



Welcome Back to Campus

Term 4 Return

We desire a safe return for students and staff to campus. Please find information below about how we will transition back to on-campus learning.

Commencing 12th October

- Prep-Year 7, and Year 11 & 12 students resume onsite on Monday, 12th October.
- Year 10 students attending VCE Maths Methods or Sport & Rec classes, only for scheduled class times.
- Kindergarten program continues to operate as per normal groups.
- Students must be 100% well to come to school. There will be a low tolerance for illness.
- Canteen commences at Werribee campus (Melton campus date TBC). Walk-up service available for Secondary students only. Pre-ordered lunches will be available for Year 1-12 students. Prep lunch orders available Tuesdays only. Parents/guardians can order the night before.
- Although our campuses are closed to parent/guardian access, the main administration buildings are open.
- Carparks are dropoff/pickup only for Primary students and siblings - with additional staff available to greet younger students.
- Normal Summer uniform is in effect for all students on campus. PE Uniform to be worn to and from school as per normal timetable.
- All students are required to measure their temperature prior to attending on-campus. Any children with a temperature of 37.5°C and above must stay home.

Commencing 26th October

- Year 8-10 students will resume on-campus and remote learning concludes (unless announcements alter this date).



Absence Notification

- Absence must be reported through the normal channels by emailing absent@heathdale.vic.edu.au
- If you need to sign your child in/out due to lateness, please call your subschool office to arrange, as parents are not allowed onsite.



Bus Travellers

- Buses will resume normal operations on October 12.
- If your child(ren) will not be using the bus service during Term 4, please email buscoordinator@heathdale.vic.edu.au



Hand Sanitiser

- Hand sanitiser will be available across the College.
- We do not recommend students bring their own hand sanitiser to school.

Returning to Campus

The following information outlines additional important measures that will be in place for the foreseeable future. This guide is to ensure the ongoing health and wellbeing of our school community is our priority.



Health Checks

- All students are expected to be 100% well coming to school.
- If a student arrives who is unwell, they will be sent to First Aid and the parent/guardian will be contacted immediately to collect them.



Masks

- Secondary students in Year 7-12 will be required to wear masks throughout the school day, except where exempt due to nature of a disability or medical condition (please email firstaid@heathdale.vic.edu.au with any queries).
- Primary students are not required to wear a mask, even if they are 12 years old.
- Parents/guardians must wear a mask during dropoff/pickup.
- Students will be able to remove masks for eating and drinking, or when a PE teacher advises removal.



Car Park Safety

- Carparks will be dropoff/pickup for Primary students (and siblings) only.
- Parents/guardians should dropoff/pickup all primary siblings at the youngest child's zone. Staff will instruct older siblings to proceed to youngest child's zone for pickup at the end of the day.
- Primary students are to be dropped off/picked up from designated zones.
- To relieve areas of congregation at pickup time, we ask parents to remain in their cars until they see their child(ren)'s class emerging from the campus.
- Please travel slowly and safely around all carparks.
- **Werribee campus:** To avoid traffic congestion around the school, Secondary students that don't have a Primary-aged sibling are to walk in from the neighbouring parking zones off-campus at Pacific Werribee and Encore Events, using the pedestrian crossing lights safely.



Cleaning

- Additional cleaning measures are taking place in classrooms, bathrooms, IT shared rooms and offices.
- Shared items are regularly wiped down and spaces are thoroughly cleaned each day.
- Please ensure water bottles are brought for your child/ren.



Uniform

- Term 4 is Summer uniform.
- PE uniform is to be worn to and from schools as per regular timetable.
- If your child has outgrown their summer uniform and have not had an opportunity to purchase yet. As a short term arrangement, if students do not have a summer uniform that fits, they are able to wear their PE or winter uniform until you are able to arrange this.

We will continue to monitor statements by the State government, ISV and relevant authorities, adjust our response accordingly and advise all parents/guardians of any changes.

Health & Safety is paramount for our Students & Families

Please find further details for students and families regarding the measures being put in place as well as the actions each person can take to ensure their effectiveness.

