

COVID-19 plan

Last updated: 4 February 2021

School Community

**Bramfield Park Primary School**

**Background**

While the situation regarding Coronavirus (COVID-19) continues to evolve, it is important that as a school community we apply common sense, factual information and a practical approach to how we respond to COVID – 19. At Bramfield Park Primary School, we are planning for actions that we can take right now, as well as possible actions that we may have to take into the future.

Our plan will evolve as the challenges ahead of us become clearer, but we will maintain clear and transparent communication with our parents, staff, students and community about what may be to come, how we plan to deal with this, and how, working together, we can emerge from this situation even stronger.

We are planning for a wide range of possibilities, and this may involve taking some extraordinary steps, unprecedented in our school and community. Our plan will guide us, but, ultimately, we will take expert direction from the Department of Health, the Government of Western Australia, and the Department of Education.

I encourage you to read through our plan, become familiar with what to do, discuss any questions or concerns, and work with us to ensure a safe school community for your children and our staff.

Information within this document with regard to symptoms, specific restrictions on attendance, and guidance of school closure are taken directly from the agreed positions and advice of the Department of Health, Department of Education and the Australian Government.

The front cover of this document shows the date of which the last update was made. **Any new information will be updated in green.**

This is a school-based document. For the latest, specific and factual advice and information about Coronavirus (COVID-19), please refer to the Health Department website [www.healthywa.gov.au/Coronavirus](http://www.healthywa.gov.au/coronavirus)

Yours sincerely

Jayne Murray

Principal

**Communication - families**

We aim to keep our community well informed throughout the rapidly evolving COVID-19 situation, through as many channels as possible.

We urge all parents and staff to ensure that the school has your **current and up to date contact details**, especially your email address and mobile phone number.

**Email**

We will keep our parents and carers up to date with information via our newsletter and specific notices which will be emailed out to parents as we receive updates from the Department of Education. Please ensure you are checking your emails regularly throughout the day.

Our school email address is BramfieldPark.PS@education.wa.edu.au. An email to this address is distributed to all members of the school administration, and we anticipate replying to all emails within one business day.

**SMS**

SMS is our most direct form of communication and the channel for which we have the overwhelming majority of contact details registered and up to date. We will communicate urgent and important information via SMS with direction to further information on one or more of our other school platforms such as Connect, Facebook and the School Website if required.

**Connect**

Connect is our main school communication tool which you can access at connect.det.wa.edu.au or on the ConnectNow app. Please ensure you update the school with your current email address and you will be provided with a P Number and password to log into connect. Starting from Monday 8 February, we will be sending emails to all families regarding securing a login. Through Connect you will be able to contact your child's teacher, receive school notices and access your child's attendance and reporting records. Important school notices will be sent out using this platform on the Bramfield Park Primary School Families Connected page.

**Please note: Staff are available on their normal work days between 8:30am and 3:30pm. Their email addresses can be found on Connect.**

**School Website**

All information emailed out to parents will be placed on our website as soon as possible. We also have a Learning at Home tab where online learning resources, links to online learning and other websites are available. Our website is [bramfieldparkps.wa.edu.au .](http://bramfieldparkps.wa.edu.au/)

**Telephone**

Our school phone number is 9217 8600 and our school office is open between 8:00am – 3:30pm Monday to Friday. **The administration office will be closed until Monday 8 February 2021.**

**Facebook**

We will continue to post general information on our Bramfield Park Primary School Facebook page.

**Flexischools**

**The school will no longer use the Flexischools app.**

**Communication - students**

**Connect**

Connect classes are being established and relevant websites are being added. It is important each student with access to online platforms logs in to Connect. www.connect.det.wa.edu.au.

Student's username is firstname.lastname and their password is the same as what they currently use to log in to the school computers on start up. Staff are developing their Content sections and more learning resources will be added.

**Email**

Students have the capability to email their teacher, education assistant or a member of the Leadership Team via their Connect classes. Students are only to use Department of Education email please.

**Telephone**

Students will receive a call on average twice a week whilst they are 'learning at home'. These calls will be made to parent contact 1 and then parent contact 2 if they are not available. These calls are primarily for well being purposes and to help students remain connected to our school community.

