



21 May 2020

Dear Parents/Caregivers,

Thank you for all your support during these past few weeks of remote and flexible learning. This letter is an update from a previous correspondence dated 13 May 2020.

As previously advised, following advice from the Chief Health Officer, the Victorian Government and the Catholic Education Commission of Victoria Ltd (CECV) have deemed that schools can begin a phased return to onsite schooling.

**In the first stage, students in Prep, Grade 1 and Grade 2, senior secondary students (Years 11 and 12 VCAL and VCE) and all students in specialist schools will return to school from Tuesday 26 May.**

Year 10 students undertaking VCE and VCAL studies, including VCE VET studies, should also attend school for those classes where practicable. If this is not possible for your child/children, our teachers will make sure the work provided to students attending at school is also provided to your child/children via SEQTA as per standard protocol. Year 10 students unable to travel home at the end of their scheduled VCE/VET classes may be supervised at school for the remainder of the day.

To support all school staff and senior students to prepare for this transition, the College will be hosting Staff **Curriculum Planning Days on Friday 22 May and Monday 25 May**. This means that no classes will operate for Year 7-12 students on these days. Please note that College Main Reception will be closed on Friday 22 May and will be open via phone/email from 9.10am – 12.00pm and 1.45pm – 3.15pm on Monday 25 May.

**In the second stage of our return to onsite schooling, all other year levels will return to school from Tuesday 9 June.**

For those Year 7 – 10 students who cannot be supervised at home and vulnerable children, the existing model of onsite schooling will remain in place during the two-week period from Tuesday 26 May to Tuesday 9 June. The current process that we are using to enable parents and carers to indicate the days or part-days for which onsite schooling is required will continue for this two-week period.

All other students in those year levels will continue learning from home until Tuesday 9 June.

Once a year level has returned, all students will be expected to attend school as normal. This means if you choose to keep your child/children home after their year level has returned to onsite schooling, we can no longer support their learning from home via remote learning. This is the approach being taken by all Catholic and government schools in Victoria.

This does not apply to children who need to be absent for health or medical reasons. In circumstances where a student is absent from classes following the activation of Onsite Learning, students will be able to access learning materials and details of Home Study via the SEQTA Portal as per standard practice.

To support the health and wellbeing of all students and staff, our school will continue an enhanced cleaning routine and will encourage frequent handwashing.

**If your child is ill or is feeling unwell, they must not attend school. They must remain home and seek medical advice.**

We understand that some families may feel anxious about this move back to classroom teaching and learning. While the Chief Health Officer has advised that students will not be required to maintain physical distancing at school, there will be a number of important changes to our school operations, consistent with health advice to all schools.

**We will be implementing increased health and safety measures as we manage the transition back to school-based learning.**

To provide you with a comprehensive understanding of the operational protocols and how we are responding to the challenge of adult social distancing in a College environment, we have included a list of Frequently Asked Questions. We hope these will provide clear guidelines for all students, staff and parents. I ask you to especially note the adjusted arrangements for drop-off and pick-up, restricted access to the school site for anyone other than immediate school staff and students and the bus and canteen arrangements. These will apply until further notice.

More information about the return to school and coronavirus (COVID-19) can be found on the CECV website, which will continue to be updated: [www.cecv.catholic.edu.au/Coronavirus-information-for-parents](http://www.cecv.catholic.edu.au/Coronavirus-information-for-parents).

We are absolutely committed to working with you through these challenging times. The health and safety of everyone in our school community must remain our highest priority. Thank you for your ongoing understanding at this difficult time. We look forward to welcoming students back to the classroom.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Nick Scully', with a stylized flourish at the end.

