' trees

Year 1: Asphalt Basketball Court

Year 2: Asphalt Basketball Court

Year 3/4: Paterson Basketball Court

Year 5/6: Paterson Oval

K6N: K6N Classroom

Students will move directly into classrooms from **8.40am**, where students will be supervised by teachers.

Pick-Up

Students in **Kindergarten, Year 1 and Year 2** are to be picked up from their teachers at the same outdoor areas listed above for morning drop off.



Students in **Years 3 to 6** will be released from class by their teachers at 3pm, as usual. We ask that families choose meeting points with children as far from the school buildings as safe and possible.

K-6 students who are picked up from the **Turning Circle**, will be separated into four cohort zones that will be clearly signposted with different colours. Staff will assist students to move to the correct zone.

Red: Kindergarten and Year 1

Yellow: Year 2

Blue: Year 3/4

Green: Year 5/6

Entry and Exit Points

We ask that all students adhere to the following set entry and exit points to buildings at all times, to reduce contact between cohorts.

Kindergarten: Enter and exit Franklin building from the Franklin asphalt.

Year 1: Enter and exit Franklin building from the Franklin asphalt. 1A to enter from the top of the outdoor ramp.

Year 2: Enter and exit demountables through classroom doors as usual from the Franklin Playground or opposite the staffroom for the second building.

Year 3/4: Enter and exit Paterson building through stairwell doors immediately adjacent to basketball court.

Year 5: Enter and exit demountables through classroom doors as usual, from the Paterson asphalt/hall side of the school.

Year 6: Enter and exit Paterson building through back door next to 6K, closest to the hall.

Preschool Arrangements

Drop-Off

Families will be able to drop off their child from 9am, signing children in at the side gate. Families are not to be on the Pre-school grounds.

Pick-Up

Families will pick-up from the side gate at 3pm. Staff will bring children out of the building to meet families.



Hygiene routines

Hand sanitiser will be available at the Front Office, all main entry points to school buildings and within all classrooms and staff office spaces. All students will be directed to sanitise on entry and exit of classrooms and buildings and to wash hands as necessary to maintain personal hygiene.

Teaching and learning

In following ACT Education Directorate guidelines, contact between year group cohorts in the school will be minimised to reduce the risk posed by COVID-19. The year group cohorts at Garran will be:

Preschool,

Kindergarten and Year 1,

Year 2,

Year 3/4,

Year 5/6, and

K6N.

Each cohort will have teaching, learning support and Executive staff working collaboratively within, with physical contact between cohorts reduced as much as possible.

At this stage, all school clubs and maths enrichment will not be able to be offered in Term 4.

Advice and updates regarding key end of year events and dates will be sent via regular communication channels later in the term.

Break times

K-2 students and 3-6 students will have different areas for their breaks. Break times for K-6 students in Term 4 will be staggered to minimise cohort interaction on the playground and reduce the number of children in the playground at any time. This means that morning tea breaks and lunch breaks on some days will be different, as detailed below. To reduce risk, cohorts will be separated onto different parts of the playground on a rotating weekly roster.

Fixed equipment is part of our playground cleaning schedule. Students will be asked to wash hands transitioning to the playground and returning to the playground. We ask that no deliveries for lunch be sent or provided at this time.

Before and After School Care **Year K-2:** New Transportable classrooms next to hall (further cohorting within this group may take place depending on numbers)

Year 3 & 4: Next to stage end of hall - entry from asphalt





Year 5 & 6: Front of hall - entry from community oval

A partition will separate the 3 & 4 student area from the 5 & 6 area. All sign in will be from out the front of the hall, parents will be asked to not enter the hall. More information can be obtained from Woden Community Services After Hours Care.

School canteens Because of staggered breaks more details regarding canteen will be provided next week.

Mobile Phones Phones are to be given to the classroom teachers who will return at the end of the day.

Late to School Students are to go directly to class. Classroom teachers will sign children in. SMS for absences will be provided to families at 11.30am.

We will continue to review and adjust these measures based on the most up to date advice from ACT Health, and keep you updated with any changes. Feedback from staff as we return will also guide how we best support students and staff as we move forward with implementing our planning.

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](#).

Information will be provided to families regarding staff vaccinations as we receive more details. We understand that there has been considerable change and uncertainty for our students during the pandemic.

The school psychologist is available to families requiring support for their children.

For more information about the return to schools, see [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. We look forward to seeing students back at school soon.

Kind regards,

Jenny Priest

Principal