**Work Packages**

We are aware that not all students have access to online learning. In the event that schools are closed, 2-week work packages will be prepared and distributed through the Front Office. Families will be notified when work packages are available for collection.

**School Attendance**

**ADVICE AS AT 31 JANUARY 2021**

**School will be closed form Monday, 1 February to Friday, 5 February. This is an extension of the school holidays and no lessons or supervision will be provided. Our teachers and staff remain at home. School will resume Monday, 8 February.**

**COVID-19 - Symptoms**

People with COVID-19 may experience:

* fever;
* flu-like symptoms such as coughing, sore throat and fatigue; or
* shortness of breath.

For the latest health information and health related enquiries please visit WA Department of Health or access the helpline 1800 020 080.

**Prevention**

Please keep your child at home if they are unwell. This includes symptoms such as fever, a runny nose, cough, head ache, stomach ache or sore throat.

**How to minimise the spread of COVID-19**

* Frequently washing your hands for at least 20 seconds with soap and water, or using an alcohol based hand gel
* Refraining from touching mouth and nose. If coughing or sneezing, covering your nose and mouth with a paper tissue or flexed elbow
* Dispose of tissues immediately after use and perform hand hygiene
* Avoiding close contact with anyone if you, or they, have a cold or flu-like symptoms
* Maintain social distancing of at least 1.5 metres
* Provide hand sanitiser every morning and every afternoon as students and families come through school gates
* Limit parents on school grounds and entering classrooms

**On return to school we will follow Department guidelines, which include:**

* Provision of handwashing soap in every toilet
* Provision of alcohol-based hand sanitiser in every classroom, public area, reception etc.
* Class-based instruction in handwashing and personal hygiene practices for sneezing and coughing
* Deeper cleaning and sanitising of common surfaces daily
* Communication for ill students and staff to be kept home from school
* Monitoring student and staff health and arranging for them to go home during the day if unwell
* Cancellation of all large-scale school and interschool events including assemblies and other activities
* All windows and doors to remain open where possible
* Signage displayed on all gates and office doors requesting parent, carers and visitors not to enter our school grounds if they meet the listed criteria
* Request to parents to limit the number of adults dropping off and picking up students to reduce number of people on site
* Parents to drop students at classroom door – only students and staff to enter the classroom
* Request to parents to enter and leave the school grounds promptly
* Encouraging the use of our Kiss and Drive for students in Years 1-6
* Students who do not attend school as a result of COVID-19 will be marked as a reasonable absence
* Suggested activities and ideas for our students to do at home posted on CONNECT

**Our Response**

**Hygiene**

**Handwashing**

* All staff to reinforce handwashing using WHO and Health Department guidelines and explicitly teach in class
* All staff to provide opportunity for students to wash hands and/or access hand sanitiser prior to lunch, crunch and sip and afternoon tea and on all entry to the classroom.
* All staff to remind students to use soap and water after going to the toilet

**Coughing / Sneezing**

* Teaching and display of posters on coughing / sneezing etiquette
* Tissues to be disposed of immediately

**Classroom**

* Staff to continue to identify any student appearing unwell and refer them to the office for parents to be contacted
* School Officer / Business Manager to contact parents to come and collect unwell students
* No handshaking or contact between adults
* Parents and carers to drop students at the door – no entry to classrooms

**Cleaning**

* Provision of further supplies and bringing forward bulk order and delivery of cleaning and hygiene products
* Additional hours provided for cleaning staff to ensure deeper cleansing and sanitising of high contact areas in classrooms and toilets
* Cleaners to spray all resources with antibacterial spray at the end of each day
* Computer keyboards to be wiped down with antibacterial wipes after each use

**Physical Distancing**

**Measures will be put into place as directed by the Department (2020). These include:**

* Cancellation of all mass gathering events for Semester One
* Classrooms reconfigured so that each student has a defined area to work and social distancing is put into place
* Staff and students only to enter classes, parents to drop students at the door of the classroom
* Outdoor learning environment to be used whenever possible
* Staff to maintain physical distancing in the staffroom

**School Closure**

**As of 31 January 2021 the school holidays have been extended for 1 week for students and staff**. We will provide further information as it becomes available.

**Reactive closure (temporary)**

This will be due to a confirmed case within our school. If the school has to close due to a confirmed case, it will be on advice from the WA Health Department’s Chief Health Officer.