**Mr Nick Scully**  
**Principal**

# FREQUENTLY ASKED QUESTIONS - STUDENT RETURN TO SCHOOL

## 1. HOW WILL LEARNING BE STRUCTURED FOR THE FIRST FORTNIGHT OF SCHOOL RETURN WHEN YEAR 7-10 STUDENTS ARE AT HOME AND YEAR 11, 12 AND ACCELERATED YEAR 10 STUDENTS ARE AT SCHOOL?

| TUESDAY 26 MAY 2020 – MONDAY 8 JUNE 2020:         |   |
|---|---|
| Year 7-10 Students                                | Remote Learning for all lessons   |
| Year 10 Accelerated Students – VCE and Onsite VET | Onsite Learning for scheduled VCE and Onsite VET Lessons Only (Standard Year 10 Subjects to be completed via Remote Learning) |
| Year 10 VCAL Students                             | Onsite Learning for all lessons   |
| Year 11 and 12 Students – VCE/VET/VCAL            | Onsite Learning for all lessons   |

## 2. CAN MY CHILD REMAIN AT HOME AND LEARN REMOTELY AFTER THE OFFICIAL RETURN TO SCHOOL DATE?

- All students are expected to return to Onsite Learning at the time stipulated by the Government and CECV unless medically unable.
- In circumstances where families elect to keep a student home, students and families will be directed to SEQTA for details and resources associated with the lesson, required Home Study etc.
- As per standard practice, it will be the responsibility of the individual student to catch up on any work missed due to non-attendance.

## 3. CAN I COME ONSITE TO ACCESS MAIN RECEPTION AND STUDENT RECEPTION?

- Access to College grounds is reserved for staff and students. Parents/Caregivers, families and members of the community are only able to access College grounds in essential circumstances.
- Where possible, contact with the College is to be made via telephone, email or the College Learning Management System - SEQTA.
- In essential circumstances, parents accessing the campus are to enter via Gate Two and head immediately to Main Reception.

## 4. WHAT DO I DO IF I WANT TO HAVE AN APPOINTMENT WITH A MEMBER OF THE COLLEGE FINANCE TEAM OR NEED TO MAKE A PAYMENT?

- Contact with the College is to be made via telephone (8339 3060), email (office@kolbecc.catholic.edu.au) or the College Learning Management System - SEQTA.

## 5. WHERE CAN I DROP MY CHILD OFF AND PICK THEM UP AT THE START AND END OF THE DAY?

| YEAR LEVEL:                     | MORNING DROP OFF:  | AFTERNOON PICK UP:   |
|---------------------------------|--|--|
| Year 12                         | Gate One/Oval Carpark  | Gate One/Oval Carpark  |
| Year 11 and Accelerated Year 10 | Lysterfield Drive<br>(Students to access the College via Gate Two) | Lysterfield Drive<br>(Students to access the College via Gate Two) |

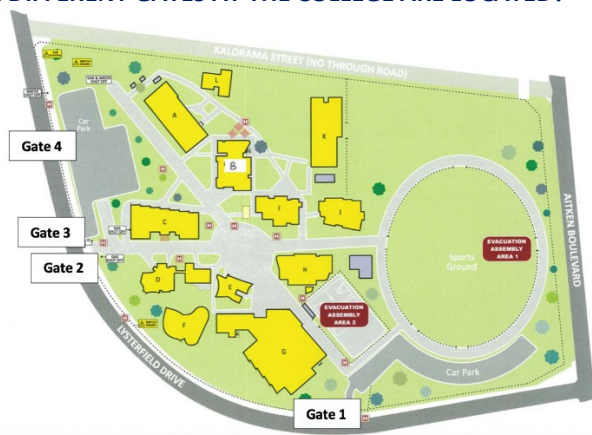
## 6. WHAT IS THE PROCESS FOR LATE STUDENT ARRIVAL AND EARLY STUDENT DEPARTURE?

|                         |   |
|-------------------------|---|
| <b>Late Arrival:</b>    | All gates at the College will close at 9.00am with access restricted to Gate Two after this time. Students will need to enter via Gate Two in situations resulting in arrival after 9.00am. Upon arrival, students are to report to Student Reception.  |
| <b>Early Departure:</b> | In circumstances where parents are required to sign students out due to a required early departure, families are to call the College via Main Reception to provide authorisation. In such cases the student/s will sign out via Student Reception and depart via Gate Two, meeting families outside the gate or in their vehicle. |

## 7. HOW WILL THE ARRANGEMENTS FOR STUDENT DROP OFF AND PICK UP CHANGE WHEN ALL STUDENTS ARE BACK AT SCHOOL?

- Further information will be distributed to families regarding the system for Student Pick Up and Drop Off that will be activated on Tuesday 9 June 2020.

