

## **Temporary Closure of College Procedure Document for Staff and Parents**

This advice is being provided to our community in the event of disruptions to operations during school hours due to the current COVID-19 conditions. If a known case was to occur within our College community, these processes would be followed.

The College will utilise the following mechanisms to communicate emergency information to families, staff, students and visitors to the College campus. Our communication channels include: SMS, emails, RHAC App

### **For community members:**

- SMS alert to all community members (i.e. parents/guardians) outlining that the College campus is in lockdown
- An email communication from the Principal advising of the lockdown (reasons given) and informing the course of action on the day
- Lockdown will be determined under instruction from NSW Health, after which parents/carers will receive an updated SMS and email about collecting students.
- Communication to follow, advising of possible temporary closure of the campus for intensive cleaning and while contact tracing is conducted.
- Parents/carers are not to leave their cars to collect their children. They are to wait in vehicles as they would on a normal afternoon pick up.

### **For staff:**

- Bells will ring across the College (Lockdown intermittent bells)
- In the event that students are at morning tea or lunch, they are to be directed to their next class
- An email communication from the Principal will be sent to all staff (outlining that we are in a temporary lockdown procedure and that once the lockdown has been cleared, students need to be sent home according to the arrangements outlined below).

### **For support staff:**

- Signs will be posted at each entry/exit point notifying of lockdown
- A notice will be placed on the College website and on the Remote Learning Communications site.

### **Remote Learning Resumption:**

- Will take place if College is to be locked down beyond 48 hours, or if face-to-face learning is not to be permitted after the temporary closure.

## Further Details

### Junior School

- Families are asked to discuss the lockdown and temporary closure evacuation plan in advance with their children, to outline the family plan for pick-up.
- After receiving initial notice via sms and email from the Principal about a temporary campus closure, families will be asked to collect their children
- Parents are to follow the afternoon pick up routine for the collection of their children. Students will be sent to the relevant collection point.
  - Pre-K, K and JS Sibling Groups – K Block
  - Years 1 – 2 – C Block
  - Years 3 – 6 – H Block
- Families are asked to ensure that personal contact details on Edumate are up to date, including Contact details. Update details [here using your Edumate log in](#).
- Students will remain with their class teacher until parents pick-up.
- Students who normally meet siblings from Senior School will be taken to the C Block area to meet their sibling.

### Senior School

- Families are asked to discuss the lockdown and temporary closure evacuation plan in advance with their children, to outline the family plan for pick-up/evacuation.
- After receiving initial notice via sms and email from the Principal about a temporary campus closure, families will be asked to collect their children
- Parents are to follow the afternoon pick-up routine for the collection of their children. Students will be sent to the pick up area at the front of C Block.
- Students who normally utilise the train to get to and from the College will be dismissed to proceed to Tallawong Station. The College will liaise with bus companies to attempt to get additional services in place at short notice, however, it is preferred that parents collect students from the College.
- Senior School students who are able to safely walk home or ride their bike will be dismissed from the College to make their way directly home.
- Students from Year 12 and Year 11 who drive to school will be dismissed to make their own way directly home.

### Families

Families are asked to ensure that students find their way home within one hour of notification

- Families are asked to discuss the temporary closure evacuation plan in advance with their children, to outline the family plan for pick up if required.
- Families are asked to ensure that personal contact details on [Edumate](#) are up to date, including Emergency Contact details.

### Teachers

- Teachers are to continue to mark rolls at the beginning of lessons to ensure that rolls are up to date
- Each class teacher is to obtain information from the student verbally regarding how they will be getting home, who is being picked up, taking public transport, walking, etc. This is to be recorded for each child
- Staff are to remain with their classes or allocated students until all students have left
- Some staff will be allocated supervision duties at collection and dismissal points
- Staff will be required to leave the College once students are dismissed to allow the deep clean of the College to take place