



# COVID-19 PLAN - PARENT BOOKLET

1ST • APRIL • 2020

This is an evolving document. The information in this document was last updated on 1 April 2020. The electronic version of this document housed on the school website at [www.ashburtondriveps.wa.edu.au](http://www.ashburtondriveps.wa.edu.au) will be updated as necessary.

**INFORMATION  
IN RED BOLD IS  
NEW**

# BACKGROUND

While the situation regarding Coronavirus (COVID-19) continues to evolve, it is important that as a school community we apply common sense, factual information and a practical approach to COVID – 19.

At Ashburton Drive Primary School, we are planning for actions that we can take right now, as well as possible actions that we may have to take into the future.

Our plan will evolve as the challenges ahead of us become clearer, but, we will maintain clear and transparent communication with our parents, staff, students and community about what may be to come, how we plan to deal with this, and how, working together, we can emerge from this situation even stronger.

We are planning for the short, medium and long term scenarios, and this may involve taking some extraordinary steps, unprecedented in our school and community. Our plan will guide us, but, ultimately, we will take expert direction from the Department of Health and the Department of Education.

I encourage you to read through our plan, become familiar with what to do, discuss any questions or concerns with an Administration team member via email, and suggest any areas you can see that we can improve to ensure a safe school community for your children and our staff.

Information within this document with regard to symptoms, specific restrictions on attendance, and guidance of school closure are taken directly from the agreed positions and advice of the Department of Health and the Department of Education.

The front cover of this document shows the date of which the last update was made.

This is a school-based document. For the latest, specific and factual advice and information about Coronavirus (COVID-19), please refer to the Department of Health website [www.healthywa.wa.gov.au/coronavirus](http://www.healthywa.wa.gov.au/coronavirus)

Yours sincerely

Heather Fallo  
Principal

# Communication- Parents

We aim to keep our community well informed, through as many channels as possible. We urge all parents and staff to ensure that:

- The school has your current and up-to-date contact details, particularly your email address and mobile phone number.
- You have activated your Connect account.
- You have joined the Ashburton Drive Primary School Facebook Group.
- Your Classdojo account is operational.

## **SMS**

SMS is our most direct form of communication and the channel for which we have the overwhelming majority of contact details registered and up to date. We will communicate urgent and important information via SMS with direction to further information on one or more of our other school platforms such as Connect, Facebook and the School Website; if required.

## **Connect**

Connect is our main school communication tool. Please ensure you update the school with your current email address and you will be provided with a P Number and password to log into connect. Here you will be able to contact your child's teacher, receive school notices and access your child's attendance and reporting records. **Important school notices will be sent out using this platform.**

## **Email**

Our school email address is [ashburtondrive.ps@education.wa.edu.au](mailto:ashburtondrive.ps@education.wa.edu.au)

An email to this address is distributed to all members of the school administration, and we anticipate replying within one business day.

## **Telephone**

Our school phone number is 9234 6300.

## **Classdojo**

We are reinstating Classdojo as a means of communication for a limited time. This is due to Connect being utilised by most schools and slowing down the system.

Classdojo may be used to:

- Inform your child's classroom teacher of potential well being concerns

[www.classdojo.com](http://www.classdojo.com)

## **Facebook**

We will continue to distribute information through this forum when appropriate. i.e. for communication with limited characters.

[www.facebook.com/Ashburton-Drive-Primary-School](https://www.facebook.com/Ashburton-Drive-Primary-School)

**Please note: Staff are available on their normal work days between 8:30 and 3:30. Their email addresses can be found on Connect.**

# Communication - Students

## **Connect**

Connect classes are being established and relevant websites are being added. It is important each student with access to online platforms logs in to Connect. [www.connect.det.wa.edu.au](http://www.connect.det.wa.edu.au)

Student's username is firstname.lastname and their password is the same as what they currently use to log in to the school computers on start up.

Staff are developing their Content sections and more learning resources will be added.

## **Email**

Students have the capability to email their teacher, education assistant or an admin member via their Connect classes. Students are only to use Department of Education email please.

## **Telephone**

Students will receive a call on average twice a week whilst they are 'learning at home'. These calls will be made to parent contact 1 and then parent contact 2 if they are not available. These calls are primarily for well being purposes and to help students remain connected to our school community.

## **Classdojo**

We are reinstating Classdojo as a means of communication for a limited time. This is due to Connect being utilised by most schools and slowing down the system.