## 8. HOW DO I FIND OUT WHERE THE DIFFERENT GATES AT THE COLLEGE ARE LOCATED?



## 9. WILL ONSITE LEARNING SUPERVISION REMAIN AVAILABLE FOR MY CHILD ONCE YEAR 11 AND 12 STUDENTS RETURN?

- Onsite Learning Supervision will be available for Year 7-10 students during this time where no other appropriate arrangements for supervision can be made.
- Year 7-10 students who attend the College for Onsite Learning Supervision during this time will participate in the same Remote Learning Program as students learning from home.
- During this time Year 7-10 students who can learn from home must learn from home except for those Year 10 students required to attend the College for VCE, Onsite VET and VCAL programs for specific lessons as indicated above.

## 10. WILL THE CANTEEN STILL BE AVAILABLE FOR STUDENTS?

- The College Canteen will provide students with access to food and beverages Before School and at Recess and Lunch with the standard menu for food and beverages available.
- The service on offer will be 'click and collect' or 'select and collect' in nature, meaning that students will be able to purchase their selected meals either online or in person (Students and families wanting to order online will be able to access the online menu via the link provided on the SEQTA Homepage.).
- There will be **no cash purchases**. Payment will need to occur online or via PayWave/Eftpos.

## 11. WILL THE CHARTER BUS SERVICE STILL BE AVAILABLE FOR STUDENTS?

- The College Charter Bus Service will be operable for students who hold a current Bus Pass. Both the morning and afternoon bus runs will operate as per standard practice with the Roxburgh Park, Gladstone Park and Craigieburn Routes available.
- Students will be required to sanitise their hands prior to boarding buses and when disembarking buses upon arrival at the College. Families of students who use the morning bus service are asked to make the relevant arrangements for hand sanitisation prior to the boarding of vehicles.

## 12. CAN MY CHILD PURCHASE A TEMPORARY BUS PASS FOR THE CHARTER BUS SERVICE DUE TO POSSIBLE RESTRICTIONS ON LOCAL PUBLIC TRANSPORT SERVICES?

- Families interested in pursuing this are to make contact with College Main Reception via telephone (8339 3060) or email ([office@kolbecc.catholic.edu.au](mailto:office@kolbecc.catholic.edu.au)).
- It is recommended that families check arrangements for Public Transport external to the College in case services have been amended/suspended.

## 13. HOW WILL LEARNING BE MANAGED IN CLASSROOMS IN RELATION TO GROUP WORK, THE SHARING OF RESOURCES, PRACTICAL ACTIVITIES AND THE SUBMISSION OF WORK?

- Where possible, Subject Teachers have been advised to establish parameters for the electronic submission of all student coursework and assessment. Complementing this will be the electronic distribution of all learning materials and resources, assessment task sheets, rubrics, criteria sheets, written feedback etc.
- In instances where group work, collaboration and practical activities are required to assist with the attainment of knowledge and skill or the satisfaction of learning outcomes, Subject Teachers will implement appropriate measures.

## 14. WILL SEMESTER REPORTS STILL BE RELEASED?

- Yes. All families will receive the standard Semester One Report via SEQTA on Friday 26 June 2020.

## 15. WILL STUDENT ACTIVITIES (INCURSIONS/EXCURSIONS/GUEST SPEAKERS) STILL CONTINUE?

- Unless delivered remotely or online, all Student Activities inclusive of Incursions, Excursions and Guest Speakers will not proceed until further notice. For all SACCSS Sport and Premier League, the College will act in accordance with the guidelines provided by the SACCSS Association and CECV.

