

7 May 2020

Dear Families,

As you are aware, we will be opening full time again, as of Monday 11<sup>th</sup> May. In order to try and keep everybody safe and healthy, we have implemented a few changes within the school and at the Prep Centre. I have outlined below the procedures that we will be implementing from next week.

#### Drop-off/ pick up procedures

Currently, no parents are allowed on the school site to minimise the amount of people on the school premises and reduce contact. The entrance at the end of the carpark near the Prep Centre is closed until further notice. All children will need to enter at the gate near the school office where they will have their temperature taken with an infrared thermometer before entering the school grounds. If your child does have a temperature, they will not be allowed to enter the school grounds. I will collect children at this entrance and will be walking children over to the Prep Centre directly, therefore the Prep children will not be interacting with any of the Junior School children.

At the end of the school day, children who go home in the Walkers Line will be walked directly to the school gate due to parents not being allowed on premises.

We ask that you please make drop off and pick up times a quick process and practice social distancing where possible. We encourage you to stay in contact with other families via phone and social media during this time rather than chat in the school car park.

#### Our Day at Prep

The Prep children will be staying in the Prep area throughout the day and there will be no interaction with children in other grades throughout the day. The only times Prep children will be leaving the Prep Centre will be for our PE lesson on Tuesday morning and for our Library lesson on Thursday morning. Whilst children are transitioning to these areas, the rest of the Junior School will be in class and the Prep children will be the only class in the allocated space at one time.

Throughout the day, we will be reminding children of correct hand washing procedures and will be ensuring they wash their hands on arrival, before and after meal breaks, before and after library and PE lessons as well as before they leave the Prep Centre at the end of the day. If you wish for your child to use Hand Sanitiser, please send in a Pump pack of hand sanitiser clearly labelled with your child's name and this will be left in the classroom. This will be used only by your child.

Even though it is hard to practice social distancing amongst the Prep children, we will be implementing our program over both classrooms to spread the children out a little more and will be encouraging them to sit further apart at group times. We will also be discouraging children from holding hands and reminding them about not hugging/kissing each other. It would be great if you could also please reinforce this message at home.

Please note that cleaning occurs throughout the day of the bathroom and playground areas, tables are wiped down before and after meals, toys are cleaned regularly, and the Prep Centre is thoroughly cleaned and disinfected at the end of each day.

### Sickness

If your child shows any sign of illness, they must stay at home. This is in the best interests of not only your child but for all the other children and staff at Prep. We will be very strict in sending children home if they are coughing, appear unwell, or have been on antibiotics for less than 48 hours. Children need to be excluded from Prep for a minimum of 24 hours if they have had a temperature, vomiting or gastro. Under no circumstances are children allowed to come to Prep if they have had Panadol or Nurofen in the morning. If your child is absent due to illness, we would ask that you please provide a doctor's clearance letter to say they are fit to return to school. We would greatly appreciate your support in this to keep our school community safe and healthy.

Please ensure your child brings in a spare change of clothes just in case they have a toileting accident during the day, and they must bring a hat every day.

### Children Learning at home

If you are a little hesitant in bringing your child back to Prep and wish to keep your child at home a little longer, that is understandable. I will still provide you with a Learning from Home pack, which will include all the worksheets and activities that we will be completing in class for the next 2 weeks but will no longer include a program outline of the week. If you wish to receive a Learning from Home pack, please let me know by 9am Monday morning. The bus drivers will no longer be able to deliver these as they have resumed their usual bus runs so you will need to pick these up from the school office yourself.

Rest assured that we are doing all we possibly can to ensure that all the children remain healthy during their time at Prep.

If you have any questions or concerns, please feel free to contact either myself, our Head of Junior School, Mrs Musa or the Principal, Mrs Heise.

I am really looking forward to teaching all the children again next week.

Kind Regards  
Miss Kristy Jones