Classdojo may be used to:

- let their teacher know of any concerns they have
- post photographs of completed work
- receive photographs

## **ZOOM**

This is an online communication tool which allows the users to interact in real time. Staff have experimented with this forum. Please note: staff have created accounts and will send links to students to join their meeting. **NO STUDENT** is to create an account. As with any internet based program there is a potential for undesirable interactions. The current Department system Webex, is not coping with the magnitude of users. If this is resolved we may switch to this more secure platform. Students must abide by the rules explained in this booklet.

## **Hard copy documents**

We are aware that not all students have access to online learning. As such, work packages will be created and distributed via a drive-through system.

# Who cannot attend school

**ADVICE AS AT 26 March 2020**

Today, the Government has announced all public schools in Western Australia will remain open until the end of term – Thursday 9 April 2020. However, families are now encouraged to keep your children at home if you have the capacity to do so.

The Department 'Learning at home' activities and resources are available for you at <https://www.education.wa.edu.au/learning-at-home>.

From Monday, 30 March to Friday 3 April all children who attend school will be taught as normal.

The following week (6 to 9 April) teachers and education assistants will prepare teaching programs for Term 2.

The Government recognises there will still be families who need to send their children to school to continue their learning during this period.

These may include:

- Children of parents and carers who need their children to attend school to maintain employment.
- Children who live in families with aged relatives.
- Children where it is safer for them to be at school.

These children will be supervised whilst completing the Department 'Learning at home' activities and resources.



# Prevention

## HOW TO MINIMISE THE SPREAD OF COVID-19

- Frequently washing your hands for at least 20 seconds with soap and water, or using an alcohol based hand gel.
- Refraining from touching mouth and nose
- If coughing or sneezing, covering your nose and mouth with a paper tissue or flexed elbow.
- Dispose of the tissue immediately after use and perform hand hygiene.
- Avoiding close contact with anyone if you, or they, have a cold or flu-like symptoms (maintain a distance of at least 1.5 metres).

## WHAT WE'RE DOING NOW

- Provision of handwashing liquid soap in every toilet.
- Provision of alcohol-based hand rub in every classroom, public area, reception etc. (more supplies arriving Week 8).
- Class-based instruction in handwashing and personal hygiene practices for sneezing and coughing.
- Deeper cleaning and sanitising of common surfaces daily.
- Communication for ill students and staff to be kept home from school.
- Monitoring student and staff health and arranging for them to go home during the day if unwell.
- Cancellation of all large-scale school and interschool events including assemblies and other activities.
- Staggered play breaks for Early Childhood students to reduce the number of children concentrated in one area on Kindy days.
- All doors to remain open where possible.
- No parents/ caregivers/ other adults on site without prior approval
- Students who do not attend will be marked as a reasonable absence
- **Students who must attend school as of Monday 30 March until Friday 3 April will be taught as normal.**
- **Students who must attend school from Monday 6 April until Thursday 9 April for the following reasons:**
- **Children of parents and carers who need their children to attend school to maintain employment**
- **Children who live in families with aged relatives**
- **Children where it is safer for them to be at school will be supervised whilst completing non curriculum activities**

# Response

## HYGIENE

### Handwashing

- All staff to reinforce hand washing using W.H.O. and Health Department guidelines and explicitly teach in class.
- All staff to provide opportunities for children to wash hands on arrival at school, before and after recess, before and after lunch and throughout the day as needed.

### Cough / Sneeze

- Teaching hygiene etiquette and display of posters on coughing / sneezing.

### Classroom

- Staff to continue to identify any student appearing unwell and refer them to the office using the 'yellow slip' system.
- School officer will contact parents for collection.
- No handshaking or contact.
- Students are spaced according to their environment.

### Cleaning

- Provision of further supplies and bringing forward bulk order and delivery of cleaning and hygiene products.
- Additional hours for cleaners to complete thorough disinfecting procedures.
- Regular cleaning and sanitisation of all surfaces in toilets and classrooms.
- Computer keyboards, i pads etc are wiped after each use.

## SOCIAL DISTANCING

### Mass Gatherings (Whole school)

- Cancellation of all mass gathering events for Term 1 and 2.

### Close-contact gatherings

- Choir, drum beat, puppets and clowns are cancelled until further notice.

### Classroom contact

- Redesign of classroom seating, with spacing if possible.
- Designated seating for students, with chairs remaining in place and sanitised daily where possible.

# School Closure

Current advice and the position of the Australian Government is that there are currently no plans to pre-emptively close schools. Parents should be keeping students at home unless they are essential workers.

