

Dear parent and carers,

I hope you have had a restful break and enjoyed time with family and friends after the exceptional year that was 2021. We are excited to welcome all our staff and students to the start of a new year at Chapman PS. As we start the new school year, it's important to acknowledge the COVID-19 pandemic is continuing and this will be reflected in the way our school operates. I am writing with additional information about the return of students to our school campus. First, a reminder about the return dates for students.

Commencing 31 January	• Preschool and kindergarten
Commencing 1 February	• Years 1 - 6

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.

Below is an outline of [ACT Health Guidelines](#) that schools are required to implement to ensure effective COVID-19 measures are in place.

Student illness	Anyone who is unwell, symptomatic or who are household close contacts must not be at school or preschool. This applies to staff and students. If they attend when unwell, they will be sent home.
Masks	Staff, visitors and students* in years 7-12 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. <i>* Masks will be available at school for those who require them. Disposable masks need to be changed every four hours.</i>
Physical Distancing and cohorting of staff and students	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 support cohorting of staff and students, we may adjust learning programs, stagger starts, breaktimes, and timetables as well as pick up and drop off arrangements. More specific information about what this means for your child is included below.
Hand hygiene and COVID smart behaviours	Schools will maintain and promote hand 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.

Environmental cleaning	Our school cleaning program includes regular cleaning of high touch point services, frequently used objects, common areas, toilets and play equipment.
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Ventilation	All schools are following an Indoor Air Quality Plan. Improved ventilation and increased outdoor learning will be implemented where appropriate. Ventilation systems have been adjusted to increase fresh air circulation and plans will be updated to reflect improvements made since 2021.
Vaccination	The ACT has one of the highest vaccination rates of any city in the world and this is reflected in our teaching workforce. COVID-19 vaccinations are also mandated for staff working across early childhood education and care services, preschools, primary schools, Out of School Hours Care, specialist school settings and P-10 schools, or schools that share campus space with students in year 6 or below. These requirements are in place until the conclusion of the public health emergency.
Visitors and use of Check in CBR app	All students aged 16 and above, staff and visitors must check in using the 'Check in CBR' app. Parents and carers are allowed on school grounds for scheduled appointments only. Special arrangements will be made for children starting at a new school or early childhood service in 2022, or children with special needs who require transition visits prior to the commencement of the new school year.
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. They can be accessed through the schools established referral process. If the school psychology position is temporarily vacant, you can book an appointment for your child with our Central Telehealth team by filling a booking request form or emailing Telehealth@ed.act.edu.au . Central Telehealth Service is available between 9:30 – 4:30 pm during weekdays. 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.
Managing COVID-19 in schools	We are prepared to respond to a positive COVID-19 case on campus. 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. Symptomatic staff and visitors will be advised to travel directly home. If a staff member, child, young person or visitor is diagnosed with COVID-19 and has attended a school site during their infectious period, they are required to advise their school. Where a COVID-19 case in a school leads to students and staff being assessed as at risk of exposure, those impacted will be informed by the school about what they are required to do in line with ACT Health requirements. If the exposure is considered low risk, students and staff will continue to be able to attend school while closely monitoring for COVID-19 symptoms. Risk assessments are based off the ACT Health Guidelines for Schools.
COVID-19 screening	Anyone with COVID-19 symptoms should get a PCR or Rapid Antigen Test immediately. Free Rapid Antigen Tests will be provided to all staff and students in ACT schools for the first four weeks of term 1. Rapid Antigen Testing will be voluntary for staff and students. Students and staff will do the tests at home and are required to report any positive test results to their school and to ACT Health.

	<p>Rapid Antigen Testing kits will be available to collect from school during the first week of term. More information on the collection arrangements for our school will be provided in the coming days.</p>
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To further support the ACT Health Guidelines our school is making the following adjustments.

