



Footscray City Primary School

RETURN TO SCHOOL

TERM 1 2021

Community Handbook

We are future making for every child so that they are learning to *learn*, learning to *thrive* and learning to *contribute*.

Our students will possess the *skills*, *knowledge* and ways of *thinking* that enable them to *embrace learning*, *respond to challenges* and thrive as *active members* of the community.

At Footscray City Primary School we are a diverse and inclusive **COMMUNITY** who value

- Taking **RESPONSIBILITY** for our learning and our impact on our selves, others and our environment.
- Thinking and acting with **KINDNESS** which means we are friendly towards others and considerate of their feelings.
- Demonstrating **RESILIENCE** by persisting and being courageous when faced with challenges in our learning and relationships.



Welcome to a new school year and to a time when we celebrate coming back together as a community with great excitement and hope at what the year has to offer.

We look forward to spending time with our students and families as we catch up on your news from the summer holidays and provide opportunities for children to share their ideas, interests and passions with classmates and teachers as they set up new learning environments.

We welcome those new to the FCPS community - our 2021 Foundation students and families, and also those children and families who are joining us at other year levels. We are committed to supporting you in your transition to our school and will work hard with you to make it a positive experience and one that sees you feeling known by us and at home in the learning and play environment.

And we extend this warm welcome to our new teachers and staff - it is great to have you part of the team and we look forward to the ongoing learning and collaboration.

We have developed this 'Return to School Community Handbook' as a way of continuing with the clear and timely communication that we strive for, and welcome you to make contact with us if there is anything further that you wish to discuss and/or clarify.

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The School Day

We are in the exciting position where our school has grown in the student population in 2021, progressing to 24 classes compared to the 22 in 2020.

This has implications for our daily/weekly timetable - with 24 classes in 2021 we are not able to accommodate all classes within our Specialist Learning Programs (Art, Music, Sport and Chinese) in the 5 sessions per day model that we have currently.

We have consulted with key stakeholders including the FCPS staff and parents through the School Council and Education Sub-Committee, and the students through class meetings conducted by the Student Representative Council.

On the basis of this, we have developed the following FCPS Timetable for implementation in 2021:

Session 1	9am - 9:50am
Session 2	9:50am - 10:40am
Session 3	10:40am - 11:30am
1st Lunch	11:30am - 11:40am (10 minutes)
1st Play	11:40am - 12:20pm (40 minutes)
Session 4	12:20pm - 1:10pm
Session 5	1:10pm - 2pm
2nd Lunch	2pm - 2:10pm (10 minutes)
2nd Play	2:10pm - 2:40pm (30 minutes)
Session 6	2:40pm - 3:30pm

Student Drop Off and Pick Up

We are pleased to advise that changes have been made to the COVID safe practices required of schools in accordance with current health advice. This means that we are implementing the following process for drop off and pick up of students in Term 1:

Time	Drop Off/Pick Up Points	The Details
8:45am - 8:55am	All three gates will be open for families: <ul style="list-style-type: none"> ● Hyde Street Blue Gate ● Bristow Street Yellow Gate ● Bristow Street Purple Gate 	Parents/carers can enter the school grounds with their child/children for drop off and pick up. Please enter/depart via the gate that is the first entry point on your way to/from school as this will help to reduce unnecessary foot traffic and congregation of community members on footpaths. Hand sanitiser will be provided at entry to classrooms and will no longer be required for entry at the school gates.
3:30pm - 3:45pm		

FOUNDATION STUDENTS AND FAMILIES

After a successful start to the school year in weeks one and two (well done everyone!) we will transition to a new model for the morning drop off from **THURSDAY 11th FEBRUARY** (week 3).

Please see the table below for the details of drop off and pick up. You will notice that the changes apply to the **morning drop off routine**.

Time	Location	Details
Drop Off 8:45am - 8:55am	<p>We encourage you to enter via the Bristow Street Yellow Gate.</p> <p>You are welcome to stay with your child and mingle with parents as the children play in the yard, up until the music starts playing at 8:55am.</p> <p>At 8:55am the children are able to move into the Peppercorn Building via the door at the ChessBoard point of entry.</p> <p>There will be a member of the Foundation team greeting the children at the door, and the other members of the team will be in their classrooms waiting to welcome the children.</p>	<p>Parents/carers are invited to enter the grounds with their child and join their child's class and teacher at the designated area for their class.</p> <p>Due to covid safe practices and required square meterage per person, we are not able to have all parents/carers enter the Peppercorn Building at this time. We will keep you updated on opportunities to visit your child's classroom throughout the term and understand the enjoyment that comes from sharing in these spaces.</p>
Pick Up 3:30pm - 3:45pm	<p>To ensure a sense of order and safety and to help connect all children with their families at pick up, the teachers will bring the children to these designated areas for pick up at the end of the school day:</p> <p>Foundation A - Butterfly Garden Foundation B - Peppercorn Chess Board Foundation C - Wooden Playground Foundation D - Colourful Playground</p> <p>Please see images below to guide you in finding these locations.</p>	



Butterfly Garden



Peppercorn Chess Board



Wooden Playground



Colourful Playground

Community access to the school grounds

DET Operations Guide:

Visitors to the school grounds must comply with physical distancing and wear a face mask when 1.5m physical distancing cannot be maintained.