The Chief Health Officer will, if there has been a positive COVID-19 test result in our school, close the school temporarily while assessment and tracing of exposure is conducted. A thorough school clean will then be carried out to make the school safe for the return of students and staff.

**Pre-emptive closure (prolonged)**

Should the Australian Government, on advice of the Chief Health Officer make the decision to close schools, the processes detailed on the next pages will be followed.

**School Response Team**

|  |  |
| --- | --- |
| **Staff Member** | **Roles** |
| Jayne Murray | * Site management
* Communication and planning
* Facebook
* Family Support
* Staff Support
 |
| Rebecca VIner | * K-2 Phase Coordination
* Student support services
* CONNECT K-2
* Staff Support
 |
| David Herbert | * 3-6 Phase Coordination
* Student support services
* CONNECT 3-6
* Staff Support
 |
| Valerie Trapp | * Management of cleaning staff and school gardener
* Management of cleaning supplies
* Coordination of school security in event of closure
* Management of parent emails
 |
| Ashley Weston | * Uploading of information to website where appropriate
 |

**SCHOOL CLOSURE PROCEDURE - ACTION REQUIRED**

* Notice will be provided to Principal by the Department of Education of the requirement to close. The Principal will convene and brief the school response team, issue a letter via email, and add it to the website, Facebook and Connect with dates of school closure.
* Brief staff/contact staff including action to be taken before and after school closure; health and safety, and leave arrangements. Use school communication strategies to brief absent staff, parents and students.
* Inform School Board and P&C President.
* Convene/notify Crisis Counselling Team (eg School Psychologist, Student Services).
* Communicate closure to local schools and schools where there are siblings attending.
* Communicate closure to Daycare and Childcare partners.
* Close school. Signage placed on school exterior.
* Activate school security measures. Implement school closure security procedure.
* Postpone all known school visitors and excursions.
* Implement offsite learning programs (where possible).
* Maintain contact with staff, parents and students via Facebook, Connect and Email, ensuring this contact can be made whilst school staff are off site.
* Distribute updated communication as required by the Department of Health or Department of Education to parents.
* Notify school community when confirmation of the date the school can re- open is known.
* The Department of Education will facilitate cleaning of the school prior to reopening.
* Re-open school.
* Maintain off-site learning programs for any students still required to self- isolate.

**Teaching and Learning Continuity**

Remote teaching and learning at home programs will differ from school to school. At Bramfield Park we will work to provide remote learning that is tailored to our local community needs.

Staff will provide activities to ensure students continue to progress with essential learning, consistent with WA Curriculum K – 10 Outline and school operational plans. Remote learning can be delivered through digital technology but also through a hard copy work package for families that do not have access to online forums.

Teachers will provide a timetable as a routine guide for what to complete on each day and how long it should take.

Students and families will be given clear information about how and when they will receive learning materials and feedback. This can be from the teacher and / or the Front Office

Teachers will create and communicate a schedule that shows what is expected of students: what they need to do, how long will it take and when they should aim to complete the task.

Teachers will avoid overwhelming students by giving them too many learning activities at once or introducing complex skills.

**Modes of Learning**

Online via activities in Google Classroom and Connect Classroom

Online via lesson suggestions posted on our school website.

Online via the DoE WA Learning at Home website for parents: <https://www.education.wa.edu.au/learning-at-home>

Work Packages - we are aware that not all students have access to online learning. As such, work packages will be created and distributed through the Front Office. Teachers should prepare a 2-week work package, at a time, for students that is aligned to the WA Curriculum Outline K – 10, school operational plans and linked to information available via the online platforms.

**What does this mean for parents?**

1. You are not homeschooling. Students are learning at home. There is a huge difference.

2. Being home all day is not our normal. Children will lose their in-person time with friends, their daily routine and the predictability of life that gives us security. Don't expect to just jump into a perfect program and learn, learn, learn. Expect them to act out. Expect them to not want to get out of bed. Expect them to not have words to express their inner turmoil.

