



Guidelines for Level Two

Keeping our students, staff and community safe is paramount while operating our Head Office classes in Level Two. Please take a moment to read this information carefully so you are aware of changes we implemented to ensure our classes run safely.

Drop off and Pick up procedure

Parents will be asked to drop children off without entering the classroom itself.

A staff member will be at the bottom of the stairs with the sign-in sheet and record the students arrival.

Children will be asked to sanitise their hands.

If parents need to speak to the teacher or enter the classroom, we ask that face masks will be worn when on site and that the Covid Tacker QR code is scanned.

The classroom will open at 8.15am sharp as we can't guarantee two staff members being on site any earlier.

At pick up time students will remain in the classroom, a staff member will be at the at the bottom of the stairs, call students down if the parent/caregiver is outside, ask the student to sanitise hands before leaving and sign them out.

Senior students who leave the premises independently (with the parents permission), to walk to a different location or catch the bus, will be able to leave after sign-out and sanitising hands.

Face masks & Hygiene

Students over the age of 12 can wear masks if they wish. Masks will be available in the classroom.

Students are asked to respect the personal space of others to allow for social distancing.

We encourage everyone to frequently wash their hands and cough and sneeze into their elbow. Hands need to be sanitised on arrival and when leaving the premises.

Students must bring their own water bottle to class.

Cleaning & Ventilation

Extra care will be taken to clean high-use surface areas and shared devices after each Head Office class. The classroom itself will be ventilated frequently.

Walking trips

Trips to the foreshore can be done in Level Two. Face masks will need to be worn by all students and staff when outside the classroom. On arrival at the playground masks can be taken off if no other members of the public are present. Public drinking fountains can't be used. Students and staff need to be respectful and mindful to enable social distancing when outside the classroom.

Sickness

Children with cold or flu-like symptoms are asked to stay at home and inform the Head Office teacher and their school of the absence.

Should a student start feeling unwell while attending a Head Office class, staff will contact the family to arrange an early pick up.