



2 February 2022

Dear Parents and Caregivers

I trust that this week is progressing smoothly for you and your children. I am sure that you can't wait to have them out of the house next week – we certainly can't wait to have them back at school. Schools without children are just a bunch of buildings – very nice buildings, but still just buildings.

Obviously, given the large number of cases of COVID in the community and the ease with which the Omicron variant spreads, it is vital that we do all we can to keep our precious children and staff safe. As you are aware, the Premier announced certain measures to be followed over the next four weeks as students return to on-campus learning. Below is what these look like for Saint Stephen's College. At this stage these conditions are in place for four weeks, but in the third and fourth week we will determine if the restrictions should continue for the safety of our students.

Unwell students

Please do not send your child to school if they are sick or have even the mildest COVID symptoms. If students develop symptoms during the school day they will report immediately to Nurse Hilary. She will seat you child in a protected area outside of the Health Center, where she will monitor them and contact you to collect them immediately. You will be provided with a RAT to be done at home. This is on condition that we have received the RAT that the State Government has promised to provide. If the test is negative your child may return to school as soon as they are well. If it is positive, they will need to isolate at home for seven days or longer if they continue to display symptoms.

Once we know of a positive case in the College community, parents of students in the affected year level will be informed, without providing the name of the student. In this way you can be extra vigilant in monitoring your child for signs and symptoms. Unless we have a big outbreak, and are directed by Queensland Health that we need to close, school will continue to operate as normal.

Close Contacts

You are only a close contact if you have been with a person that has COVID-19 for more than four hours in a house or other accommodation, a care facility or similar.

If we have a positive case at the College, that does not mean that anyone who has come into contact with them is a close contact.

Usually, this means you are a close contact if you live with a person that has COVID-19. But if you have stayed away from them, you are not a close contact. For example, if they are in a separate part of the house that has a separate entrance and no shared common areas, and if your contact with them wasn't more than four hours.



Developing character, inspiring hope

You are not a close contact if you have had [COVID-19 in the past 4 weeks](#).

Please familiarise yourself with the steps to follow if you are a close contact at <https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/stay-informed/exposed-to-covid/close-contacts>

Junior College

Students in quarantine

Junior College students who are in quarantine but are well, will be encouraged to maintain their learning through interaction with the class. For children in Years 4 to 6, they will participate as a virtual student with the class streaming to their laptops and their work accessed through One Note. Year 4 students will be able to borrow their class laptop.

Children in Prep to Year 3 will be sent an electronic copy of activities to continue their learning. Communication with the class teacher will be done via email once a day.

What happens if my child's teacher is in quarantine?

In the Junior College, if a teacher is absent they will be covered with a teacher from our pool of relief teachers. If there are a number of teachers absent at the same time and we are unable to cover them with relief teachers, classes may need to be combined for the short term. It is very difficult to anticipate what student and staff absentees will look like over the next few weeks, so we have employed two fulltime relief staff for the term to help us out.

Arrival and collection of students

Prep:

Parents of Prep students can accompany their children to the Prep playground and walk their children to their classroom door each morning. Please be aware that there is a staff member on duty from 7.55am if parents are not able to wait until 8.20am. Children can also be delivered at the East Carpark drive-through and staff members can assist them onto campus.

Year 1:

For **the first week** on campus, Year 1 students can have their parents accompany them to the Adventure playground (upstairs outside the Year 1 classrooms) before class begins and see them to the door of their classroom at 8.20am.

Parents on campus must wear a mask and are not permitted to enter the classrooms, to reduce the risk for all the students and staff members. If you are unable to wear a mask, a staff member will collect your child from the carpark and escort them to their classroom on your behalf. As you will understand, this is purely for the protection of our children.

Years 2 and 3:

Children in Years 2 to 3 will be delivered to school using the drop off facility in the East Carpark, where staff are on duty to assist the transition on to campus.

Years 4 to 6:

Students in Year 4 and older can be dropped off in the Western Carpark drop off facility.

At the conclusion of school, the children in Prep to Year 3 will be brought to the East Carpark and collected by car through the drive-through facility. Many staff are on duty to help children to cars. Parents must display the name cards on the sun visor, remain in the car and follow the traffic directions. The Prep children will come out from class at 2.50pm and the remaining years at

3.05pm. Children from Year 4 and older, who do not have younger siblings, will walk across to the Weir Road Carpark for collection.

Absences

Student absence should be notified using the College App. If your child is absent because he/she is isolating but still able to engage in learning, please ensure you select this reason in the drop-down box. Further, it is important that you communicate with his/her class teacher to let them know they are still engaging in the learning process whilst not physically on campus. If your child is unwell and can't engage in learning, please ensure you select "sick" as the absence reason. Additionally, please note there are other absence reasons you are able to select, for example, appointment.