Please speak to your classroom teacher or contact your sub-school office, if you are unsure as to what you can and cannot do.

TRAVEL TO AND FROM SCHOOL

- Wherever possible, we encourage students to travel to school via car (no car pool unless with members of household).
- If travelling to or from the school on public transport, adhere to physical distancing rules and stay 1.5m apart from others in queues and on buses or trains.
- Bus services will be in operation from October 12. All Secondary students must wear masks on buses.
- The buses have been thoroughly cleaned and increased cleaning services are in place. Students travelling by our College bus services will be asked to adhere to physical distancing rules as available.



ARRIVING & DEPARTING

- When arriving at our carparks, please pull in safely to a drop off bay. Students can alight at this point. Parents are to remain with their car and do not proceed onto campus.
- Additional staff will be in and around our carparks to assist younger students.
- Keep a 1.5m distance from others at all times.
- Students head straight to homeroom to set up for class.
- Ensure all greetings are non-contact.
- Normal departure times apply, except Prep to Year 2 students at the Werribee campus are able to be picked up from 3pm.

SAFETY IN THE CLASSROOM

- Secondary students are required to wear a mask at all times.
- On entering and leaving the classroom use hand sanitiser.
- Wash hands with soap and water for 20 seconds when using the bathroom before returning to class.
- Social distancing does not apply within classrooms, however, if possible maintain a 1.5m distance from your teacher and avoid close-proximity from other students.
- Where possible, maintain 1.5m distance when entering or leaving a classroom.
- Avoid touching your face.
- Advise your teacher immediately if you start to feel unwell.
- Avoid touching door handles wherever possible.



PHYSICAL DISTANCING

- Adhere to physical distancing rules when queuing to enter and leave the classroom.
- Adhere to physical distancing rules during non-class time as appropriate.
- Students are to keep to their age group-designated play areas.
- Assemblies and other large group activities are suspended until further notice.
- Singing and use of woodwind/brass instruments is not permitted until further notice.
- Don't engage in physical contact when greeting staff or other students.

HYGIENE PRACTICE

- Secondary students to wear a mask at all times unless eating or drinking, or advised by a teacher.
- Primary students cover your mouth and nose when coughing and sneezing with a tissue, or cough into your elbow. You should immediately dispose of the tissue into a bin and sanitise your hands.
- Remember to wash your hands often with soap and water, before and after going to the bathroom.
- Refrain from touching your eyes, nose or mouth.
- Regularly wash and sanitise your hands using the facilities on site including the Hand Sanitiser Stations located around the school.



ENGAGING WITH STAFF

- When engaging with staff, please maintain appropriate distance.
- If parents need to speak with teachers, please call the sub-school office or email them directly.

SHARED SPACES

- Maintain physical distance from other students and staff in common areas where possible.
- Wherever possible, eat your lunch and take your break outdoors.
- Adhere to physical distancing stickers on the floor when picking up lunch orders from the canteen.
- Please bring a water bottle from home.



IF A STUDENT IS UNWELL

- Do not come to school if you are showing any symptoms or are generally feeling unwell.
- If whilst at school your temperature is more than 37.5 degrees you will be sent to First Aid and your parents or emergency carer will be contacted.
- Contact the school if a student will be absent including reason for absence; absent@heathdale.vic.edu.au
- If you become unwell during the day, advise your teacher and/or visit the First Aid area.

Health & Safety is paramount for our Staff

The following information outlines steps our staff will be implementing to ensure a safe and positive return to on-campus learning for everyone.

TRAVEL TO AND FROM SCHOOL

- If travelling to or from the school on public transport adhere to social distancing rules and stay 1.5m apart from others in queue and on bus or train.
- Do not car pool unless with members of your family or household.



ARRIVING ON CAMPUS

- Students and staff must be 100% well to come to school
- Keep a 1.5m distance from others in any sign in/out areas.
- Ensure all greetings are non-contact.
- Staff are required to check their temperature prior to attending on-campus, ensuring it is not at or above 37.5°C.