3. Give yourself a break. Our society has been turned upside down. It is okay to NOT be amazing.

4. The number one thing that will shock you is how fast activities get done. You only have your own children. You are giving them focused attention. When you have 25 students in a class it takes a lot of time to get all 25 of them to turn to page 32, take out pencils, get their paper, etc. There are natural distractions with a big class that do not happen in a small one. You will get activities done fast! Don't artificially create busy work to do school for 6 hours a day.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday |
| *English*Reading Eggs/Eggspress/Literacy ProReading, comprehension, handwriting, spelling, speaking and listening. Work that your teacher has provided in this subject area.  | *English* | *English* | *English* | *English* |
| *Mathematics*MathSeeds/MathleticsTimes Tables. Work that your teacher has provided in this subject area.  | *Mathematics* | *Mathematics* | *Mathematics* | *Mathematics* |
| *Wellbeing*Smiling Mind/Cosmic KidsJournalling, scrapbooking, mindfulness, colouring. Work that your teacher has provided in this subject area.  | *Wellbeing* | *Wellbeing* | *Wellbeing* | *Wellbeing* |
| *Physical*Go Noodle/Just Dance/Little Sports/The Learning Station. Work that your teacher has provided in this subject area.  | *Physical* | *Physical* | *Physical* | *Physical* |
| *Geography/History, Science, STEM, Music, and Art.* Work that your teacher has provided in this subject area.  | *Geography/History, Science, STEM, Music, and Art*  | *Geography/History, Science, STEM, Music, and Art*  | *Geography/History, Science, STEM, Music, and Art*  | *Geography/History, Science, STEM, Music, and Art*  |
| *French (years 3-6).* Work that your teacher has provided in this subject area.  | *French (years 3-6)* | *French (years 3-6)* | *French (years 3-6)* | *French (years 3-6)* |

5. Tests and worksheets are NOT the only way or the best way to learn. You can read lots of books (both fiction and non-fiction) and do hands-on-learning. There is a lot of learning that does not end in a worksheet. Get crazy and ask your kids what they are interested in, and then learn about that. If your child thinks the solar system is really cool, then read about the solar system, look up YouTube videos about it, do projects about it. Immerse yourselves in learning and make it fun and engaging.

6. Maybe your best 'today' will be to cuddle up with the kids and just be together.

7. Child-led learning and learning from life is a thing.

**Suggested Timetable for students**

**Considerations for setting up a home learning environment:**

Is the area free of distraction? Is there excessive noise in the area? Are there trip hazards in the area? Is the area exposed to direct glare or reflections? Does the area have sufficient power points available? Is equipment (extension cords etc.) in good, safe, working condition? Is there a proper desk and chair and other necessary equipment (light, stationery and devices)? Is the chair adjusted correctly?

If working on a computer the screen should be positioned directly in front of your child. The screen should be at a distance where your child can see clearly and easily without straining. The top of the screen should be slightly lower than eye level. The keyboard should be positioned at a distance where elbows are close to your child’s body and their shoulders should be relaxed. The mouse should be placed directly next to the keyboard.

Are their most frequently used items within easy reach from a seated position?

**Assessment**

Staff will provide feedback on submitted student work. This will be conducted in a way that is conducive to the activity as well as the forum it is conducted in. Feedback is sought from, and support is provided to parents regarding their child’s learning on a **weekly** basis. Systems to do this can be either by phone or email.

Teachers will develop a class system for monitoring and recording learning during this time. This may take the form of:

- Records from phone calls with students/parents.

- Records from emails with students/parents.

**Support**

**Learn the facts**

Constant media coverage about COVID-19 can keep us in a heightened state of anxiety. Try to limit related media exposure and instead seek out factual information from reliable sources. The latest health information is available through the WA Health Department

[https://ww2.health.wa.gov.au/Articles/A\_E/Coronavirus](https://ww2.health.wa.gov.au/Articles/A_E/Coronavirus?fbclid=IwAR0C2oN5eNBnoCeYxQa6FPCcCjNbHAZFtwAk4yjnfuTWD_vgenFLvt4soU8)

Call the Coronavirus Health Information Line on 13 268 43 or 1800 595 206

**Keep things in perspective**

When we are stressed it is easy to see things worse than they really are. Rather than imagining the worst-case scenario and worrying about it, ask yourself:

* *Am I getting ahead of myself, assuming something bad will happen when I really don’t know the outcome?*

Remind yourself that the actual number of confirmed cases of COVID-19 in Western Australia is very low with only one case of community transmission in 10 months.