## **Reactive closure (temporary)**

This will be due to a confirmed case within our school. If the school has to close due to a confirmed case, it will be on advice from the WA Health Department's Chief Health Officer.

The Chief Health Officer will, if there has been a positive COVID-19 test result in our school, close the school temporarily while assessment and tracing of exposure is conducted. A thorough school clean will then be carried out to make the school safe for the return of students and staff.

## **Pre-emptive closure (prolonged)**

Should the Australian Government, on advice of the Chief Health Officer make the decision to close schools, the processes detailed on these pages will be followed.

# School Response Team

## **Heather Fallo**

- Site Management
- Communication and Planning

## **Deanne Tabone**

- Facilities Management

## **Tamara Kelly**

- Staff support services

## **Keira MacLachlan**

- Operational Management

## **Brett Whiskin**

- Student Support Services

**Jemma Bilman:** E.C.E block coordination

**Wendy Green:** Green block co-ordination

**Rebecca Brown:** Strickland block co-ordination

**Michelle Harris:** Draffen block co-ordination



# **SCHOOL CLOSURE PROCEDURE**

## **STAFF AND STUDENTS ARE NOT AT SCHOOL**

### **ACTION REQUIRED**

- Notice provided to Principal by Department of Education of requirement to close.
- Convene and brief school response team.
- Issue letter via email, website, Facebook and Connect with dates of school closure.
- Brief staff/contact staff including action to be taken before and after school closure; health and safety, stand down and leave arrangements.
- Use school communication strategies to brief absent staff, parents and students. This could be via email, text and Facebook etc.
- Inform School Board and P&C President.
- Convene/notify Crisis Counselling Team (eg School Psychologist, Student Services).
- Communicate closure to local schools.
- Communicate with schools where there are siblings attending advising of closure.
- Communicate closure to Daycare and Childcare partners.
- Close school.
- Signage placed on school exterior.
- Activate school security measures.
- Implement school closure security procedure.
- Postpone all known school visitors and excursions.
- Implement offsite learning programs (where possible).
- Maintain contact with staff, parents and students via Facebook, Connect and Email, ensuring this contact can be made whilst school staff are off site.
- Distribute updated communication as required by the Department of Health or Department of Education to parents.
- Notify school community when confirmation of the date the school can re-open is known.
- The Department of Education will facilitate cleaning of the school prior to reopening.
- Re-open school.
- Maintain off-site learning programs for any students still required to self-isolate.

# Teaching and Learning Continuity

School closure during regular instructional time will disrupt our planned programs, and student learning.

We aim to provide learning activities and tools that:

- Are **non-compulsory**, and will **not** cause additional anxiety for parents, students or staff
- Have educational value and merit and are not merely busy work;
- Provide structure to a child's day;
- Are not solely reliant on one platform or form of delivery or access to technology;
- Do not require expert knowledge, special resources or equipment to implement in the home.
- Are within the different phases of learning whilst still allowing for capability.
- Materials, availability and provision will be considered
- In the event of the school having sufficient days of notice of closure, we will: issue hard-copy work packages appropriate and customised to each phase level as described on the next page.
- In the event of sudden closure, we will, within a reasonable amount of time, make materials available from the school website for download.
- Subject to the leave / working arrangements put in place for staff during a school shutdown, we are planning that staff will not be on site.

**Parents can also access resources, activities and information to help your child continue to learn at:**

**[www.education.wa.edu.au/learning-at-home](http://www.education.wa.edu.au/learning-at-home)**

# Teaching and Learning Continuity

## **Expectations of students**

While working in an online learning environment, students will be expected to behave appropriately **at all times**. Central to this will be that when they collaborate online, they observe the same standard of behaviour as is expected at school. School policies and the ADPS values matrix will be observed in an online learning environment.

**A - Act responsibly**

**D - Do your best**

**P- Participate positively**

**S- Show care and respect**

## **Learning expectations**

### **Kindy-Year 2**

The focus should be on Literacy, Numeracy, play based learning and physical activity. Teachers will aim to provide literacy activities that take a total of 45-60 minutes, with 30-45 minutes of numeracy, play based learning and physical activity.

Daily literacy program: activities focused on reading, writing, speaking and listening. Daily numeracy program should include basic number and measurement activities that can be conducted using household materials. Daily play based learning activities should include free drawing, colouring, music and craft, daily physical activities that can be completed indoors - for example simple exercises and dance movements.

