

BLETCHLEY PARK PRIMARY SCHOOL

COVID-19 CONTINGENCY PLAN 2020



Contingency	Possible Action	Notes
Advice from legislative authorities changes	<ul style="list-style-type: none"> comply with all recommendations 	<ul style="list-style-type: none"> Keep parents advised as per need and departmental requirements – ensure communications reduce anxiety where possible and conform to systemic templates (where provided) Keep School Board advised at all times
Prevent transmission within the school as much as possible	<ul style="list-style-type: none"> Student and staff hygiene 	<ul style="list-style-type: none"> Handwashing before recess and lunch Use of hand sanitiser upon re-entry from recess and lunch Sneezing in to elbow Tissues in bins Teach and encourage social distancing Doors left open- classrooms and wet areas Desks in rows where possible Drink fountains to refill bottles only Specialist classes to have tables wiped down between classes Staff use of crockery and cutlery – all to be washed in dishwasher
	<ul style="list-style-type: none"> Minimise transmission through equipment/materials 	<ul style="list-style-type: none"> Students not to share equipment, teachers to provide equipment if required ECE blocks and toys sanitised each day Students to work at own desk or wipe down desks between movements Chairs wiped down at the end of the day with disinfectant. Phys-ed – non contact sports where possible All reading books to be cleaned with disinfectant before and after borrowing. Classroom bulk loans of books for use in school for up to a week. Home readers returned and online readers recommended.

Reduce exposure to community as much as possible	Official visitors – eg school psych, school nurse, tradesmen	<ul style="list-style-type: none"> • Visitors and staff will practice social distancing • Minimise traffic through the front office. Communicate via email or phone • Front office cleaned and is regularly cleaned and sanitise/ disinfected regularly.
	Parent Meetings	<ul style="list-style-type: none"> • All parent meetings to be held by phone • IEPs to be emailed home, discussed by phone and date and time recorded in SIS in lieu of signature
	Drop off of lunches and student belongings	<ul style="list-style-type: none"> • To be brought to the office only – staff will deliver to class or students called to collect from the front office
	Morning drop off	<ul style="list-style-type: none"> • Parents to drop children at classroom door and not to enter classrooms • Parents will now drop students off at school gates. • School gates locked from 8.40-2.20 and will be manned by specialist teachers/admin in the morning and after school.
	Students who are late	<ul style="list-style-type: none"> • To be dropped at front office
	Students picked up early	<ul style="list-style-type: none"> • Parents/carers to come to the front office and we will collect the students from class where required
	Student pick up after school	<ul style="list-style-type: none"> • Parents requested to leave the premises promptly
Onsite events	No visitors onsite – except trades people	<ul style="list-style-type: none"> • All incursions cancelled or postponed until further notice .Ensure early notification of all cancellations. • No class parent helpers until further notice
	No events that bring parents/visitors onsite	<ul style="list-style-type: none"> • Assemblies • Parades • Fairs • Stalls

Offsite events	Cancel all events that require students to be offsite if they will be in contact with other adults / students	Ensure early notification of cancellation <ul style="list-style-type: none"> Also notify subsidiary providers – eg school buses Refund of any payments made by parents Seek refunds of payments made by school Reschedule events if possible when all-clear is given No new events to be planned until all-clear is given Increase physical activity in schools to compensate for active events that have been cancelled – eg carnivals, sports clinics
Student absence due to voluntary self-isolation (choosing to self-isolate with no mandated reason)	Departmental advice is that work does not have to be provided	<ul style="list-style-type: none"> Online learning packages to be provided. Teacher communication via see saw and school Facebook page Website regularly updated.
	Regular email contact is recommended by the school.	<ul style="list-style-type: none"> Daily Message You communication sent out if parents have not advised school on students attendance.
Student absence due to compulsory self-isolation or diagnosed COVID-19	Follow any directives received	<ul style="list-style-type: none"> Do not deviate from directives – it will be important not to cause panic in school and wider community
	Notify RED if not already notified	
	Provide student with duplicated work/ eLearning packages	<ul style="list-style-type: none"> staff have work packages prepared resources are being prepared by the department so do not ‘over prepare’ Not all students will have access to e-Learning so this is not to be primary response provide academic assistance by see saw /email if necessary

School Closure	Follow Education Department response to closure checklist	<ul style="list-style-type: none"> Follow response plan checklist ensure ALL communication with parents follows departmental templates
	Ensure all staff have student contact details available offsite	<ul style="list-style-type: none"> See Saw WebEX Zoom
	Provide continuity of learning for students	<ul style="list-style-type: none"> Staff have work packages prepared but do not duplicate prematurely in case these are not used Resources are being prepared by the department so do not 'over prepare' Provide academic assistance by email/seesaw if necessary
	Support student wellbeing. Feelings of isolation are likely to increase stress and anxiety.	<ul style="list-style-type: none"> ensure regular email/phone contact with each student. Daily contact is recommended normalise events as much as possible engage school psych or chaplain if necessary
	Support staff wellbeing	<ul style="list-style-type: none"> Ensure regular email or phone contact with staff staff meetings held by teleconference. Send minutes to staff members on sick leave engage school psych or provide contact details of PeopleSense employee support if necessary e Phone: 1300 307 912; Email: reception@peoplesense.com.au; online bookings: https://outlook.office365.com/owa/calendar/PeopleSenseSubiacoOfficeBookings@altius-group.com.au/bookings/