

Dear parents and carers,

I am writing with updated information for term 2 2022.

Drawing on national and local health advice, we have updated our school Cohorting plans with recent changes to the public health advice, 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.

<b>Student illness</b>	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.
<b>Masks</b>	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>
<b>Physical Distancing and Cohorting of staff and students</b>	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, breaktimes, and timetables.
<b>Hand hygiene and COVID smart behaviours</b>	Schools will maintain and promote hand and respiratory hygiene practices. Students will need to wash hands and use hand sanitisers throughout the day.
<b>Environmental cleaning</b>	Our school cleaning program includes regular cleaning of high touch point services, frequently used objects, common areas, toilets and play equipment.
<b>Ventilation</b>	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
<b>Vaccination</b>	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.

<b>Visitors and use of Check in CBR app</b>	All students aged 16 and above, staff and visitors must check in using the ' <b>Check in CBR</b> ' app. Parents and carers are allowed on school grounds for scheduled appointments only.
<b>Wellbeing supports</b>	Wellbeing and learning support, such as face to face appointments with the school psychologist or access to a Learning Support Assistant, will continue. They can be accessed through the schools established referral process. 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.
<b>Managing COVID-19 in schools</b>	<p>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.</p> <p>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.</p> <p>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.</p> <p>Risk assessments are based off the ACT Health Guidelines for Schools.</p>
<b>COVID-19 screening</b>	<p>Anyone with COVID-19 symptoms should get a PCR or Rapid Antigen Test immediately.</p> <p>Free Rapid Antigen Tests will be provided to all staff and students. 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>
<b>Student drop off and pick up From day 1 Term 2 (Tuesday 26 April)</b>	<p>Entry gates are allocated to each year group and where possible students are asked to enter and exit through these designated gates. Allowances are made for siblings travelling to and from school together and for families who live in close proximity to particular gates.</p> <p><b><i>PLEASE NOTE: ENTRY GATES WILL BE OPENED AT 8:45am with Limited supervision on Junior and Senior playground</i></b></p> <p><b><i>All students in Years K – 6: Start time 9:00am, Pick up time 3:00pm</i></b></p> <p>Preschool children will be met by staff at the lower gate on the Chapman shops side at 9:00 am and escorted back to families to be collected from the same gate at 3.00 pm. (<i>Map attached below</i>)</p>
<b>Hygiene routines</b>	<p>Hand sanitiser will be located at all entry gates and students will be asked to sanitise as they enter school grounds.</p> <p>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.</p>
<b>Teaching and learning</b>	Each year group will work as a cohort. 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 in cohorts supporting students. These measures are in place prioritising both staff and student safety in alignment with Directorate face-to-face teaching protocols. The delivery of Languages, Music, PE and Information Literacy by the specialist teachers will be for years K-6.
<b>Break times</b>	Eating Time will be 11:00 am -11:10 am; Break times will be 11:10 am-11:50 am; 1:20 pm-2:00 pm for year levels K-6 with identified areas for years K-2; years 3-6.
<b>Before and After School Care</b>	Children attending before school care will be released to move to classes at 8.55am and those attending in the afternoon will be released from class at 3pm and asked to make their way directly to the After School care building
<b>School canteens and uniform stores</b>	The canteen and uniform shop will operate on the usual days

### **Cohorting:**

Cohort breakdown: Preschool, Years K, 1, 2, 3, 4, 5, 6

- ✓ This will include specific breaktime areas for K-2; 3-6
- ✓ 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
- ✓ 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.

<b>Preschool</b>	<b>Kindergarten</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Preschool Bathrooms	Kinder Bathrooms	Year 1 Toilets	Year 2 Toilets	Year 3 Toilets	Hall Toilets	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 break 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 – 9:00am and pick up- 3:00pm for all Years K-6.**

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.

Except where otherwise arranged, preschool and kindergarten students will be handed over between parents and staff and year 1-6 students will enter and be released from classes without parents.

**Any students arriving after 9:10am** will need to come through the front office as all other gates will be locked.

**Communication**

We wish to stay connected to our school community and will continue to send out information via letters, emails, 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.

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. 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 ongoing support.

Yours faithfully,  
James M. Barnett  
Principal  
Chapman School

**Chapman Primary School Cohort Entry and Exit Map**