* *Am I overestimating how bad the consequences will be?*

Remember, illness due to COVID-19 infection is usually mild and most people recover without needing specialised treatment.

* *Am I underestimating my ability to cope?*

Sometimes thinking about how you would cope, even if the worst were to happen, can help you put things into perspective.

**Take reasonable precautions**

Being proactive by following basic hygiene principles can keep your anxiety at bay. The World Health Organization recommends a number of protective measures against the COVID-19, including to:

* wash your hands frequently
* avoid touching your eyes, nose and mouth
* stay at home if you begin to feel unwell until you fully recover
* seek medical care early if you have a fever, cough or experience breathing difficulties.

**Practise self-care**

To help encourage a positive frame of mind, it is important to look after yourself. Everybody practises self-care differently with some examples including:

• maintaining good social connections and communicating openly with family and friends

• making time for activities and hobbies you enjoy

• keeping up a healthy lifestyle

• practising relaxation, meditation and mindfulness to give your body a chance to settle and readjust to a

 calm state

**Tips for talking with children about COVID-19**

Children will inevitably pick up on the concerns and anxiety of others, whether this be through listening and observing what is happening at home or at school. It is important that they can speak to you about their own concerns.

**Answer their questions**

Do not be afraid to talk about COVID-19 with children. Given the extensive media coverage, it is not surprising that some children are aware of the virus. Providing opportunities to answer their questions in an honest and age-appropriate way can help reduce any anxiety they may be experiencing.

You can do this by:

* speaking to them about COVID-19 in a calm manner
* asking them what they already know about the virus so you can clarify any misunderstandings they may have
* letting them know that it is normal to experience some anxiety when new and stressful situations arise
* giving them a sense of control by explaining what they can do to stay safe (e.g., wash their hands regularly, stay away from people who are coughing or sneezing)
* not overwhelming them with unnecessary information (e.g. death rates) as this can increase their anxiety
* reassuring them that COVID-19 is less common and severe in children compared to adults
* allowing regular contact (e.g. by phone) with people they may worry about, such as grandparents, to reassure them that they are okay

**Talk about how they are feeling**

* Explain to your child that it is normal to feel worried about getting sick
* Listen to your child’s concerns and reassure them that you are there to help them with whatever may arise in the future
* It is important to model calmness when discussing the COVID-19 with children and not alarm them with any concerns you may have about it
* Children will look to you for cues on how to manage their own worries, so it is important to stay calm and manage your own anxieties before bringing up the subject with them and answering their questions

**Limit media exposure**

It is important to monitor children’s exposure to media reports about the COVID-19 as frequent exposure can increase their level of fear and anxiety. Try to be with your child when they are watching, listening or reading the news so you are able to address any questions or concerns they may have.

Telethon Institute for Kids - Tips for discussing COVID-19 with your kids

[https://www.telethonkids.org.au/news--events/news-and-events-nav/2020/march/tips-for-discussing-coronavirus-with-your-kids/](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.telethonkids.org.au%2Fnews--events%2Fnews-and-events-nav%2F2020%2Fmarch%2Ftips-for-discussing-coronavirus-with-your-kids%2F&data=04%7C01%7CJayne.Murray%40education.wa.edu.au%7C48642c81863e4255b5ed08d8c89ffd70%7Ce08016f9d1fd4cbb83b0b76eb4361627%7C0%7C0%7C637479936798918143%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=pRKe5hsc5bRl6bpDnMKPiuk%2FDsUe%2BlrXxa%2FtxUWjDqI%3D&reserved=0)

**Seek additional support when needed**

Free counselling services available include:

**Students**

Kids Helpline - 1800 55 1800

**Parents and Carers**

Lifeline - 13 11 14

**Professional support**

If you feel that the stress or anxiety you or your child experience as a result of the COVID-19 is impacting on everyday life, a psychologist may be able to help.

There are number of ways to access a psychologist. You can:

* use the Australia-wide ‘Find a Psychologist’ service gofindapsychologist.com.au or

call 1800 333 497

* ask your GP or another health professional to refer you

Taken from the Australian Psychological Society

“Tips for coping with Coronavirus anxiety”.

psychology.org.au