KEEPING YOUR CLASSROOM SAFE

- Where possible conduct your lessons outdoors or in an environment with enhanced ventilation, such as opening classroom doors or windows.
- Where possible, avoid close-proximity with students as age appropriate.
- Encourage increased space between students where possible.
- As appropriate, arrange classroom furniture to leave as much space as possible between students.
- Ensure each student uses hand sanitiser when arriving and leaving the classroom.
- Be vigilant in observing signs of illness in students.
- Desks and door handles will be cleaned after school each day.
- Cleaning wipes are available if you wish to undertake additional touch surface cleaning before your lesson.



PHYSICAL DISTANCING

- There will be no assemblies, house activities or excursions during Term 4.
- Remind students daily about physical distancing and maintain vigilance.
- Keep 1.5m distance from anyone you talk to or stand near.
- Maintain vigilance when greeting staff or assisting students.
- Regularly wash and sanitise your hands.

TEACHING TIPS

- Encourage students to submit work electronically, where feasible.
- Students are encouraged to maintain appropriate distance between themselves and their teacher.



KEEPING STUDENTS SAFE

- Tell Primary students to cover their mouth and nose when coughing and sneezing with a tissue, or cough into their elbow. They should immediately dispose of the tissue into a bin and wash and sanitise their hands.
- Remind the students to wash their hands often with soap and water, before and after going to the bathroom and before eating.
- Discourage students from touching their eyes, nose and mouth.
- Encourage students to talk to someone about their wellbeing during these times.
- Remind students not to come to school if they are feeling unwell or showing any symptoms of illness or the virus.
- Remind students about the no contact greetings.
- If a staff member is feeling unwell, please contact First Aid.
- Remind students to bring their own water bottles onsite.

ATTENDING MEETINGS

- Where possible, continue to have meetings via Microsoft Teams or teleconference.
- Social distancing must be practised at any face-to-face meetings.
- Parent Teacher conferences will be online only.

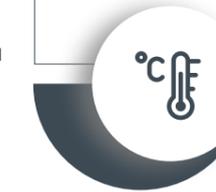


SHARED SPACES

- Sanitise on entry and exit of common shared areas.
- Maintain 1.5m physical distance from other adults in staff rooms and common areas.
- The highest standards of hygiene should be practised in staff rooms. This includes washing drink and food containers with hot water and detergent, regularly wiping down surfaces with disinfectant.
- Consider eating your lunch or taking your break outdoors.
- The canteen will continue to serve pre-ordered online food and drinks for Term 4.
- Modified tea and coffee arrangements will be available in staffrooms.

IF A STUDENT IS UNWELL

- Send the student promptly to the First Aid area.
- Advise Facilities through an intranet request or via sub-school office, that an additional clean is required in this classroom.



ADVICE TO PARENTS

- Parents/Guardians are not permitted on campus, except in main administration buildings.
- Parents shouldn't congregate in carpark areas, and must adhere to dropoff/pickup information.
- Should a parent need to speak with teachers, they must call or email for an appointment time via Teams.
- If you see a parent on campus, please politely ask them to depart.
- Parents invited to visit should be 100% well and be offered hand sanitiser on arrival.



We're always here to answer your questions. Please don't hesitate to contact us on questions@heathdale.vic.edu.au

or directly contact your sub school:

Melton Reception – 8746 3100 or meltonreception@heathdale.vic.edu.au

Melton Primary – meltonprimary@heathdale.vic.edu.au

Melton Secondary – meltonsecondary@heathdale.vic.edu.au

Werribee Reception – 9749 1522 or werribeereception@heathdale.vic.edu.au

Werribee Primary – 9974 4819 or werribeeprimary@heathdale.vic.edu.au

Werribee Secondary – 9974 4825 or werribeesecondary@heathdale.vic.edu.au

Kindergarten – 9974 4827 or kindergarten@heathdale.vic.edu.au

First Aid Query – 9974 4807 or firstaid@heathdale.vic.edu.au