There is no requirement to limit the number or type of visitors to school premises, however the density limit of 1 person per 2 square metres should be applied to any spaces and activities being attended by parents/carers and other visitors. The density limit applies to all persons in the space, including students.

To support contact tracing, schools must keep a record of all staff, students and visitors who attend on-site for more than 15 minutes. Schools must record the name, contact details, date, and time of attendance at school, as well as the areas of the school that the person attended. Schools can use existing mechanisms such as visitor sign-in procedures, student attendance records and staffing rosters to record this information.

How this will be implemented at FCPS:

- Parents/carers and family members can come on to the school grounds for drop off and pick up, and for school events such as Assemblies and Market Stall so long as these are conducted outdoors. For indoor events, density limits require management of attendees that will prohibit whole school events being conducted in one internal location (such as the gymnasium).
- Please note that Assembly and Market Stall will not commence at this stage whilst we settle the students in and further announcements will follow as we prepare to re-introduce these important community events.
- Parents/carers and family members who are on the school grounds for longer than 15 minutes are required to sign in at the school office.

Community access to the school buildings

To support us in ensuring that we adhere to the density limit of 1 person per 2 square metres and the contact tracing process required, we ask that all community members entering school buildings:

- Enter the school buildings based on a prior arrangement or scheduled meeting with a FCPS staff member. This is particularly important for visits to the school that are longer than 15 minutes.
- Report to the School Office to sign in and liaise with office staff about your visit.

Please note, we are asking that families do not enter the buildings to visit their child's/children's classroom without prior arrangement with the classroom and/or specialist teacher. Prior to COVID-19 this was not our approach - our classrooms were open and available to all. Whilst this reduced access to learning environments is not our preferred practice, we cannot guarantee density limits are being met without managing the number of people entering the buildings and classrooms and so we are implementing this approach to support the health and safety of staff, students, families and our community. We will review this as more updates about health advice and COVID safe practices come through from DET.

Student Medication and Medical Plans

For those students who are returning to return to school with medication, have updated Medical/Action Plans and/or who have new Medical/Action Plans,

we ask that you take the following steps:

- Visit the 'First Aid Stall' outside of the Main Office on Thursday 28th and Friday 29th January between 8:45am - 9am
- Pass your medication and/or Action Plan paperwork to one of the FCPS staff on this Stall

The medication and documentation will then be passed on to our First Aid Coordinator Mary-Anne Charles for storage in the First Aid Room as per our existing practices.

Second Hand Uniform Stall

We are aware that many families are interested in accessing our Second Hand Uniform Stall for quality pre-loved uniform pieces. Our Education Support Staff have been organising the available stock ready for purchase by families at the start of the year. You can access the Stall at these times:

- Thursday 28th January 3pm-3:30pm
- Friday 29th January 3pm-3:30pm

We will then review these opening times for week 2 onwards, dependent on demand from families.

Other Key Changes to the Operations Guide for DET Schools

Please see this summary table as a guide to the activities that we can engage in without restrictions, and those that still require adapted COVID safe practices.

COVIDSafe behaviours

Key actions for schools	All Victorian schools
Temperature checks	NO
Face masks	RECOMMENDED <u>Face masks</u> are recommended when physical distancing of 1.5 metres cannot be maintained.
Working across multiple sites	YES

Create COVIDSafe spaces

Key actions for schools	All Victorian schools
<u>COVIDSafe</u> routine cleaning	YES
Enhanced hand hygiene facilities	YES
Enhanced ventilation	YES
Community use of school playground	YES
Community use of school facilities (indoors and outdoors)	YES
Libraries (for borrowing and as a learning space)	YES

+ Promote COVIDSafe activities

Key actions for schools	All Victorian schools
Visitors	YES
Pre-service teacher placements	YES
Health, wellbeing, inclusion visits	YES
School tours	YES
Excursions	YES
Community pool use (outdoor pool)	YES
Community pool use (indoor pool)	YES
Incursions	YES
School photos	YES
Camps and overnight stays	YES

Assemblies (whole school and year level)	LIMITED Density limits apply with external guests
Formals	LIMITED Density limits apply with external guests or if held at external venues
Graduation ceremonies	LIMITED Density limits apply with external guests
Kinder transition program	YES
Year 7 transition programs	YES
Non-contact sports (indoors)	YES
Contact sports (indoors)	YES
Contact sports (outdoors)	YES
Non-contact sports (outdoors)	YES
Interschool and intraschool sports	YES
Other interschool activity (such as debating)	YES
Singing, brass and woodwind classes and groups	YES Music activities including group singing and wind instrument use can take place with health and safety measures in place in line with DHHS advice
Swimming (school-based pool)	YES
Professional development and staff meetings (face to face)	YES