### **Year 3-6**

For students in Year 3 to 6, the program should focus on Literacy and Numeracy with a broad range of learning to include key learning areas and general capabilities. This can be done through subject based learning and inquiry-based activities. Students should also be provided with suggestions for physical activity. Literacy activities for a total of 45-60 minutes per day, numeracy for 30-45 minutes and physical activities for 30 minutes.

The aim should be then to provide learning activities each week that focus on: science and technologies, the humanities and arts. with learning activities enabling students to develop the general capabilities of critical and creative thinking. Activities such as guided reflective journal writing or drawing can be used to support students personal and social development.

# Teaching and Learning Continuity

## **What does this mean for parents**

1. You are not homeschooling. Students are learning at home. There is a huge difference. Homeschool parents who choose this, research for months or even years before embarking on this journey.
2. Being home all day is not our normal. Children lost their in-person time with friends, their daily routine and the predictability of life that gives us security. Don't expect to just jump into a perfect program and learn, learn, learn. Expect them to act out. Expect them to not want to get out of bed. Expect them to not have words to express their inner turmoil.
3. Give yourself a break. Those who are working are afraid of going out or are working from home. Some of you have been to 5 grocery stores and still do not have what you need. Our society has been turned upside down. It is okay to NOT be amazing.
4. The number one thing that will shock you is how fast activities get done. You only have your own children. You are giving them focused attention. When you have 32 kids in a class it takes a lot of time to get all 32 of them to turn to page 32, take out pencils, get their paper, etc. There are natural distractions with a big class that do not happen in a small one. You will get activities done fast! Don't artificially create busy work to do school for 6 hours a day.
5. Tests and worksheets are NOT the only way or the best way to learn. You can read lots of books (both fiction and non-fiction) and do hands-on-learning. There is a lot of learning that does not end in a worksheet. Get crazy and ask your kids what they are interested in, and then learn about that. If your child thinks the solar system is really cool, then read about the solar system, look up YouTube videos about it, do projects about it. Immerse yourselves in learning and make it fun and engaging.
6. Maybe your best 'today' will be to cuddle up with the kids and just be together.
7. Child-led learning and learning from life is a thing.

# Teaching and Learning Continuity

**Students can NOT create their own ZOOM account!** This is to ensure student online safety.

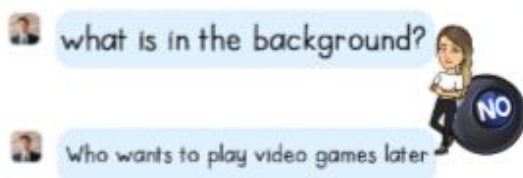
Staff have created accounts and will send links to students to join their meeting.

When students join the meeting they will come up as the **name of the device** they are on. Please edit this to the student's name.

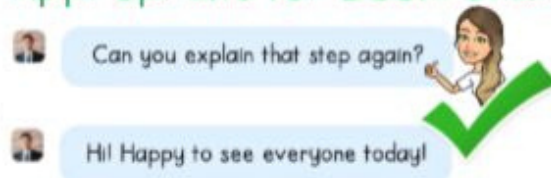
## Zoom Session Expectations

1. Set up before meeting time in a place without distractions
2. Your attention is on the teacher or speaker
3. Mute yourself to allow others to hear
4. Use the "raise hand" feature to ask a question
5. Unmute yourself when the teacher calls on you
6. When you share, be respectful and on topic.  
Allow others time to share
7. Use the chat feature appropriately and keep conversation on task
8. Use Zoom for educational purposes with your teacher

### Not what Zoom Chat is for



### Appropriate for Zoom Chat



### Not how to Zoom



### The way to Zoom!



# Teaching and Learning Continuity

## **Considerations for setting up a home learning environment:**

Is the area free of distraction?

Is there excessive noise in the area?

Are there trip hazards in the area?

Is the area exposed to direct glare or reflections?

Does the area have sufficient power points available?

Is equipment (extension cords etc.) in good, safe, working condition?

Is there a proper desk and chair and other necessary equipment (light, stationery and devices)?

Is the chair adjusted correctly?

- Feet should be flat on the floor and knees bent at right angles with thighs parallel to the floor.
- The chair backrest should support the lower back and allow your child to sit upright.
- The chair should move freely and not be restricted by hazards such as mats and power cords.
- Chair arm rests should be removed or lowered when typing.
- Is the computer adjusted correctly?
- The screen should be positioned directly in front of your child.
- The screen should be at a distance where your child can see clearly and easily without straining. The top of the screen should be slightly lower than eye level.
- The keyboard should be positioned at a distance where elbows are close to your child's body and their shoulders should be relaxed.
- The mouse should be placed directly next to the keyboard.