<p>Student Drop off and pick up</p>	<p><i>Entry gates have been allocated to each year or class group and where possible students are asked to enter and exit through these designated gates (see map attached to email). Allowances are made for siblings travelling to and from school together and for families who live in close proximity to particular gates.</i></p> <p>PLEASE NOTE: ENTRY GATES WILL BE OPENED AT 8:45am and students will be directed to walk straight to class.</p> <p>Afternoon departure times will be staggered to adhere to health and safety regulations.</p> <p><i>Parents are encouraged to drop off their child as close to allocated times and students will go straight to class in the mornings and straight home in the afternoon.</i></p> <p>Preschool children will be met by staff at the lower gate next on the shops side at 9:00am and escorted back to families to be collected from the same gate at 3.00pm.</p> <p><i>Kinder: Drop off 8:45am, pick up 2:45pm</i> <i>Year 1 and year 5: Drop off at 8:50am, pick up 2:50pm</i> <i>Year 2 and year 6: Drop off at 8:55am, pick up 2:55pm</i> <i>Year 3 and year 4: drop off as 9:00am, Pick up 3:00pm</i></p> 
<p>Hygiene routines</p>	<p><i>Hand sanitiser will be located at all entry gates and students will be asked to sanitise as they enter school grounds.</i></p>

	<i>Hand sanitiser will always be located at the entry to each classroom and students will sanitise as they enter and leave the classroom and periodically throughout the day as needed.</i>
Teaching and learning	<i>Each year group will work as a cohort within their own classroom spaces. Specialist teachers and executive staff have been allocated across cohorts to provide planning time for teaching staff and extra support for students as needed. Educators will also work across cohorts supporting students. These measures are in place to limit movement across cohorts, prioritising both staff and student safety in alignment with Directorate face-to-face teaching protocols. As a result, the delivery of Languages, Music, PE and Library by the specialist teachers will be impacted. The library will be closed and quality literature and teaching resources to support HASS learning will be allocated to each year level. PE and sports equipment will be allocated to each year level.</i>
Break times	<i>Staggered break times will continue to minimise contact between cohorts.</i>
Before and After School Care	<i>Children attending before school care will be released to move to classes at 8:45am and those attending in the afternoon will be released from class at 2:45pm and asked to make their way directly to the After School care building</i>
School canteens and uniform stores	<i>The canteen and uniform shop will operate on the usual days</i>

Cohorting: Chapman School will limit unnecessary physical interaction between students on school grounds and the mixing of student cohorts (those not routinely learning together) where possible. This is to limit cross contact in the event of a COVID case.

- ✓ Cohort breakdown: Preschool, K, 1, 2, 3, 4, 5, & 6
- ✓ This will include staggering breaks
- ✓ Dedicated entry and exit points for different year groups based on school-specific requirements
- ✓ Student cohorts will have identified shared areas and use of shared spaces will be staggered
- ✓ Limiting interaction between students does not apply to siblings
- ✓ Where possible, mixing of staff cohorts will be minimised by assigning or staggering the use of common areas, such as staff rooms and facilities.

Ventilation: Chapman school has been assessed with plans in place to increase fresh air circulation.

- ✓ Chapman Classrooms have external ventilation and HVAC System so the fresh air source can be readily controlled
- ✓ Windows and doors to be open where possible
- ✓ Teachers to maximise use of outdoor learning environments to help with fresh air, (courtyards attached to classrooms, outdoor areas).

Cleaning: Chapman has a plan to ensure regular cleaning.

- ✓ Managed by indoor cleaners: high touch surfaces (such as handrails and desks), frequently used objects (such as desk top computers), common areas, toilets, play equipment.

Bathroom Allocation: Where possible year groups to use only bathrooms assigned to them.

Preschool	Kindergarten	1	2	3	4	5	6
Preschool bathrooms	Kinder Bathrooms	Year 1	Year 2	Year 3 toilets	Hall	Specialist building toilets	Year 6 toilets

Chapman School Specific Strategies for Cohorting:

- ✓ Playground cleaning scheduled as part of the roster- no playing on cleaned equipment in between play times
- ✓ Students to wash hands/sanitise transitioning to the playground and returning to the playground
- ✓ Sports equipment shed divided into year group equipment, so they don't need to be cleaned between years

DROP OFF AND PICK UP ARRANGEMENTS: Drop off and pick up will be staggered to prioritise safety of everyone onsite by reducing mingling of cohorts outside of their year group.