Late arrivals and early departures

If your child arrives late to school, they must go to the Junior Administration office to be signed in. You may accompany them to sign the register outside of the office or may call from the carpark to advise of your child's arrival. When your child has an appointment during school time, they will need to be signed out by you at the desk outside of the Junior Administration office. Please then speak to the staff members in the office who will call the classroom for your child to come to the office. Please do not go to the classrooms yourself. An email to Junior Administration and your child's class teacher earlier in the day will assist in making this process as streamlined as possible.

Senior College

Students in quarantine

Many students in quarantine will be well and able to continue with their studies. Senior College teachers will continue to post weekly plans on the home page of D2L courses for students who are unable to attend campus. Students should not expect real-time feedback or to interact in the lesson. However, they may join the class as a virtual student, so that they can see and hear the lesson in real time while at home.

In the instance where more than 40% of the class is absent, teachers will revert to online teaching for the whole class, including those present.

Communicating student absences

- Please use the College App to indicate student absence
- If your child is absent because he/she is isolating but still able to engage in online learning, please ensure you select this reason in the drop-down box
- Further, it is important that your child communicates with his/her Head of Year to let them know they are still engaging in the learning process whilst not physically on campus
- As is standard protocol, if your child is unwell and can't engage in learning, please ensure you select "sick" as the absence reason
- Additionally, please note there are other absence reasons you are able to select, for example, appointment

Early Departures

Students are expected to be at school all day, however, we appreciate there might be a rare occasion when an appointment during school hours is unavoidable. Our usual process in the Senior College is for parents/carers to physically sign students out, however, for the time being we are asking that you contact the Years 7 to 12 Administration Office by phone when they arrive at the College instead of coming on campus. Your child will then be able to sign themselves out and make

their way out to the car park. An email to “senior absences” and/or your child’s Head of Year earlier in the day will assist in making this process as streamlined as possible.

What happens if my child’s teacher is in quarantine?

The GFA is being set up with desks and chairs to accommodate students in the Senior College whose teachers may be sick or in quarantine. Depending on the number of students requiring supervision there will be between one and three staff on duty. All students will be expected to have their earphones with them. If their teacher is well enough, they will teach via MS Teams. If their teacher is unwell, students will continue with work provided in D2L.

Masks

All staff, students in Years 7 to 12 and visitors to the campus are to wear masks.

Staff may remove their masks when teaching if they are 1.5m away from students.

Senior students are to wear their masks when moving between classes and indoors.

Year 3 to 6 students are encouraged to wear masks, but will not be asked to do so by their teachers. The State Government has informed us that we will be provided with masks for younger students who wish to wear them.

Masks are to be worn over the nose and mouth.

Parents/Carers/Visitors on campus

Given the nature of our school, we love having parents involved and engaged in many of our activities. Unfortunately, this is again not possible, in the flesh, for the next four weeks at least.

- Parents are urged not to come on campus unless absolutely essential
- Meetings with a staff member should be held via MS Teams or over the phone
- If Parents/carers come to the campus to pick up their child early, they must wear a mask and report to the relevant reception. This does not include simply collecting students at the end of the day
- Parents with a child in Prep can walk their child to the Prep classroom doors
- Families with a child in Year 1 can walk their child to the Year 1 classroom door for the first week only

Vaccinations

As you know, students do not have to be vaccinated in order to attend school. All staff, contractors and volunteers are double vaccinated, with many, triple vaccinated. Parents and carers are not required to be double vaccinated to be on campus, unless they are providing a service or are volunteering.

Cleaning of facilities

- Classroom desks and high touch points will receive increased cleaning. Years 4 to 6 staff and students will clean their desks at the resumption of class after a break, and Years 7 to 12 classes will clean their desks each time they enter a classroom after Tutor Group

- All foundations classrooms, playground equipment and bubblers will be cleaned at various times throughout the day
- All classrooms will be cleaned by cleaners every afternoon

Ventilation

All classes will be held with open windows and doors and, in some instances, lessons will be held outside.

Music tutor rooms are being fitted with air purifiers.

Sport and Performance

You will receive information from the relevant staff as to what is happening in these areas. However, it is pretty much business as usual with our COVID safety plan firmly in place. Unfortunately, though, the Interhouse swimming carnival is cancelled and is to be replaced by trials for the APS Swimming carnival, which will still take place without spectators.

Buses

The school bus services will be running as usual.

As you can see, a lot of time and thought has gone into the return to school plan. Every decision made is centered on the health and wellbeing of our students. Your support in keeping all our children, and adults as safe as we can is, as always, greatly appreciated. I wish you all the very best as we come to terms with this virus within the community and all do our very best to remain safe and healthy.

Watch, O Lord, with those who wake, or watch, or weep today, and give Your angels charge over those who sleep.

Tend Your sick ones, O Lord Christ.

Rest Your weary ones.

Bless Your dying ones.

Soothe Your suffering ones.

Pity Your afflicted ones.

Shield Your joyous ones.

And for all Your love's sake.

Amen.

Yours sincerely



Ms Kim Cohen
Principal