## 16. WILL SCHEDULED COLLEGE EVENTS STILL PROCEED?

- Scheduled College Events will not proceed for the remainder of Term Two 2020. The College will implement a structure of review for all Term Three events, assessing and where necessary redesigning these in conjunction with the CECV and Government Regulations associated with school operation, health and social distancing.
- Families will receive an updated version of the College Calendar prior to the conclusion of Term Two 2020.

## 17. WHAT KEY DATES DO I NEED TO BE AWARE OF?

|   |  |
|---|--|
| Friday 22 May 2020  | Staff Curriculum Planning Days – No Classes (Years 7-12) |
| Monday 25 May 2020  |  |
| Friday 5 June 2020  | Staff Day – No Classes (Years 7-12)                      |
| Monday 8 June 2020  | Queen’s Birthday Public Holiday – College Closed         |
| Friday 26 June 2020   | Conclusion of Term Two (3.15pm)                          |
| <b>Note:</b> Original deadlines for the submission of Coursework and Assessment remain in place for students where these coincide with a scheduled day of no classes. |  |

## 18. WHAT HAPPENS IN RELATION TO LEARNING IN THE INSTANCE THAT THE COLLEGE NEEDS TO SUDDENLY CLOSE?

- The College will reactivate its Remote Learning Plan.

## 19. SHOULD/CAN MY CHILD WEAR A FACE MASK/PPE TO SCHOOL?

Advice from the Australian Health Department is that, if you are well, you do not need to wear a surgical mask as there is little evidence supporting the widespread use of surgical masks in healthy people to prevent transmission in public.

As such, it would not be expected that staff or students would wear PPE to school.

In the case that a student or member of staff chooses to wear personal protective equipment, only genuine medical masks will be permitted. Other face coverings such as bandanas, scarves or other cloth coverings will not be permitted; students or staff wearing facial coverings other than genuine medical masks, will be asked to remove them.

For individuals who opt to wear a medical facial mask, the following protocols must be adhered to:

- Reusable masks must be washed daily
- Students may not share PPE equipment
- Once the mask is on, the wearer must not touch it
- If the wearer must touch their mask, they should perform hand hygiene immediately before and after.

Individuals wearing PPE must ensure they still adhere to all physical distancing and hygiene measures.

## 20. WHAT WILL THE SCHOOL BE DOING TO KEEP STUDENTS SAFE AT SCHOOL?

There has been extensive planning done to ensure staff and students are as safe as possible in the return to school including:

- Increased cleaning routines including progressive cleaning of high touch surfaces and regular cleaning of toilets throughout the day
- Drinking fountains turned off
- Strict rules about hand hygiene
- Staggered entry and exit points to the College and buildings
- Setting up a First Aid Centre to ensure students with any symptoms can be immediately isolated from other students
- Protocols for practical classes in PE, Technology, Music and the Arts to enhance safety in using shared equipment
- Removing mass gatherings of students such as assemblies and replacing these with online events
- Reviewing the use of the yard to maximise recommended physical distancing of students in different year levels.

## 21. HOW WILL STUDENTS BE PHYSICALLY DISTANCED IN THE CLASSROOM?

Advice from the Health minister indicates that physically distancing students in their class groups isn’t necessary or practical; however a number of other measures have been taken to keep classrooms safe for students, including:

- Increased airflow by opening windows or using air-conditioning units
- Progressive cleaning of high-touch surfaces, such as door handles and light switches throughout the day
- Cleaning of desks at the end of each class
- Handwashing protocols in PE and other practical classes
- Hygiene education - including instructional video and classroom posters - to reinforce the practices recommended by Health Officials
- Clear messages to all students about staying home if they are unwell.

## 22. IF CLASSROOM WINDOWS MAY BE KEPT OPEN, WHAT CAN MY CHILD WEAR TO STAY WARM?

Students are strongly encouraged to wear additional layers under their winter uniform to keep them warm throughout Term 2 and 3. In addition, while measures to increase classroom measures are in place, they may also wear:

- Black or blue gloves; and
- the Kolbe scarf (in and out of the classroom)

For the remainder of Term 2, students will be permitted to wear a plain black, blue or red beanie on the school yard. From Term 3, only the Kolbe beanie will be permitted. Academy Uniforms currently have Kolbe beanies available for \$20.