Parents are encouraged to drop off their child as close to allocated times and students will go straight to class in the mornings and straight home in the afternoon.

- Preschool children will be met by staff at the lower gate, on the shops side, at 9:00am and escorted back to families to be collected from the same gate at 3.00pm
- Kinder: Drop off 8:45am, pick up 2:45pm
- Year 1 and year 5: Drop off at 8:50am, pick up 2:50pm
- Year 2 and year 6: Drop off at 8:55am, pick up 2:55pm
- Year 3 and year 4: drop off as 9:00am, Pick up 3:00pm

Please note: Siblings may arrive and depart together at the earlier times. Older siblings to meet their younger sibling outside their classroom departure time.

Except where otherwise arranged, years preschool and kindergarten students will be handed over between parents and staff and years 1-6 students will enter and be released from classes without parents. Any students arriving after 9:00am will need to come through the front office as all other gates will be locked. We will continue to review and adjust these measures based on the most up to date advice from ACT Health.

Day 1 – Arrangements for Kindergarten on Monday 31 January.

- Enter through the Kindergarten gate and convene in the amphitheatre.
- 1 family member ONLY enters the classroom to support the child to put their bag away, name tag on and to play with a table activity.
- Familiar, interesting table activities arranged for all children.
- Teacher rings the bell and family members vacate after 15 minutes maximum.
- Parents asked to wait outside the gate for pick up time.

Pick up at 2:45pm all kindergarten students.

Remainder of Week 1 & 2:

One Kindergarten family member may wait in the amphitheatre before school and must not enter the classrooms. No entry by family members at the end of the day, children brought to the gate by the classroom teacher.

From Week 3 onwards, no parent comes onsite in the mornings or afternoons. Family members pick up and drop off from the gate only.

Day 1 – arrangements Years 1-6

Morning

This year the start to the year will need to look different for our students and families. On Tuesday 1 February when year's 1-6 return to school we will not be assembling as a whole school community. If your child requires your support on day one to feel confident and secure, then please arrange in advance with the front office to accompany them into the school grounds. This year on day one parents may not enter the school grounds with their children.

- Year 1 and year 5: Drop off at 8:50am, pick up 2:50pm
- Year 2 and year 6: Drop off at 8:55am, pick up 2:55pm
- Year 3 and year 4: drop off as 9:00am, Pick up 3:00pm

Executive staff and year level teachers will be out to meet students from 8:45am and welcome everyone back to the school year at their designated entry gate. Students will go straight to their classroom with their year level teachers. At this point we ask parents to wave goodbye to their children, wish them well for day 1.

Afternoon

On your arrival at school in the afternoon to collect your child/ren please meet your child at the gate that is most convenient for you.

Please practice 1.5 m social distancing whilst you wait with other parents. Students will be brought out by their teachers to meet parents. Please see 'pick -up' map for each year level. You may like to decide as a family on an agreed place that your older children will meet you – either outside their younger siblings' classroom or at a specific gate. There is to be no playing on equipment after school.

Communication

We wish to stay connected to our school community and will continue to send out information via letters, emails, class carer network and the newsletter. We will celebrate learning in Google classrooms & Seesaw. We will continue to review and adjust these measures based on the most up to date advice from ACT Health.

During this time we may experience impacts on our workforce due to the requirements of staff to isolate under ACT Health directions. We will work closely with the Education Directorate to make appropriate adjustments to ensure student and staff safety. This may include using casual relief staff, combining of classes, limiting or cancelling non-essential activities, switching to the provision of supervision only or possibly temporary transition to remote learning.

Remember, all adults and children aged 5 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](#). 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. We look forward to seeing all our students back at school.

Yours faithfully,

James M. Barnett
Principal
Chapman School