



We are looking forward to the transition to onsite learning at St James the Apostle. We know that this can be an anxious time for families and staff. The school is following the guidelines recommended by the Chief Medical Officer.

### **Staggered drop off and pick up times**

One of the points was to limit adults entering the school environment. This will involve families using the drop off/pick up zone and remaining in their car. Staff will be available to direct students to their learning spaces.

The school has set up a booking system on PTO for families to log in and choose the drop off time. The time you have selected for drop off will dictate the pick up time (for example, an early drop off means an early pick up).

The times are:

- Drop off: 8:20am / Pick up: 2:55pm
- Drop off: 8:30am / Pick up: 3:05pm
- Drop off: 8:40am / Pick up: 3:15pm

We understand that this will not be a perfect system but if we are all patient and understanding then the flow will happen. If families arrive before their allocated time they will be asked to drive around the block and come back at their time.

To book your time, go to [sjhcn.catholic.edu.au/portal](https://sjhcn.catholic.edu.au/portal) and select the PTO link. You will need your PTO login details given to you earlier in the year. If you cannot find these details, please contact the office. If you have a child in Years 3 to 6, you will be able to book the same time for them when you book for your child in Years Prep to 2. The system will open at 9am on Thursday 21 May.

To ensure a safe return to school for staff and students please read the information below:

### **Commencing on 26 May 2020 - Weeks 7 & 8**

- Monday 25 May – There will be no online learning materials or Meets as staff prepare for onsite learning.
- Learners in Years Prep, 1 and 2 resume onsite on Tuesday 26 May
- Learners must be 100% well to come to school. There will be a low tolerance for illness.
- The school is closed to parent/guardian access for the remainder of Term 2.

- Carparks are dropoff/pickup only, with additional staff available to greet younger students.
- Start and Finish times will be staggered to help ease carpark congestion.
- Normal winter uniform is in effect for all students when they begin. Information about buying uniforms can be found in this week's e-news or on Facebook.

### Personal Health

- All learners are expected to be 100% well coming to school.
- If a child arrives who is unwell, they will be sent to First Aid and the parent/guardian will be contacted immediately to collect them.
- Masks are not to be worn by a learner who is well. If they require a mask then they need to stay home.

### Cleaning

- Additional cleaning will be taking place in learning spaces, bathrooms, and high touch areas such as door handles.
- Spaces are thoroughly cleaned each day.
- Drinking fountains will be turned off. All learners are to bring their own drink bottle. Taps will be available to refill drink bottles.

### Personal Hygiene

- Learners will be asked to wash their hands often and/or use hand sanitiser which will be available in all areas of the school. Additional hand washing stations have been set up within the school.
- We do not recommend learners bring their own hand sanitiser to school. If your child has an allergy to hand sanitiser or soap please email their teacher.
- On entering and leaving the learning space, learners will use hand sanitiser.
- Learners will be asked to wash their hands with soap and water for 20 seconds when using the bathroom before returning to their space.
- Social distancing for learners does not apply within learning spaces, however, if possible maintain a 1.5m distance from your teacher and avoid close proximity to other learners.
- Learners will be reminded to avoid touching their face.
- Learners will be asked to let their teacher know immediately if they start to feel unwell and families will be called to pick them up.



### STAY HOME IF UNWELL

All learners are expected to be 100% well coming to school. If your child is unwell, they will be sent to First Aid and you will be contacted immediately to collect them. If your child is absent, let us know via phone or our website: [sjhc.catholic.edu.au](http://sjhc.catholic.edu.au)



### KEEP HANDS AND SURFACES CLEAN

Learners will wash their hands regularly using soap and water. High- and shared-touch surfaces will be cleaned regularly. We do not recommend learners bring hand sanitiser to school. Drink taps will be turned off. Every learner needs their own drink bottle.



### DROP OFF/PICK UP AND GO

Refrain from using the carpark. The drop off / pick up zone will be used each day. Start and Finish times will be staggered to help ease congestion. Ensure your time is displayed on your dashboard. Adults will not be permitted onsite.



### MAINTAIN DISTANCE AND COURTESY

Staff will be observing physical distancing of 1.5m. When interacting with adults, you should do the same. You should cover your mouth with a tissue or the crook of your elbow when you sneeze or cough.



### DRESS APPROPRIATELY

All learners should be wearing winter uniform. Learning spaces will have open windows to provide extra air circulation, so having a jacket would be beneficial. No learner should need to wear a mask.