Are their most frequently used items within easy reach from a seated position?



# Well being Support

## Learn the facts

Constant media coverage about the coronavirus can keep us in a heightened state of anxiety. Try to limit related media exposure and instead seek out factual information from reliable sources such as the Australian Government's health alert or other trusted organisations such as the World Health Organisation.

## Take reasonable precautions

Being proactive by following basic hygiene principles can keep your anxiety at bay. The World Health Organisation recommends a number of protective measures against the coronavirus, including to:

- wash your hands frequently.
- avoid touching your eyes, nose and mouth.
- stay at home if you begin to feel unwell until you fully recover.
- seek medical care early if you have a fever, cough or experience breathing difficulties.

## **Tips for talking with children about the coronavirus**

Children will inevitably pick up on the concerns and anxiety of others, whether this be through listening and observing what is happening at home or at school. It is important that they can speak to you about their own concerns.

You can do this by:

- speaking to them about Coronavirus in a calm manner.
- asking them what they already know about the virus so you can clarify any misunderstandings they may have.
- letting them know that it is normal to experience some anxiety when new and stressful situations arise.
- giving them a sense of control by explaining what they can do to stay safe (e.g., wash their hands regularly, stay away from people who are coughing or sneezing)
- not overwhelming them with unnecessary information (e.g., death rates) as this can increase their anxiety.
- reassuring them that Coronavirus is less common and severe in children compared to adults
- allowing regular contact (e.g., by phone) with people they may worry about, such as grandparents, to reassure them that they are okay.

## **Talk about how they are feeling**

- Explain to your child that it is normal to feel worried about getting sick
- Listen to your child's concerns and reassure them that you are there to help them with whatever may arise in the future.
- It is important to model calmness when discussing the Coronavirus with children and not alarm them with any concerns you may have about it.
- Children will look to you for cues on how to manage their own worries, so it is important to stay calm and manage your own anxieties before bringing up the subject with them and answering their questions.

# Well being Support

## **Professional support**

**If** you feel that the stress or anxiety you or your child experience as a result of the Coronavirus is impacting on everyday life, a psychologist may be able to help.

There are number of ways to access a psychologist. You can:

- use the Australia-wide 'Find a Psychologist' service [gofindapsychologist.com.au](https://gofindapsychologist.com.au) or call 1800 333 497.
- ask your GP or another health professional to refer you.

## **Seek additional support when needed**

Free counselling services available include:

Students

Kids Helpline - 1800 55 1800

Parents and Carers

Lifeline - 13 11 14

## **What does well being care look like from a student's perspective?**

**Stay Active** It's pretty well known that exercise is really good for both our physical and mental health. There's heaps of different types of exercise you can do from home, thanks to YouTube and apps.

**Take 10 to be zen!** When we're stressed about something (such as coronavirus), our thoughts tend to speed up. Taking 10 minutes or so to practise mindfulness can help produce a sense of calmness.

**Chat with your mates** Even if an in-person meet-up is off the table, try to stay in touch with your mates via text, Messenger, FaceTime, or (gasp!) a good ol' fashioned phone call. Ask them how they're feeling and share your own experience if you feel safe to do so.

**Connect with your family** Talk openly with your caregiver about your feelings. You might find that you have had to exercise social-distancing from grandparents and other vulnerable people close to you and your family. Stay in touch over the phone.

**Keep a routine** In the event of a school closure, you might be tempted to stay in your pyjamas and work from bed. Get dressed for the day. Try to work in a space other than your own bedroom. Be mindful if your parents are working.

**Eat healthy** Eat a balanced diet.

**Keep your mind active** Complete a puzzle, read an interesting story or a non fiction book, keep a journal **avoid constant technology**.

# Technical Support

If students have an issue of a technical nature they can first try:

- Check for any updates that may be required
- Restart the device they are working from

If this does not resolve the issue students must alert their classroom teacher. If the classroom teacher cannot resolve the issue it will be forwarded to Mrs MacLachlan, who will then act accordingly.

## Medication

If your child has medication at school, please ring the office to arrange collection before 9 April 2020.

## Assessment

Staff will provide feedback on submitted student work. This will be conducted in a way that is conducive to the activity as well as the forum it is conducted in.