**23. HOW WILL THE SCHOOL MANAGE PHYSICAL DISTANCING OF STUDENTS ON THE SCHOOL YARD AT RECESS AND LUNCH?**

Advice from the Health minister indicates that physically distancing students in their class groups isn't necessary or practical; however, schools should attempt to limit close contact between year levels. As such, we will be creating zones for each of the year levels where they will spend recess and lunchtime. Shared spaces, such as the Canteen, will have strict protocols in place to reduce students contact.

**24. WHAT WILL HAPPEN IF THERE IS A CASE OF COVID-19 AT THE SCHOOL?**

The College has set up a dedicated First Aid facility to ensure that any student or staff member who becomes ill while at school is able to be quarantined immediately. In the case of a suspected or confirmed case, the College will follow comprehensive procedures in place with the DHHS to manage any cases of COVID-19 in schools.

**25. MY CHILD IS FEELING ANXIOUS ABOUT THE RETURN TO SCHOOL. WHAT DOES THE SCHOOL HAVE AVAILABLE TO SUPPORT THEM?**

The College is making onsite supervision available to students in the week leading up to their year level returning to assist them in making the transition back to onsite learning. If you think your child would benefit from attending, you should contact their House Leader.

Alternatively, Wellbeing Services are providing online counselling services via secure app. Having a chance to discuss their concerns with one of the counsellors may help them feel more confident about returning. (Offer to email Annika, Pat, Jess).

**26. MY CHILD IS MEDICALLY VULNERABLE OR IS SELF-ISOLATING DUE TO COVID-19 TESTING AND CANNOT RETURN TO SCHOOL. WHAT SHOULD I DO?**

If your child is unable to return to school due to a serious health condition (supported by medical advice to isolate) or because they have been instructed to self-isolate following COVID-19 testing, please contact their House Leader to advise them of the situation. The House Leader will assist them in communicating with teachers and developing an individual plan to assist them to manage their studies.

**27. WILL HOMEWORK CLUB, AFTERSCHOOL MATHEMATICS AND THE AFTERSCHOOL EAL PROGRAM STILL OPERATE?**

- These clubs will not operate face to face onsite at the College.
- Students will be provided with a range of options to pursue these remotely/online.

**28. WILL STUDENTS STILL BE REQUIRED TO ATTEND TAFE FOR EXTERNAL VET?**

- On days scheduled for TAFE/VET students are to work remotely engaging in the online platform provided by the TAFE Provider.

**29. WHAT IF I CANNOT AFFORD TO PAY THE SCHOOL FEES AT THE MOMENT?**

We understand that many in the Kolbe school community may be facing an unprecedented situation with the current coronavirus (COVID-19) pandemic and in some cases are severely affected with financial hardship due to loss of employment and the closure of many businesses. Be assured that we are committed to maintaining your child's educational program and want to allay any concerns that you may have regarding your capacity to pay for school fees.

Kolbe Catholic College will provide support or financial relief to financially disadvantaged families on an individually assessed and 'confidential' basis in one of the following ways:

1. Structuring a payment plan to match individual financial circumstances,
2. Providing additional time or a 'holiday' period for payment school fees,
3. Reducing fees and levies charged with a special concession/discount, and/or
4. Assistance with government support benefits (e.g. CSEF, 'Jobkeeper', 'Jobseeker', 'Newstart')

Families who are financially affected by the COVID-19 pandemic are advised to contact the Business/Finance office at the College so that we can implement suitable support arrangements for their family situation. Please contact or email the Business Manager ([jflynn@kolbecc.catholic.edu.au](mailto:jflynn@kolbecc.catholic.edu.au)) or the Finance Officer ([Jhubbard@kolbecc.catholic.edu.au](mailto:Jhubbard@kolbecc.catholic.edu.au)) if you would like to discuss your personal circumstances and explore the opportunities for assistance.

**30. WILL BUS FEES BE REIMBURSED?**

For bus users, the Semester 1 bus levy will be discounted by 50% and provided to families as an account credit.